Policy and Procedure on Long Essay and Dissertation Moderations

CODE:	P063
OPERATIONAL OWNER:	Academic Research and Publications Board (ARPB)
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POLICY VERSION:	1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1	Initial version	ARPB	2023	2023

Related Policies

P028 – Students' Research

P031 – Against Plagiarism

P043 – Research

P064 – Academic Freedom and Integrity

P065 – Corrections of Long Essays and Dissertations

P066 – Extensions of Long Essay and Dissertation Submission Deadline Dates

P067 – Late Submissions and Resits of Long Essays and Dissertations

P068 – Revisions of Papers for Long Essays and Dissertations

P069 – Tutor/Supervisor Allocations for Long Essays and Dissertations

P075 – Use of Artificial Intelligence by Students and Staff

P076 – Publications Committee

P077 – The Appointment and Role of Academic Advisors for Dissertation Supervisors

External Refences

Definitions

Moderation	A quality assurance process, separate from the actual marking of a student's work, aimed at ensuring assessment outcomes (marks/grades) are fair, valid, and reliable. Conducted when discrepancies arise between assessors' marks.
Moderator (Third Reader)	An appointed academic responsible for independently assessing the long essay/dissertation, ensuring consistency, facilitating agreement between assessors, and confirming the final mark.
Second Reader	An assessor, in addition to the tutor, who grades the long essay/dissertation. Their mark is compared against the tutor's to determine if moderation is needed.
Tutor	The primary academic guiding the student and assessing their long essay or dissertation.
Rubrics	Assessment criteria created by ARPB to guide marking and ensure consistent evaluation across assessors.
Marking Sheet	An official ARPB document used to record assessment marks and feedback, ensuring transparency and comparability.

Abbreviations

ARPB	Academic Research and Publications Board
ITS	Institute of Tourism Studies.

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A. Policy and Procedure

1. Overview

The ARPB is responsible for organising and supervising moderations. The moderator, who is to act as a third reader, shall be appointed by the Chair of the ARPB upon receiving a moderation request from the respective coordinator.

Moderations shall only be allowed to take place in either one of the below circumstances:

a. *There is a discrepancy of more than 20% between the marks of the tutor and the second reader.*

OR

b. *One mark results in a pass and the other mark results in a fail by either the tutor or the second reader.*

Being a quality assurance process and separate from the actual marking of the student's work, moderations strive to ensure that an assessment outcome (e.g., a mark and/or grade) is fair, valid, and reliable. This good practice ensures consistency and transparency in mark allocations and feedback of a formative nature.

2. The duties of a moderator acting as a third reader

a. To independently assess the long essay or dissertation and award a final mark out of 100%.

b. To contact the tutor and the second reader and organise a meeting either face-to-face or online.

c. To ensure that the assessment criteria of both the rubrics and the marking sheet created by the ARPB have been applied consistently by both the tutor and the second reader.

d. To check and review comments on the marking sheets in order to acknowledge and address differences in academic judgement between the tutor and the second reader.

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e. To ensure consistency in the marking of the long essay and/or dissertation. This implies that the assessors of a particular long essay and/or dissertation are using comparable assessment methods and are making similar and consistent judgments on the learners' performance.

f. To evaluate and establish if the long essay and/or dissertation is considered a pass or a fail in the case of a fail awarded by either the tutor or the second reader.

g. To help the tutor and the second reader reach an agreement according to the marking sheet and the rubrics' criteria.

h. To recalculate and confirm the final mark of the long essay and/or dissertation.

i. To take the average score of the two closest marks should no consensus be reached during the moderation session.

3. The procedure

a. Moderation sessions shall be held on Microsoft Teams following a calendar invite sent from the appointed moderator, acting as a third reader, to both the tutor and the second reader. These meetings shall be recorded for the sake of transparency and good practice.

b. Prior to the session, the respective coordinator must communicate the process for resolving any disagreements to the assessors.

c. The procedure must not take longer than five working days.

d. The moderator shall aim to reach a consensus on the marks and grades.

e. If a consensus is reached, the moderator shall then request both assessors to compile one joint marking sheet with feedback and pass on the agreed final mark to the respective coordinator for processing with the Chair of the ARPB in copy.

f. ff there is a disagreement and no consensus is reached, the final mark shall then be calculated by taking the average score from the two closest marks out of the three marks given by the tutor, the second reader, and the third reader.

g. If a consensus is reached, the mark of the long essay or dissertation shall then be deemed final.

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h. The respective coordinator shall then send the Registrar's Office all final marks accordingly.

B. Document Retention

Category	Retention Period
Academic Research and Publications	5 years

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
1	Initial version	2023	2028