

## Guide to support External Examiners with moderation

Feedback from External Examiners and our Schools of Study has indicated that it may be helpful to provide you with further guidance when you are asked to review the sample of assessments as part of the external moderation process. Please note that there are no changes to our moderation requirements for this year. As you know external moderation is a key part of the quality assurance process supporting us to maintain our academic standards.

Here is a reminder of moderation at Sussex:

### Moderation

Moderation is a separate process that is undertaken following the completion of the marking and marks checking process. An internal moderator reviews marks and feedback provided in a sample of assessments and statistical data where this is available. Moderation determines if these assessment outcomes are appropriate, consistent and fair, with reference to the approved marking criteria and assessment task. No marks or feedback may be changed as part of the moderation process.

As External Examiner, you will have access to the same sample of assessments and statistical data that was reviewed by the internal moderator and their decision and any comments made. Like the internal moderator, you are asked to determine if the marking and feedback are appropriate based on the assessment outcomes in the sample and statistical data provided, not on the marks checking process that has led to the assessment outcomes.

### Moderation sample

The sample for moderation will include 10% of assessments (minimum of 7 maximum of 25), all assessments from all classification bands (depending on the sample size and marks achieved). The sample excludes late submissions.

### Moderation resources

You should normally receive the following at the start of the year:

- Course specifications setting out course structure and modules
- Course aims and learning outcomes
- A list of modules to be externally moderated
- Module aims and learning outcomes
- Module assessment modes
- Marking criteria
- Reading lists
- Copy of most recent Annual Course Review report
- Copy of previous External Examiner's report
- Copy of Progression and Award Board's annual report

You should normally receive the following at the point of moderation:

- Assessment task
- Access to the full marks register for the cohort
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- A moderation form containing the internal moderator's comments about the sample of assessments reviewed as part of internal moderation

The resources listed below are available through the online system or may be provided by the School:

**Resource**

**Provided via**

provide you with details of the marks checking process. In carrying out moderation, the University asks you to review the sample of assessment outcomes against the marking criteria and assessment task, without the need to review how the assessment outcomes were arrived at.

### **Other resources and points to note**

A link will be sent from the online e-submission system to your Sussex email address when the moderation sample is available. It is now possible to forward your Sussex email account to your home institution email account – please follow the instructions in this [guide to email forwarding](#). Alternatively, if you use Outlook, you can set up an additional email account for your Sussex email, by using the ‘add account’ function. This [guide to adding an account](#) will take you step by step through the process. If you have any technical issues you can contact ITS: [support@its.sussex.ac.uk](mailto:support@its.sussex.ac.uk).

Information to support the 2022-23 Academic Year (Examination) Process - 1.5.2023 (p) - 0.6 (r) - 1.7 (o) - 4 (c) 1.2 (es) - 1.5.23 (s) - 3 (t) aE