



## WC08 - Assessment (Pre) Moderation Form

College Policy	
Status	Draft,
Document Reference No	WC08
Document Title	Assessment (Pre) Moderation Form
Version	Version 1
Last Updated	25 <sup>th</sup> November 2024

Information Classification: Private  
Status: Draft

## Contents

### Contents

Pre-Moderation Form .....	3
Policy Review .....	4
Version History .....	4

## Pre-Moderation Form

Course Name:

Instructor:

Date of Moderation:

Assessment Type (e.g., examination, quiz, project):

Moderation Conducted By:

S/N	CHECKLIST	YES	NO	COMMENTS
1.	Are the assessment instructions unambiguous?  Please elaborate on how the wording could be improved or specify any areas of confusion			
2.	Does the assessment align with the established learning objectives?  Provide specific examples of how the assessment meets or does not meet these objectives.			
3.	Is the level of difficulty suitable for this course?  Indicate if the assessment is too easy, too difficult, or appropriately challenging, and explain why.			
4.	Are the grading criteria and rubrics clearly articulated?  Detail any aspects that are particularly clear or unclear regarding the grading process.			
5.	Are there any recommendations for improvement?  Suggest specific strategies or resources that could enhance the assessment's effectiveness.			

Information Classification: Private  
Status: Draft

### Policy Review

This policy will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

### Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by