Globethics.net Course Programme Learning Outcome Assessment
Grade Moderation Procedure

Preamble
The present document constitutes a quality assurance procedure in the context of Globethics.net's commitment to ensure, maintain and enhance the overall quality of the assessment.

Main Objective
Globethics.net provides the present Grade Moderation Procedure to ensure that the quality of the assessment process is carried out across the range of its educational provisions. It follows the Assessment Strategy (See: GEA_AssessmentStrategy), the values, principles, criteria and assessment rubrics detailed therein.

Terminology
Globethics.net uses the following quality assurance related terminology (See: GEA_QA Glossary) in the context of its grade moderation procedure:

Assessment: The process of systematic evaluation against specific and transparent criteria of course participants' learning outcomes to determine the degree of acquisition of knowledge, competence and skills in a subject matter area.

Assessor: The subject matter expert appointed to conduct the process of assessment in view of evaluating a course participant's level of achievement of the defined learning outcomes and the qualification goal (e.g. certificate or degree).

Grading and Grades: The metric used to evaluate and differentiate the level of achievement of defined learning outcomes, with regard to a course participant's individual learning progression and in comparison with others of the same course programme and cohort, and with regard to a subject matter field introduced in the course programme.

Grade Moderation: The conduct of a quality assurance process to ensure that grades are awarded appropriately and consistently, and to offer assessors feedback to assist them in aligning their standards of grading with those of other assessors. Grade moderation involves the verification of assessors' judgments against the defined learning outcome-based criteria and rubrics leading to an assessment result, i.e. a grade attributed to an assignment, and the evaluation of possible discrepancies between assessors regarding the same or assignments of the same course programme and/or cohort.

External Grade Moderator: An assessor, recognised as subject matter expert in the field of instruction, and not a staff member of the institution, appointed by the institution to evaluate that the appropriate standards in grading are applied and to offer feedback for possible improvements of the assessment process.

Application Context
1. Grade moderation applies to the submitted final assignments for the certificate track of the entire course programme offered by Globethics.net.

2. The Academic Dean, in collaboration with the course coordinator, ensures that a representative number, usually 10%, of final assignments submitted at the end of one course is reviewed by an external moderator.

3. The selection of final assignments for grade moderation is based on a deliberate sampling including the broadest possible variety of scripts, including top-grade, mid-grade, and low-grade, and in particular scripts with high discrepancy of grading.

4. Whenever the number of submitted final assignments is below 10, all assignments are submitted for external moderation. Exceptional regulations are at the discretion of the Academic Dean.

Steps in Grade Moderation and Timelines

5. *Planning for Grade Moderation*: Grade moderation and sampling for grade moderation should be prepared as soon as possible, once the submissions of final assignments have been determined at the end of each semester.

6. *Course Preparation and Assessor Preparation:* The communication on the grade moderation process is made a routine part of the end-of-semester evaluation meetings with the instructors/assessors, who communicate the expected number of final assignments per course and any other observations as appropriate, to facilitate a timely organisation of the grade moderation process.

7. *Grading Meetings*: In view of contributing to a holistic view of grading and sharing good practice in grading, the Academy proposes regular grading meetings or workshops, which can also be conducted as part of instructor meetings at the beginning or at the end of a semester.

8. *Grading Review*: The grading meetings serve the purpose to allow a peer-to-peer consultation process among the instructors/assessors. The Academy team also regularly monitors the grading of assignments during the semester and carries out a post-grading review at the end of a semester as part of its quality control.

9. *Moderating Grades:* Appointed grade moderators are tasked with the review of final assignment grading effected by assessors. The grade moderation should include the review of: a) the consistency of the feedback offered that leads to the grading; b) the conformity of the grading with the rubrics of the defined learning outcomes; c) the overall consistency, adequacy and fairness of the grading.

10. *Supporting and Documenting the Grade Moderation:* The grade moderation should be based on the review of the entire final assignment, three examples in support of the grading shall be documented in the grade moderation form, including further observations and the final confirmation of the (assessors') grading, or, as applicable, the proposal of an alternative grade.

Responsibilities and Moderation Guidelines

In view of organising a transparent grade moderation process the following responsibilities are defined and observed:

A. Academic Office Manager/Course Coordinator

11. *The Academic Office Manager/Course Coordinator is responsible for establishing the appropriate documentation for the grade moderation process:* All assignments will receive a participant code and assessor codes, prior to the submission to the grade moderator, to preserve the privacy and anonymity of the process. assignment, assessment comments, grade, assessment strategy, learning outcomes, grade moderation procedure, grade moderation form);

12. *The Academic Office Manager/Course Coordinator* Communication and Liaison is also responsible for the communication with the grade moderator, and the timely submission of documents for the grade moderation as appropriate.

B. Academic Dean

13. *The Academic Dean* is responsible for the appointment of the grade moderator, for the co-signature of the corresponding mandate as per the internal control system, and the monitoring of the grade moderation process in consultation with the *Academic Office Manager/Course Coordinator*.

14. *The Academic Dean* takes care of any consultations with the assessors if necessary and useful for the settlement of a grade moderation process. Assessors and grade moderators should not directly communicate to maintain impartiality.

C. External Grade Moderator

15. The *External Grade Moderator* has the responsibility to deliver the services in relation to the grade moderation as per mandate (see mandate template), which constitutes the contractual basis between Globethics.net Foundation and the *External Grade Moderator*.

16. The *External Grade Moderator* is responsible for the accurate, impartial and fair review of the assignments according to the Globethics.net Academy Assessment Strategy and the present Grade Moderation Procedure, and indications received from the *Academic Office Manager/Course Coordinator* and/or *Academic Dean* as appropriate.

17. The *External Grade Moderator* has the responsibility to fill in the Grade Moderation Form (see Appendix A) and to submit it to the *Academic Office Manager/Course Coordinator* at the agreed-upon time.

Grade Moderation Reporting Method

18. The Grade Moderation Process is documented internally through the Assessment and Grade Moderation Report Form (See: Appendix B.).

19. The Academic Office Manager completes the assessment and grade report form at the end of every assessment and moderation process;

20. The Academic Office Manager adds the report to the course participant's records organised per semester, course programme delivered and individual course participant;

21. The Grade Moderation Form provided by the grade moderator is adjoined to the assessment and grade report form in the course participant's records.

Finalisation of Grade Moderation and Assessment Process

22. The grade moderation process is officially finalised, if a) the External Grade Moderator has confirmed the assessors' grading, b) if the grade moderation form has been completed and submitted, and c) the Academic Office Manager reviewed the documentation and added it to the course participant records.

23. In cases of an alternative grading being proposed by the External Grade Moderator, the Grade Moderation Form is presented to the Academic Dean for final confirmation.

Document established on (Date)	By (Name)	Last Reviewed by (Name) on (Date)
10.10.2022	Amélé Ekué, Academic Dean	Lidia Sloutskovski, Academic Office Manager, 05.12.2022

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Appendices:

A. Grade Moderation Form

Final Assignment Course Participant Code (as indicated on the assignment):

[ ]

Course Programme:

[ ]

Semester and Year:

[ ]

Date of Grade Moderation:

[ ]

Name of Appointed Grade Moderator:

☐ Inside the organisation   ☐ Outside of the organisation

[ ]

Assessors' Codes (as indicated on the assignment):

[ ]

Three Indicative Assessment Examples:

Example	Assignment Excerpt	Learning Outcome Criterion	Assessment Observation
Example A			
Example B			
Example C			

Overall Grade Moderation Comment:

……….

……….

………. .

………..

Grading confirmed   ☐ Yes   ☐ No   If no, new grading proposal   [ ]

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B.   Internal Assessment and Grade Moderation Report Form

Final Assignment Course Participant Code (as indicated on the assignment):

[   ]

Course Programme:

[   ]

Semester and Year:

[   ]

Assessors' Codes (as indicated on the assignment):

[   ]

Assessment Prior to Grade Moderation:

Assessor A Code   [   ]   Grade   [   ]

Assessor B Code   [   ]   Grade   [   ]

Grade Conciliation between Assessor A and B:

☐   Yes   If yes, indicate date   [   ]

Outcome of Grade Conciliation:
☐ Assessor A and B maintain grading

☐ Assessor A and B agree on new grading, as follows   [   ]

☐   No

Date of Grade Moderation:

[   ]

Name of Appointed Grade Moderator:

☐ Inside the organisation   ☐ Outside of the organisation

[   ]

Outcome Grade Moderation:
Grading confirmed   ☐ Yes   ☐ No   If no, new grading proposal   [   ]

Student Records Update

Date   [   ]