



2023-24

Central Film School

Marking and Moderation Policy

1. Introduction

- 1.1. This policy defines the School policy on the marking and moderation of all work that is formally assessed as part of an award. It incorporates School policy on feedback on assessment, moderation, and second marking
- 1.2. This policy concentrates explicitly on procedures that should be followed when marking pieces of assessment; it does not take into account issues such as mitigating circumstances, assessment offences and late submission which are covered by other policies. A principle of the School's marking procedures is that each piece of assessment should initially be marked solely according to defined academic criteria; allowances for other circumstances should be made in accordance with these other policies.
- 1.3. Central Film School, by the nature of its programmes, focuses on practical assessments and makes use of various forms of assessment such as on-set observations, presentations and table reads. Due to this, principles of anonymous marking are impractical to implement. However, all assessments are second marked or internally moderated before being reviewed by external examiners to ensure the quality of academic practice.

2. Marking

- 2.1. All marks that are presented to a board of examiners must be on a scale of 0-100, using whole numbers only. Normal practice is, where the final mark is

not a whole number, for the mark to be rounded to the nearest whole number, with .5 of a mark rounded up.

- 2.2. Criteria for the award of these marks will be defined during the programme/module development processes. Assessment criteria may be defined either at subject, programme, module or element level and must be made available to students.
- 2.3. In all cases assessment criteria will be approved at an appropriate level. Approved marking criteria will be communicated to students at an appropriate level.

3. Second Marking and Moderation

- 3.1. The processes of second marking and moderation are to ensure consistency in marking practice.
- 3.2. Second marking is defined as the marking of all pieces of submitted work for a particular assessment by an examiner other than the person originally designated to mark the work presented for assessment.
- 3.3. Moderation is defined as a process of sample marking of submitted work for a particular assessment by an internal examiner other than the person originally designated to mark the work presented for assessment.
- 3.4. All summative assessment will be second marked or moderated. It is recognised that it is sometimes neither practical nor necessary to second mark all assessments.
- 3.5. Where work is second marked, the two markers should attempt to agree a proposed mark to go forward to the relevant exam board. Where there are differences that cannot be agreed through initial discussion between first and second markers, and the discrepancy of marks is above 5% and/or there is disagreement across classification boundaries, the use of a third marker will be employed. In cases where marks between first and second markers differ within 5% the first marker's initial mark will be used.
- 3.6. Moderation should ensure an appropriate range of assessments are considered, by use of a representative sample. This moderation sample will include:
 - assessments across the range of marks with at least one assessment from each classification band and roughly equal numbers from each band;
 - all fails; and
 - at least 10% of the module cohort or at least 6 students, whichever is greater.

- 3.7. In each case the correct form of moderation or second marking should be agreed by the relevant chair of the board in consultation with an external examiner.

4. Responsibilities

- 4.1. The Course Leader is responsible for ensuring that all the assessments for the relevant module are marked and the agreed marks are ready in time for the preparation of the report for the Exam Board by the Secretary to the Board.
- 4.2. Course Leaders are responsible to the Academic Board for ensuring that marking and moderation is adequately conducted within their subject area.
- 4.3. It is the responsibility of the Boards of Examiners to ensure that this Policy on Marking and Moderation is enforced and that trends in results are analysed to ensure that standards are comparable between programmes and cohorts.
- 4.4. It is the responsibility of the Course Leader to ensure that assessment criteria have been drawn up for the assessment being marked. These should be provided to all examiners involved in the marking/moderation process including any external examiner(s).

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