



**AMERICAN COLLEGE**  
**Moderation and Second Marking Policy**  
25 February 2021

## **Preface**

American College implements a Sampled Second Marking Policy aiming at supporting the quality assurance of all programs of study and all courses offered by American College and at the same time to protect the academic integrity. The policy ensures that fair, valid and reliable standards and criteria are followed in final examinations or other forms of assessment decided by the Quality Assurance Committee. This policy serves as a guide to all faculty members of American College.

## **Definitions of Terms**

**Moderation:** Moderation is the process to ensure that an assessment meets all assessment criteria and standards (such as the model answers) have been followed. Depending on the program of study and /or course level, moderation can take many forms, such as second marking, sampled second marking, open marking and blind marking.

**Second Marking:** Where each examiner makes a separate judgement and in the event of disagreement a resolution is sought. The second marking can be either Open or Blind marking.

**Sampled Second Marking:** Second markers second-mark or check a sample, based on defined criteria, of the full set of assessments.

**Open Marking:** Where an assessment is independently marked by two markers, but where the second marker has access to the marks or comments of the first marker.

**Blind Marking:** Where an assessment is independently marked by two markers who do not have access to the grades or comments of the other marker.

**Model Answer:** Model answers are provided by the examiners prior to the final examinations. Model answers take the form of the correct answer to a given question, or the form of indicative answers that outline the essential material expected to be considered by relevant answers.

## **Roles and Responsibilities**

**Department Head:** The Heads of the Departments are responsible for ensuring that faculty members of American College are aware of this policy and that this policy is implemented. Department Heads monitor and coordinate the Sampled Second Marking in final examinations, by assigning Second Examiners in either Open or Blind Marking methods, following the Model Answers and the College Marking Standards.

**Faculty Member:** All faculty members are obligated to submit Model Answers when submitting the Final Examination Question Papers, to be used as guidance in the case of a Sample Double Marking. Further, faculty members have the responsibility to mark final examination scripts as directed by their Department Head. The final marking report is forwarded to the Department Head.

**Director of Academic Affairs:** The Director of Academic Affairs acts as a moderator or a third marker or assigns a faculty member as a third examiner in the case the marks of the two examiners have more than 20% variance.

## **Moderation and Second Marking Procedure**

- The Department Heads decide in which courses to apply Sampled Second Marking. On marked examination scripts, the Department Head draws a sample to be given for Open or Blind Marking to a second examiner. Priority should be given to Failed marks (F) or on upper range grades (e.g. 59, 69, 89).
- The Second Examiners mark examination scripts following given standards or model answers, and provide a report to the Department Head, justifying all marks given for all sections or questions.
- If the grade provided by the second examiner has less than 20% variance, then the First Examiners mark is considered to be the final mark. In the case of more than 20% variance, a third examiner is assigned by the Director of Academic Affairs.
- The Director of Academic Affairs acts as a moderator to resolve the discrepancy and make the final decision. The Director of Academic Affairs can act as the third examiner or assign an experienced faculty member to mark the examination script. A decision is taken by the Director of Academic Affairs and disclosed to the relevant Department Head and to the first examiner.
- The Department Heads should maintain records that show how the moderation process has operated, including showing the rationale for taken decision.