



## MODERATION OF GRADES PROCEDURE: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

Version	1.01	Number of pages	2
Responsible officer	Chief Academic Officer		
Contact	Policy Coordinator, <a href="mailto:policy@morling.edu.au">policy@morling.edu.au</a>		
Approved by	Academic Board		
Keywords	Education; CCSC; Moderation; Courses; Compliance; Quality; Assessment; Procedure		
Access level <i>Select from the drop-down menu</i>	Staff		
Dissemination Range	CCSC staff; Education staff; DSS staff		
Approval date	11 September 2019		
Effective date	11 September 2019		
Review date	September 2022		
Superseded documents	None		
Higher Education Standard	HES_5.3.4		
Document classification <i>Select from the drop-down menu</i>	Academic		

### 1. PURPOSE

To articulate the procedure for the moderation of grades.

### 2. DEFINITIONS (OPTIONAL)

Key Term - Acronym	Definition
Grade	The final result which describes the students result derived from the combined marks from the assessed learning task for a unit

### 3. STEPS

#### STEP 1 – MODERATION TAKES PLACE

Departments/Faculties undertake the moderation of results in each unit, finalises results and prepares a report on the process and outcome for the Dean.

#### STEP 2 – FACULTY SIGN OFF RESULTS AND NOTIFIES REGISTRAR

The Dean approves the results and forwards them to the Director of Student Services to be released to students.

### STEP 3 – FACULTY REPORT SUBMITTED TO ACADEMIC BOARD

The Dean submits the moderation report to the Academic Board. The Academic Board is responsible for the oversight of the process and ensuring quality standards. The Board considers the report, approves it and/or provides feedback to the Faculty.

#### 4. RELATED DOCUMENTS AND LEGISLATION

Moderation Policy: Edu; CCSC

#### 5. REFERENCES

Nil

#### 6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.01	Policy Coordinator	March 2023	March 2023	Procedure updated to the latest template, including the addition of keywords. Registrar replaced with Director of Student Services.
1	Academic Board	11 September 2019	11 September 2019	New procedure

*Download this document anew with each use, as it may have changed.*