

ASSEMBLING MODERATION MATERIALS GUIDELINES FOR MEMBER INSTITUTIONS

INTRODUCTION

Moderation takes place annually, normally mid 2nd semester of each year. This process examines the work of students in units taken in 2nd semester of the year before moderation and units taken in 1st semester of the year of the moderation. Moderation covers an entire discipline at a time. The planned moderation schedule of the disciplines is as follows:

Year of Moderation	Discipline examined
2010	Christian Practice
2011	Theology
2012	Humanities in the Christian Tradition
2013	Biblical Studies
2014	Christian Practice

Overview of the Discipline

Each discipline is made up of sub-disciplines as indicated in the following table:

Discipline	Sub-disciplines
Biblical Studies	1. Biblical Studies (including Old Testament, New Testament, Hebrew, Greek)
Humanities in Christian Tradition	2. Humanities 3. Christian Spirituality 4. Church History 5. Philosophy
Christian Practice	6. Counselling 7. Liturgical Studies 8. Missiology 9. Pastoral Theology and Practice
Theology	10. Theological Ethics 11. Theology (including Latin)

With as many as 4 sub disciplines in some disciplines, a vast amount of material must be assembled for moderation. This is not an easy task for MIs. Nor is it easy for moderators when they are confronted by an enormous mass of paper.

Moderators find the volume of material daunting. We need to assist moderators to do their work with the greatest of ease and the least cause for irritation or annoyance. Moderators are greatly assisted by clear and efficient organisation of materials.

Assembling the Scripts

The bulk of the material is composed of the scripts written by students in their assignments and examinations.

Just what do we need to collect?

- Course unit handouts for each unit
- samples of student work for each unit, with grades and markers' comments shown,
- samples of examination questions and student answers for each unit, with grades and markers' comments shown.
- The sample for each unit consists of 3 sets of assessment materials. Build the sample by
 1. choosing one student at H/D, one at C/P, and one at N. If there are no students in one or more of the categories, choose in a way that gives the best spread eg if all the students in a unit received P then ensure that high, middle and low Ps are chosen.
 2. collecting **all** the assessment material for each of these students. Please make sure that every piece **clearly states** the student name, the course unit code and name.

When do we need to submit it?

Discipline moderation usually occurs in September or October. Colleges may have assembled the Semester 2 material early in Semester 1. Academic Board approves Semester 1 results about mid-July each year. This leaves over a month to finalise assembling the materials for submission towards the end of August.

Presentation

Moderation materials will be presented in their best light when they are organised as follows.

Each MI should purchase a supply of

- Marbig Doculope Wallet 2015001 with Button A4 (will hold about 150 pages)
- Marbig Box Files 80069 A4 44mm (will hold about 350 pages)
- Marbig Box Files 80079 A4 80mm (will hold about 700 pages)
- Marbig Manilla Dividers 37200 A4 10 Tab Bright



Each box/wallet should be clearly labelled on its spine or flap. Boxes will be returned to MIs after moderation for re-use.

BOX/WALLET 1

This wallet will be divided into 6 sections with each section separated by a manilla divider. The sections are

- 1.1. Moderators want to know about the structure of the discipline and sub discipline. Please include a document that shows the progression at your college through the various units and levels of study to ensure the sequential development of skills and knowledge.
- 1.2. A list of the **undergraduate** (including Independent Guided Studies units, Issues in . . .) units in this discipline that have been taught at your college in **Semester 2, 201x**. If no units were taught please state “No units taught.”
- 1.3. A list of the **undergraduate** (including Independent Guided Studies units, Issues in . . .) units in this discipline that have been taught at your college in **Semester 1, 201x+1**. If there no units were taught please state “No units taught.”
- 1.4. A list of the **postgraduate** (including Independent Guided Studies units, Issues in . . .) units in this discipline that have been taught at your college in **Semester 2, 201x**. If there no units were taught please state “No units taught.”
- 1.5. A list of the **postgraduate** (including Independent Guided Studies units, Issues in . . .) units in this discipline that have been taught at your college in **Semester 1, 201x+1**. If there no units were taught please state “No units taught.”
- 1.6. A list of any units that form part of the normal curriculum in this discipline at your college that were **not taught** in Semester 2 201x and Semester 1 201x+1.
- 1.7. A list (with up-to-date qualifications and brief cvs) of the teachers at your college who are accredited by the SCD to teach in the discipline. (Moderation is a good time to update CVs as they will need to be resubmitted as part of reaccreditation in 2012.)
- 1.8. A description of the library facilities and holdings available at your college in this discipline. See relevant policy:
http://scd.edu.au/Documents/PPM%202007/ACADEMIC%20PROGRAM%20REGULATIONS/ModerationProcedures_LibraryCommittee.pdf
 If your college has special library arrangements please document these arrangements fully. If you use the library facilities at another institution please describe the library facilities that are relevant to this moderation.

BOX/WALLET 2A [NAME OF SUB-DISCIPLINE 1]– UNDERGRADUATE – 201X



If you did not teach any [NAME OF SUB-DISCIPLINE 1] Undergraduate units in 20xx do not submit Box 2A – but do not label any other box as 2A. If your box is too small to hold all the materials then label a second box as “BOX 2A-2” and a third box as “BOX 2A-3” etc

This box will contain only [NAME OF SUB-DISCIPLINE 1] **undergraduate 201x** materials. It will be divided into sections with each section separated by a manilla divider. The sections are

- 2.1 A copy of the first **course unit handout** immediately followed by

- 2.1.1 a copy of the result sheet for this unit that contains all student names and the marks and grades awarded
- 2.1.2 samples of student work, with grades and markers' comments shown.
- 2.1.3 samples of examination questions and student answers, with grades and markers' comments shown.
- 2.2 A copy of the second **course unit handout** immediately followed by samples of
 - 2.2.1 a copy of the result sheet for this unit that contains all student names and the marks and grades awarded
 - 2.2.2 samples of student work, with grades and markers' comments shown.
 - 2.2.3 samples of examination questions and student answers, with grades and markers' comments shown.
- 2.3 Add further sections for each additional unit in [NAME OF SUB-DISCIPLINE 1] undergraduate 20xx

BOX/WALLET 2B [NAME OF SUB-DISCIPLINE 1]– UNDERGRADUATE – 201x+1

If you did not teach any [NAME OF SUB-DISCIPLINE 1] Undergraduate units in 20xY do not submit Box 2B – but do not label any other box as 2B. If your box is too small to hold all the materials then label a second box as “BOX 2B-2” and a third box as “BOX 2B-3” etc

This box will contain only [NAME OF SUB-DISCIPLINE 1] **undergraduate 201x+1** materials. It will be divided into sections with each section separated by a manilla divider as for Box 2A.

BOX/WALLET 2C [NAME OF SUB-DISCIPLINE 1]– POSTGRADUATE – 201x

If you did not teach any [NAME OF SUB-DISCIPLINE 1] Postgraduate units in 20xx do not submit Box 2C – but do not label any other box as 2C. If your box is too small to hold all the materials then label a second box as “BOX 2C-2” and a third box as “BOX 2C-3” etc

This box will contain only [NAME OF SUB-DISCIPLINE 1] **postgraduate 201x** materials be divided into sections with each section separated by a manilla divider as for Box 2A.

BOX/WALLET 2D [NAME OF SUB-DISCIPLINE 1]– POSTGRADUATE – 201x+1

If you did not teach any [NAME OF SUB-DISCIPLINE 2] Postgraduate units in 20xY do not submit Box 2D – but do not label any other box as 2D. If your box is too small to hold all the materials then label a second box as “BOX 2D-2” and a third box as “BOX 2D-3” etc

This box will contain only [NAME OF SUB-DISCIPLINE 1]**postgraduate 201x+1** materials. It will be divided into sections with each section separated by a manilla divider as for Box 2A.

Follow the same procedures for any other boxes you need to submit if there are other sub disciplines you have offered that make up the Discipline being moderated :

BOX/WALLET 3A [NAME OF SUB-DISCIPLINE 2] – UNDERGRADUATE – 201X

BOX /WALLET 3B [NAME OF SUB-DISCIPLINE 2] – UNDERGRADUATE – 201X+1

BOX/WALLET 3C [NAME OF SUB-DISCIPLINE 2] – POSTGRADUATE – 201X

BOX/WALLET 3D [NAME OF SUB-DISCIPLINE 2] – POSTGRADUATE – 201X+1

BOX/WALLET 4A [NAME OF SUB-DISCIPLINE 3] – UNDERGRADUATE – 201X

BOX/WALLET 4B [NAME OF SUB-DISCIPLINE 3] – UNDERGRADUATE – 201X+1

BOX/WALLET 4C [NAME OF SUB-DISCIPLINE 3] – POSTGRADUATE – 201X

BOX/WALLET 4D [NAME OF SUB-DISCIPLINE 3] – POSTGRADUATE – 201X+1

BOX/WALLET 5A [NAME OF SUB-DISCIPLINE 4] – UNDERGRADUATE – 201X

BOX/WALLET 5B [NAME OF SUB-DISCIPLINE 4] – UNDERGRADUATE – 201X+1

BOX/WALLET 5C [NAME OF SUB-DISCIPLINE 4] – POSTGRADUATE – 20X1

BOX/WALLET 5D [NAME OF SUB-DISCIPLINE 4] – POSTGRADUATE – 201X+1

ASSEMBLING MODERATION MATERIALS GUIDELINES FOR DISCIPLINE COORDINATORS / DIRECTOR (COURSEWORK)

Once the panel has been appointed, send each member some advance information including a copy of

1. Discipline Moderation policy and flowchart

2. Overview of the structure of each degree with a link to the SCD website for the full details of course structure and course unit outlines.
3. Copy of the Assembling Moderation Materials guidelines
4. Copy of Monitoring Assessment Results – Procedures

As soon as the boxes are received from the MIs, send each moderator a preliminary moderation document consisting of a sample of 10 copies of the course unit handout and major assignment chosen from across the BTh, MA, and MTh levels so that, following the advance information, moderators are oriented to the task that lies ahead on the day of moderation.

On the day of moderation the Discipline Coordinator will provide the panel with all the material from the wallets and boxes as described in the Assembling Moderation Materials guidelines.