

## UNIVERSITIES OF NEW ENGLAND AND NEWCASTLE JOINT MEDICAL PROGRAM Re-remarks and Moderations Procedure

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### 1. Introduction

This procedure applies to Course / Units with the prefix MEDI and supports the implementation of the *BMed – JMP Rules Governing the Administration of Assessment Items* and related policies and is designed to ensure that there is appropriate consistency and quality assurance in the management of the re-marking and moderating of students' marks across the Joint Medical Program.

### 2. Definitions

In this document:

**assessment item** means any form of assignment, examination, quiz, test, laboratory assignment, tutorial exercise or any other work used to measure student learning outcomes by which the final result of a student in a Course / Unit is determined;

**BMed Year Assessment Committee** means the five committees (one for each year of the BMed) responsible for recommending final grades to the Heads of School and for reviewing the assessment of courses / units in accordance with the Universities' quality assurance principles;

**Dean** means the Dean of Medicine – Joint Medical Program<sup>1</sup>.

**external marker** means a marker from outside the School responsible for the delivery of the Course / Unit;

**Joint Medical Program (JMP)** means the delivery of the Bachelor of Medicine by UoN and UNE in partnership;

**JMP Committee** means the joint UoN / UNE committee responsible for the planning, implementation and management of the JMP including curriculum, assessment and standards. The Committee is chaired by the Dean of Medicine – JMP;

**major assessment item** means any assessment item, including the final examination, worth 20% or more of the final result; or an assessment item that is an essential criteria (ie a compulsory assessment item that must be satisfactorily completed in order for a student to receive a pass mark or better in that Course/Unit);

**moderation** means the process of reviewing the marks awarded to all students in the cohort undertaking that assessment for a single assessment item, or part of an assessment item, or final results.

**re-mark** means a review of the mark awarded to an individual student for a single assessment item, or part of an assessment item;

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<sup>1</sup> The Bachelor of Medicine program is delivered as a Joint Medical Program (JMP) by the Universities of Newcastle and New England. Management of the program is vested in the JMP Governance Committee as approved by each University.

The Chair of the JMP Committee is responsible to the JMP Governance Committee and the Universities, for academic management of the program. In the first instance, for a period of five years (2008 – 2012), this will be the Dean of Medicine at Newcastle.

**3. Procedure****3.1 Re-marks**

- 3.1.1 A student may only request a re-mark of an assessment item before the final result - in the Course / Unit to which the assessment item contributes - has been posted. If a final result in the Course / Unit has been posted, the student must apply under *the BMed – JMP Appeal against a Final Result Procedure*.
- i. Students concerned at the mark given for an assessment item should first discuss the matter with the Course/Unit Coordinator responsible for the Course/Unit. Students should be informed, before they proceed with a formal request, that the original mark may be increased or reduced as a result of a re-mark.
  - ii. If, within five days of receiving the mark, a student is unable to contact or is not satisfied with the discussion with the Course/Unit Coordinator, the student may request a re-mark, outlining in writing the case for a re-mark to the Course/Unit Coordinator.
- 3.1.2 In determining whether a re-mark should be granted the Course/Unit Coordinator must take into consideration all of the following:
- i. whether the student had discussed the matter with the Course / Unit Coordinator;
  - ii. the case put forward by the student for a re-mark;
  - iii. the weighting of the assessment item and its potential impact on the student's final grade;
  - iv. the number of original markers ie
    - a) whether there was a single marker, or
    - b) if there was more than one marker whether there was agreement or disagreement on the marks awarded.
- 3.1.3 A re-mark may also be initiated at the request of the Course/Unit Coordinator, the Head of School, the Program Convenor, the BMed Year Assessment Committee, the BMed - JMP Progress and Appeals Committee or the Dean of Medicine - JMP.
- i. Where a re-mark is initiated by someone other than the student and the student has already been given a mark for that assessment item, the student will be informed that a re-mark is underway.
  - ii. In all cases the results of the re-mark are to be given to the Course/Unit Coordinator accompanied by a recommendation from the initiating officer/body if that is other than the Course / Unit Coordinator.
- 3.1.4 Re-marks may be undertaken by:
- i. the original marker; or
  - ii. an alternate internal marker; or
  - iii. an alternate external marker.
- 3.1.5 Where a re-mark is requested as part of, or as a consequence of, a grievance procedure or an action under the Student Discipline Rules – Rule 000341 (UoN) / Student Behavioural Misconduct Rules (UNE), the re-mark must be undertaken by an external marker.
- 3.1.6 An alternate marker shall be provided with any marking guides and the assessment criteria for the assessment item and for the Course/Unit. The Course/Unit coordinator should provide the alternate marker with a copy of the student's answer(s) with the original markers comments removed, in order to preserve the original marker's comments; and ensure the integrity of the re-mark.
- 3.1.7 The alternate marker will make a recommendation to the officer or body responsible for arranging the re-mark.
- 3.1.8 If an alternate marker is used, the original marker:
- i. is to be informed that a remark is being undertaken; and

- ii. should be involved in discussion with the Course/Unit Coordinator (if they are not the same person), where practical, and informed of the result of the re-mark before the student is informed.
- 3.1.9 The result of the re-mark and the recommendation of the body responsible for arranging the re-mark will be considered by the Course/Unit Coordinator who will determine the final mark. If the assessment item is a major assessment item the student may appeal the decision after the final result is posted by submitting an application under the *BMed – JMP Appeal Against a Final Result procedure*.
- 3.1.10 If necessary (where any doubt exists as to the result to be recorded for an assessment item) a supplementary or replacement assessment item may be required.
- 3.1.11 Notification of changes to the mark for an assessment item as a result of a re-mark are the responsibility of:
  - i. the Course/Unit Coordinator; or
  - ii. the Dean of Medicine – JMP when the re-mark is the result of an appeal under the *BMed – JMP Procedures for Appeals against a Final Result*.

### 3.2 Moderation

- 3.2.1 Moderation may be applied when:
  - i. a BMed – JMP Course/Unit Coordinator, Head of School, Program Convenor or the Dean – JMP detect a major discrepancy (or perceived discrepancy) between any of the following:
    - a) the content of the Course/Unit as against the content or nature of the assessment item(s);
    - b) the content or nature of the assessment item(s) as against those set out in the Course/Unit Outline;
    - c) the marks given by a particular examiner and those given by another in the same Course/Unit;
    - d) the results in a particular Course/Unit and the results in other Course/Units undertaken by the same students;
  - ii. a BMed – JMP Course/Unit Coordinator, Head of School, Program Convenor or the Dean – JMP, JMP Assessment Committee or the Universities wish to ensure that the results in an assessment item or the final results in a Course/Unit are consistent across the Course/ Unit (particularly where group, self or peer assessment is being used);
  - iii. a BMed – JMP Course/Unit Coordinator, Head of School, Program Convenor or the Dean – JMP, JMP Assessment Committee or the Universities wish to ensure that the results in an assessment item or final results in a Course/Unit are in keeping with benchmarks established for that assessment item or Course/Unit;
  - iv. the BMed - JMP Progress and Appeals Committee makes such a request under the *BMed – JMP Appeal Against a Final Result procedure*; and
  - v. either of the Universities or the JMP Assessment or Monitoring and Evaluation Committees is undertaking a quality assurance process review.
- 3.2.3 Moderation may be undertaken by:
  - i. a suitable internal moderator; or
  - ii. a suitable external moderator (including the School Moderator as set out in the *BMed – JMP Rules for the Administration of Assessment Items*).
- 3.2.4. The Moderator will be given access to:
  - i. a copy of the Course/Unit outline;
  - ii. the Course/Unit description as approved by the JMP Committee;
  - iii. the criteria for the assessment of major assessment items of the Course/Unit;
  - iv. weightings for the individual components of the Course / Unit; and
  - v. weightings/marks for the individual components of the examination (if appropriate).

- 3.2.5 When a moderation is initiated, all students who may be affected will be informed that the process is being undertaken and warned that their marks may be varied upwards or downwards.
- 3.2.6 The moderator will make a recommendation to the officer or body responsible for arranging the moderation.
- 3.2.7 Changes to the results of an assessment item as a result of moderation are the responsibility of the Head of School in consultation with the Dean.
- 3.2.8 Changes to the final results of students as a result of moderation are the responsibility of the Heads of School in consultation with the Dean.
- 3.2.9 Students may appeal the result of a moderation only after the final result has been posted under the *BMed - JMP Appeal Against a Final Result procedure*.
- 3.2.10 At UoN, the BMed Year Manager shall provide a report on all moderations on major assessment items in the Course Assessment Return.

*Approved Pro Vice-Chancellor (Academic): 12 December 2008*

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*Responsibility for review: JMP Committee*