



## **Guidelines for Moderation and second marking of examination papers at Uva Wellassa University**

Uva Wellassa University recognizes the importance of moderation of examination papers and second marking of answer scripts at the Semester Examinations as an important quality standard. The moderation and second marking of scripts shall ensure maintain high standards at semester examinations as well as transparency of the process.

### ***Definitions***

**Setting** (of examination papers): The process of preparation of semester examination papers.

**Setter:** The person who prepares the examination paper. Most often the setter is the Lecturer who delivered the lecture series for the student in the particular semester concerned.

**Moderation:** The process of scrutiny of examination papers to ensure error free standard question papers at semester examinations.

**Moderator:** The appointed Academic who does the scrutiny of examination papers.

**First Examiner:** The person who does the marking of answer scripts for the first time. Most often this activity is done by the person who performed the role of Setter.

**Second examiner:** The person who does the marking of answer scripts for the second time. Most often this activity is done by the person who performed the role of Moderator.

The Internal Quality Assurance Unit (IQAU) suggest following guidelines for the process of moderation and second marking of scripts:

## **Guidelines for Moderation**

- Moderation of examination papers at Semester Examinations shall be done by a Moderator appointed by the Faculty Board.
- Moderator shall be a Senior Academic whose field of expertise fall in the subject area of the examination paper.
- Moderator shall ideally be a senior academic than the setter of the examination paper.
- Moderation of examination papers should be done after an interactive session between the Setter and Moderator.
- During the Moderation process Moderator and Setter should pay attention to following focal points:
  - Compliance with a prescribed standard format
  - Clear instructions to the candidates in the rubric
  - Time allocation against the number of questions
  - Mark allocation for questions and distribution of marks within sections and sub sections of a main question
  - Availability of a detailed marking scheme. (Should submit with the paper)

### *Good practices during moderation*

- The process of moderation of examination papers should be done as an interactive session between the setter and the moderator without any prejudices.
- During the process, the moderator should present constructive criticisms to improve the standard of the question paper in a friendly yet in a professional way to avoid any misunderstanding or ill feelings in either party.
- During the process of moderation both setter and examiner collaborate with each other to achieve timely printing of examination papers and offer fullest cooperation to the Examination Department of the university to ensure a smooth operation of the semester examination.

## **Guidelines for second marking of answer scripts**

- The purpose of second marking is done to assure error free evaluation of answer scripts.
- Second marking shall be done by a second examiner appointed at the relevant Faculty Board.
- During the second marking process the second examiner pays attention to the following focal points:
  - Whether the first marking has been done according to a marking scheme
  - Whether the allocation of marks is just and fair for the answer

- Whether the additions and subsequent calculations to obtain the final mark and the letter grade is accurate
- The methodology adapted by the second examiner during the second marking process is personal, yet IQAU would stress following important points regarding second marking process:
  - Second marking involves the evaluation of all the answer scripts presented to the second examiner for a given subject.
  - Second examiner holds the responsibility of the accuracy of final mark and letter grade of all the answer scripts presented for second marking
- However, for practical applicability of the second marking process the second examiner may adopt the following process:
  - If the number of answer scripts presented for second marking is small or moderate, second examiner may mark all the answer scripts individually after the marking scheme presented to him to obtain the final mark and letter grade.
  - If the number of answer scripts presented for second marking is considerably high, the second examiner may first mark a representative and random sample and if considerable deviations from the first marking exist (e.g. differences greater than five), second examiner may mark all the answer scripts individually to obtain the final mark and letter grade.

*Good practices during first and second marking*

- Marking of answer scripts should be done according to pre-agreed detailed marking scheme without any prejudices.
- The process should result in error free evaluation of answer scripts so the candidates would get the maximum advantage for their efforts at the examination
- The first and second marking of answer scripts is a time bound process. Hence, it is expected that the first and second examiners comply with the specified time intervals and submission deadlines to assure speedy release of the results.
- Second marking should be done independently from the first marking.