

TERMS OF REFERENCE FOR EXAM PAPER MODERATOR

1. BACKGROUND

The exam paper moderator is an independent and impartial adviser with experience and knowledge of good practices. The paper moderator will ensure that the student assessment process has been fair and appropriate and that the academic standards set by the institution have been met. Exam paper moderation should be done only by senior academics whose field of expertise should fall in the subject area of the examination paper.

2. KEY TASKS AND RESPONSIBILITIES

Ensure that the assessment process measures student achievements rigorously and fairly against the intended learning outcomes (ILOs) of relevant course unit/s and that they are conducted according to the University's policies and regulations.

The exam paper setter is responsible for

- Ensuring that examination papers adhere to the specified format and structure provided by the faculty / University.
- Moderating the examination paper ensures the validity, appropriateness, accuracy, rigour, and fairness of assessments/ questions.
- The moderator should ensure the following.
 - The instructions to the candidates are clear,
 - The time allocation is adequate to answer the given number of questions,
 - Availability of detailed marking scheme.
 - Mark allocation is appropriate, and the questions are aligned with the ILOs.
 - Correct grammar and spelling are used.
- Verifying that the standards achieved by students are appropriate to the level of study. The moderator shall verify that the examination paper covers the relevant topics, concepts, and skills outlined in the curriculum or syllabus.
- Presenting constructive criticisms to improve the standard of the question paper in a friendly yet professional means.
- The examination paper and marking scheme will be kept confidential at all stages until the examination is held.

- Returning question papers to the examiner within stipulated timeframes. The moderator must ensure the question paper is returned with a detailed report.

3. REQUIRED SKILLS AND QUALIFICATIONS

The exam paper moderator should

- Possess relevant academic and/or professional qualifications at least one level higher qualification being examined, and/or extensive practitioner experience where appropriate.
- Be a senior academic member.
- Possess a strong academic background in the subject area(s) of which the examination paper is moderated.
- Always maintain impartiality.
- Have an explicit knowledge of institutional regulations, policies, and procedures.