Moderation of Assessment Process

How to Report

This resource is part of a package of resources designed to assist all Edith Cowan University (ECU) staff with moderation of assessments.

The purpose of this resource is to assist unit coordinators of managed units to complete their Assessment Moderation Reports using the ECU Online Moderation System.

All units within ECU managed courses are required to use the moderation process outlined in ECU policies for Moderation of Assessment, Assessment and Course and Unit Review. This is to ensure equivalence with on-campus delivery and standards.

For off-shore managed courses, see the specific required steps outlined in
• 4.2 of the ECU policy for Moderation of Assessment and
• 4.5 (v) of the Assessment policy.

How does a Unit Coordinator complete a Unit Moderation Report?
The ECU Unit Coordinator
• marks the major assessment or final examination; and
• remarks at least 8 samples (at least 10% of unit enrolment) of each assessment item; and
• records these marks to complete the Unit Moderation Report as part of the ECU Online Moderation System.

To view and complete the Unit Moderation Report, go to the ECU Online Moderation System via the Staff Portal. For step-by-step assistance, see the
• Instructions for Unit Coordinators.

How does a Course Coordinator, Head of School or AssociateDean view a Unit Moderation Report?
The ECU Course Coordinator
• uses the Unit Moderation Reports in the Annual Course Report as detailed in the ECU Course and Unit Review Policy as part of the ECU Online Moderation System.

Head of School or Associate Dean may also view the Unit Moderation Reports.

To view the Unit Moderation Reports, go to the ECU Online Moderation System via the Staff Portal. For step-by-step assistance, see the
• Instructions for Viewing Reports.