

## Examination Moderator Guidelines

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<b>Business Owner:</b>	Assistant Vice-Chancellor Learning and Teaching
<b>Approval Authority:</b>	Academic Board

### 1. PURPOSE

These guidelines provide the responsibilities of the role of Examination Moderator. Moderators are appointed by the Faculty Dean and/or Division Director to moderate the examination scripts set for all courses examined by the Faculty / Division each semester.

### 2. RESPONSIBILITIES

It is the responsibility of Examination Moderators to:

- Agree with the length and structure of the script as a whole and the framing and clarity of each question.
- Check that the course title and code agree with the Calendar.
- Verify that the questions being asked are appropriate to the learning outcomes and the customary standards for examinations in that course.
- Refer requested modifications and suggestions back to the examiner.
- Reach agreement with the examiner on all aspects of the script listed above before the script is sent to the Examinations Office.
- Delegate - with the permission of the Faculty Dean / Division Director - to another staff member to moderate the examination script for which the moderator is the examiner.

### 3. LINKS WITH OTHER POLICIES / GUIDELINES

[Course Outline Policy](#) [Examination Policy](#) [Examiner Guidelines](#)  
[Examination Script Guidelines](#)