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**Access Lead Centre Moderator Report Form**

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| --- | --- |
| **Centre:** |  |
| **Location of visit:** |  |
| **Lead Moderator’s name:** |  | **Date of visit:** |  |
| **Date of Final Moderation Visit / Preliminary Award Board** |  |
| **Date of Final Awards Board** |  |
| **Centre Contact** |  |

* ***In centres where there are several External Moderators*** *completing individual External Moderator’s Centre / Diploma Reports for the Diploma Titles under their scrutiny, each External Moderator’s Centre / Diploma Report should be fully completed and passed to the Lead Centre Moderator (both at point of Initial / Interim Visit and Final Moderation). The Lead Centre Moderator will then complete the Lead Centre Moderator’s Report as a summary of the individual External Moderation Reports across the scope of the year.*
* ***In centres where there is only one External Moderator*** *who scrutinizes all diploma titles the External Moderator’s Centre / Diploma Report should be fully completed including Appendix One relating to scoring. In all instances Section A, Section B and Section E should be completed in terms of the Lead Centre Moderator’s Report. Therefore, there is no need to complete any scoring and additional comments or narrative in relation to the centre in Section D and Section C as this would replicate the information presented in terms of the External Moderator’s Centre / Diploma Report.*

*This document should be completed by the Lead Centre Moderator. Its function is to provide a summary of the key moderation and examination activities undertaken as part of the scrutiny of the centre over the course of the academic year. It should be seen as an evolving document and should be subject to review and updating over the course of the academic year. In terms of Subject Specialist Examiner work Phase 3 this will be covered in reporting for the following academic year.*

***Section A: Diploma Titles Covered by this Report:***

*1) Please identify the Diploma Titles running at the centre for the year 2016-17 and the name of the External Moderator appointed to them:*

|  |  |
| --- | --- |
| **Diploma Title** | **External Moderator** |
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***Section B: Subject Specialist Examination***

*1) Please confirm that the centre has complied with the requirements of Subject Specialist Examination by providing details of the materials submitted by the centre:[[1]](#footnote-1)*

***Phase One:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Subject:*** | ***Unit:*** | ***Number of Samples:*** | ***Moderated / Examined[[2]](#footnote-2)*** | ***EM Confirmation: Y/N*** |
| *Eg.. ‘Introductory Unit in Psychology’*  | *Introduction to Psychology* | *3* | *M* | *Y* |
|  |  |  |  |  |
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***Phase Two:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Subject:*** | ***Unit:*** | ***Number of Samples:*** | ***Moderated / Examined*** | ***EM*** ***Confirmation: Y/N*** |
| *Eg.. ‘Biology’*  | *Cells* | *3* | *E* | *Y* |
|  |  |  |  |  |
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***Phase Three:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Subject:*** | ***Unit:*** | ***Number of Samples:*** | ***Moderated / Examined*** | ***EM*** ***Confirmation: Y/N*** |
| *Eg.. ‘Humanities’*  | *IAS* | *1* | *M* | *Y* |
|  |  |  |  |  |
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*2) Please provide a summary report detailing both the results of the SSE work and the centres response to the findings of Subject Specialist scrutiny. Please also identify any measures which you feel may be necessary to support the centre in terms of the consolidation / improvement of practice.*

|  |
| --- |
| ***Centre Lead Moderator’s Comments:*** |
| ***Phase One:*** |
|  |
| ***Phase Two:*** |
|  |
| ***Phase Three*** *sampling will be discussed as part of reporting in the following academic year.* |

***Section C: Interim External Moderator’s Centre / Diploma Reports***

***ONLY COMPLETE SECTION C IF YOU ARE PART OF A MODERATION TEAM. IF YOU ARE THE ONLY MODERATOR AT A CENTRE THEN YOU DO NOT NEED TO COMPLETE SECTION C AS THIS INFORMATION WILL BE AVAILABLE AS PART OF THE EXTERNAL MODERATION REPORT.***

***Admissions Practice:***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate overall centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of Admissions Practice please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) Are there any Recommendations relating to Admissions Practice for the centre?* | *Y/N* |

|  |  |
| --- | --- |
| *3) Are there any Conditions relating to Admissions Practice for the centre?* | *Y/N* |

***Teaching and Learning:***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of Teaching and Learning please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) Are there any Recommendations relating to Teaching and Learning Practice for the centre?* | *Y/N* |
| *3) Are there any Conditions relating to Admissions Practice for the centre?* | *Y/N* |

***Additional Support:***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of the provision of Additional Support please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) Are there any Recommendations relating to Additional Support for the centre?* | *Y/N* |

|  |  |
| --- | --- |
| *3) Are there any Conditions relating to Additional Support for the centre?* | *Y/N* |

***Assessment Practice (including Grading):***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of Assessment Documentation provided by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) In terms of the quality of feedback provided to students by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *3) In terms of the accuracy and consistency of assessment and grading decisions undertaken by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *4) Are there any Recommendations relating to Assessment Practice for the centre?* | *Y/N* |

|  |  |
| --- | --- |
| *5) Are there any Conditions relating to Assessment Practice for the centre?* | *Y/N* |

***Internal Verification /Moderation:***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of Internal Verification of Assessment Documentation provided by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) In terms of the sampling / moderation of assessment decisions please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *3) In terms of the actual success of systems for the standardization of assessment and grading decisions undertaken by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *4) Are there any Recommendations relating to Internal Verification / Moderation for the centre?* | *Y/N* |

|  |  |
| --- | --- |
| *5) Are there any Conditions relating to Internal Verification / Moderation for the centre?* | *Y/N* |

***Interim External Moderator’s Centre / Diploma Report Summary:***

*Please state whether in your opinion the centre is compliant with the QAA regulatory framework?*

|  |  |
| --- | --- |
| ***Centre Compliant in relation to QAA Specification:***  | ***Yes / No*** |

*Please briefly identify any areas of good practice exhibited by the centre?*

|  |
| --- |
| ***Comments:*** |
|  |

*Please identify any areas of significant concern in terms of the centre?*

|  |
| --- |
| ***Comments:*** |
|  |

|  |
| --- |
| ***Examination Policy:******Are Centre /Diploma staff aware of the need to comply with the LASER Examination Policy?[[3]](#footnote-3)* YES / NO**LASER Examination Policy available at: <http://laser-awards.org.uk/uFiles/file/Access%20Files/2015-16%20Download%20Documents/Examination%20Policy%20for%20Access%20to%20HE%20Diplomas.pdf> |

***Section D: Final External Moderator’s Centre / Diploma Reports***

***ONLY COMPLETE SECTION D IF YOU ARE PART OF A MODERATION TEAM. IF YOU ARE THE ONLY MODERATOR AT A CENTRE THEN YOU DO NOT NEED TO COMPLETE SECTION C AS THIS INFORMATION WILL BE AVAILABLE AS PART OF THE EXTERNAL MODERATION REPORT.***

***Teaching and Learning:***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of Teaching and Learning please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) Are there any Recommendations relating to Teaching and Learning Practice for the centre?* | *Y/N* |

|  |  |
| --- | --- |
| *3) Are there any Conditions relating to Admissions Practice for the centre?* | *Y/N* |

***Additional Support:***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of the provision of Additional Support please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) Are there any Recommendations relating to Additional Support for the centre?* | *Y/N* |

|  |  |
| --- | --- |
| *3) Are there any Conditions relating to Additional Support for the centre?* | *Y/N* |

***Assessment Practice (including Grading):***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of Assessment Documentation provided by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) In terms of the quality of feedback provided to students by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *3) In terms of the accuracy and consistency of assessment and grading decisions undertaken by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *4) Are there any Recommendations relating to Assessment Practice for the centre?* | *Y/N* |

|  |  |
| --- | --- |
| *5) Are there any Conditions relating to Assessment Practice for the centre?* | *Y/N* |

***Internal Verification /Moderation:***

*After considering the initial External Moderator’s Centre / Diploma Reports for the centre please respond to the following questions. Please rate centre performance on a scale of 1-5 (reflecting the individual reports):*

|  |  |
| --- | --- |
| *1) In terms of Internal Verification of Assessment Documentation provided by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *2) In terms of the sampling / moderation of assessment decisions please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *3) In terms of the actual success of systems for the standardization of assessment and grading decisions undertaken by the centre please rate the overall performance of the centre?* | *1 2 3 4 5* |

|  |  |
| --- | --- |
| *4) Are there any Recommendations relating to Internal Verification / Moderation for the centre?* | *Y/N* |

|  |  |
| --- | --- |
| *5) Are there any Conditions relating to Internal Verification / Moderation for the centre?* | *Y/N* |

***Final Moderation Reports:***

*Please state whether in your opinion the centre is compliant with the QAA regulatory framework?*

|  |  |
| --- | --- |
| ***Centre Compliant in relation to QAA Specification:***  | ***Yes / No*** |

*Please briefly identify any areas of good practice exhibited by the centre?*

|  |
| --- |
| ***Comments:*** |
|  |

*Please identify any areas of significant concern in terms of the centre?*

|  |
| --- |
| ***Comments:*** |
|  |

|  |
| --- |
| ***Examination Policy:******Is the Centre compliant with the LASER Examination Policy?[[4]](#footnote-4)* YES / NO**LASER Examination Policy available at: <http://laser-awards.org.uk/uFiles/file/Access%20Files/2015-16%20Download%20Documents/Examination%20Policy%20for%20Access%20to%20HE%20Diplomas.pdf> |

***Section E: Conduct of End of Year Processes:***

*Please briefly summarize any areas of good practice or concerns that you may have in terms of the conduct of End of Year procedures at the centre?*

|  |
| --- |
| ***Comments:*** |
|  |

***Final Declaration:***

***I confirm that I was able to access all relevant External Moderation Reports and Subject Specialist External Moderation documentation in terms of the completion of this report and it serves as an accurate record of LASER Quality Assurance processes for the academic year indicated. I understand that I will need to update the SSE section in light of feedback from Phase Three and will submit this section in the wake of the Initial Moderation Visit of the following academic year.***

|  |  |
| --- | --- |
| ***Signed External Moderator[[5]](#footnote-5)*** |  |
| ***Date*** |  |
| ***Received by LASER*** |  |

1. Please note that centres *may* take part in all phases, but the majority will take part in **either** Phase One **or** Phase Two but **all** will be expected to provide materials for Phase Three. Details of LASER’s requirements will be passed to EMs by the Access Quality and Development Officer [↑](#footnote-ref-1)
2. ‘Moderated’ indicates that the reviewed work is scrutinized in terms of the mark already allocated by the initial assessor such that moderation confirms (or not) the initial assessment decision. ‘Examined’ denotes work subject to ‘blind marking’ by the SSE and this would then be reviewed against the mark allocated by the initial assessor. [↑](#footnote-ref-2)
3. Complete after the Initial Visit [↑](#footnote-ref-3)
4. Complete after the Initial Visit [↑](#footnote-ref-4)
5. Please either insert scanned signature or if no scanned signature available then type your name and the email in which this document was sent will be used as evidence of your confirmation of the content of this report [↑](#footnote-ref-5)