

Internal Examiner/Moderator Report

Associate College:

Academic Year and Term:

The primary role of an Internal Examiner/Moderator is to report on the assessment process and to comment on whether the academic standards are appropriate to the award(s) for which they have responsibility in relation to approved University Programme criteria and the RU General Regulations. The Internal Examiner/Moderator is responsible to double mark the approved sample scripts according to the requirements set out in the Operations Handbook. The Internal Examiner/Moderator will provide a report to the Internal Examiner Committee chaired by the Academic Director of the Approved College. Comments or advice on any other aspects of provision are most welcome and will be considered seriously. Please complete all the sections and provide a critical analysis of each of the areas covered in the report.

If possible, please word-process the report and return electronically. This template is available from the Raffles University web site.

PART A Internal Examiner/Moderator Report – for Internal Use

Name	
Title and Position	
Academic year and Term	

The following section deals with the sample double marking. Please complete the template, typing text into the box beneath each heading as indicated and only typing into the spaces provided. Simple text formatting should be used; Please note that a maximum of 300 words is recommended for textual fields.

Home Associate College, academic and/or other professional/qualifications and affiliations of internal examiner.

Type your text here

'In the view of the internal examiner/moderator, the assessment prescription and standard are appropriate for the aims and learning outcome of the module(s)

Is the above statement correct (Yes/No)

Type yes or no

If you have stated 'no', or if you wish to give additional information, please do so below.

Type your text here

'In the view of the internal examiner/moderator the standards of student performance are comparable with similar modules with which they are familiar.'

Is the above statement correct (Yes/No)

Type yes or no

If you have stated 'no', or if you wish to give additional information, please do so below.

Type your text here

'In the view of the internal examiner/moderator, the processes for assessment, examination and the determination of awards are sound and fairly conducted.'

Is the above statement correct (Yes/No)

Type yes or no

If you have stated 'no', or if you wish to give additional information, please do so below.

Type your text here

Where appropriate, a description or bullet point list of any particular strengths or distinctive or innovative features in relation to overall quality of the programme, standards and assessment processes that would be worth drawing to the attention of external audiences.

Type your text here

PART B Internal Examiner/Moderator Main Report - for Internal Use

1. Areas of Responsibility

Please include a summary of the activities you have undertaken in fulfilling your role and duties.

2. Please comment on the following aspects of the operation of the modules and programme:

Adherence to RU General Regulations and any issues relating to their application

Correct exercise of academic discretion in assessment

Fairness and equity of judgements made

Organisation and administration of the programme

3. Overall Student Performance. Please comment on with particular reference to:

3.1 Overall performance of sample student cohort including:

-Distribution of grades

-Significant differences in the performance of students

Overall quality of the programme:

-Admission requirements versus module performance

-Quality and coherence of modules

-Learning outcomes issues

3.2 Matters related to assessment in credit-bearing internships/placement, work based learning and project/ thesis if applicable.

4. Concluding comments on the following topics where applicable upon any aspect(s) of the programme under your area of responsibility not covered in the main body of the report

- 5 If this is your final year as Internal Examiner/Moderator it would be most helpful if you could use this space to provide an overview on the progress which has been made during your period of office.

Name
Email address

Date
