
Policy on Cross Moderation

Title:	Cross Moderation
Policy number:	POL 024
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	July 1997
Date of Board approval if required	06/12/2023
Effective date of implementation	07/07/1997
Frequency of review required	3 years
Replacing or superseding information	This supersedes policy 2015-10-POL-AC and all policies and practices relating to cross moderation, including Personnel Policies & Procedures 2001 – AC-006-03 page: COB_PPP_45.
Revision number	
Responsible Office	Office of Academic Affairs, Vice President
Accountable Officer	Vice President, Academic Affairs
Related legislation, regulation, policy, or policies	
Appendix/Appendices	None

1. **Authority**

The Academic Senate.

2. **Purpose**

The purpose of this policy is to establish guidelines and procedures that will regulate cross moderation.

3. **Scope**

This policy applies to faculty who teach multi-sections of courses, and shall specifically apply to any class test or coursework which accounts for twenty percent (20%) or more of a student's final grade.

4. **Definitions**

For the purposes of this policy,

- 4.1. The Course Coordinator shall be understood to be the individual responsible for the coordination of all aspects of instruction and assessment of a particular course;
- 4.2. The Cross Moderator shall be understood to be the individual who acts as consultant to faculty on matters of instruction and assessment of a particular course or section. This individual shall be the second examiner/marker for the course.

5. **Policy Statement**

5.1. Assessment is an important aspect of academic quality assurance in higher education. Tertiary level institutions must, therefore, adopt an assessment plan which encourages educational quality through internal and external assessment activities. These activities must be regular and based on realistic and achievable goals. They should enhance the quality of instruction, aid institutional self-evaluation, and be discipline-related. Specifically, internal assessment activities should ensure impartiality in evaluation and ultimately encourage quality student performance. A cross moderation policy is one internal mechanism which may help to ensure quality and the maintenance of standards.

5.2. **Statement of Intent**

The purpose of this policy is to achieve the following:

- 5.2.1. A consistent level of instruction and proper adherence to syllabi;
- 5.2.2. The maximum degree of consistency in evaluation and grading;
- 5.2.3. The protection of faculty from charges of prejudice;
- 5.2.4. The protection of students from prejudicial treatment at the hands of individual members of faculty.

5.3. **Examinations**

- 5.3.1. In all multi-sectional courses, a common final examination (and mid-semester examination, where appropriate) shall be given.
- 5.3.2. The examination(s) shall be the product of consultation between faculty and cross moderators. A clearly defined marking scheme and answer key shall be prepared.
- 5.3.3. Examination scripts shall be cross moderated. The actual method of the cross-moderation procedure shall be determined by the Course Coordinator, the Cross Moderator and relevant faculty.

One of the following cross-moderation mechanisms may be used:

- (i) All “A” s and “F” s and a sampling of other grades should be second marked.
- (ii) All “A” s, “F” s and borderline marks should be second marked.
- (iii) A random sample of scripts from each section should be second marked.

Note: Where there are large classes (more than 30) or multi-sectional courses, at least twenty-five percent (25%) of the scripts from each section should be second marked. In single-section courses with 10 – 20 students, at least fifty percent (50%) of these scripts should be second marked. In classes of fewer than 10 students, all scripts should be second marked.

6. **Procedure(s)**

- 6.1. At the time of the preparation of scheduling information, and after consultation with relevant members of faculty, Course Coordinators and Cross Moderators shall be identified by the Academic Unit's Chair.

In multi-section courses, the instructor of one section may serve as the Cross Moderator for a section(s) taught by another instructor.

In instances where there is only one section of a course, the instructor of the course shall be the Course Coordinator and arrangements shall be made for another suitably qualified person to be consulted about the instruction and assessment of the course. Where suitable persons are not available within the University, external Cross Moderators shall be appointed by the Chair after consultation with the course instructor.

- 6.2. A list of the names of all Course Coordinators and Cross Moderators shall be submitted to the Dean at the beginning of each semester.
- 6.3. Throughout the semester, consultation between the faculty and the Cross Moderator, as well as the Course Coordinator, should take place. They should discuss course content, coursework assignments, methods of evaluation, etc., in order to decide on the number and types of assignments to ensure that the coursework is a fair representation of the student performance.

Note: Any class test or coursework which accounts for twenty percent (20%) or more of the student's final grade shall be cross moderated.