**Annexure B: Moderation Report Form**

**(Examination Question Papers)**

| | | | |
|---|---|---|---|
| Module title and code | | | |
| Programme | | | |
| Module Coordinator | | | |
| Module Tutor | | | |
| Academic Year | | Semester and Year | |
| Credit | | Total number of papers | |
| Internal moderator | | Total number of samples | |
| External moderator | | | |

1. Is the time allocated adequate/appropriate for the paper set?

_____
_____

2. Has the module descriptor been made available to the moderating team?

_____
_____

3. Are the exam items aligned to the learning outcomes listed in the module descriptor?

_____
_____

4. Are the question statements clear? Do they provide adequate guidance to the examinee?

_____
_____

5. Does the examination cover the module content as set out in the descriptor?

_____
_____

6. Is the examination appropriate for the level it is set?

_____
_____

7. Do the exam items test the various levels of: remembering, understanding, applying, analyzing, evaluating and creating?

_____
_____

8. Has the test blue print been provided?

_____
_____

9. Has a marking scheme covering all the exam items been provided?

_____
_____

10. Does the marking scheme provide adequate detail and direction for another examiner to mark the exam?

_____
_____

11. Are the marks allocated commensurate with the expected responses?

_____
_____

12. Is the format/design/layout of the question paper/s uniformly maintained?

_____
_____

13. Are the instructions clearly provided?

_____
_____

14. Are the sections and sub-sections of the question paper/s clearly indicated?

_____
_____

15. Are the questions repeated from the past papers without any change in its form or structure?

_____
_____

16. List changes recommended in the examination question papers:

17. Recommendations for future action to improve examination question papers:

| **Moderation Committee members** | **Signature** |
|---|---|
| 1. ……..……..……... | ……..…… |
| 2. ……..……..……... | ……..…… |
| 3. ……..……..……... | ……..…… |

**Module Coordinator/Tutor's response to the moderator's comments:**

| |
|---|
| |

**<u>Action required:</u>**

**Programme Leader to confirm that moderation process has been completed in accordance with the University's Regulation on Moderation of Assessments by completing the box below. This should form part of the Annual Module Report (AMR)**

| | | |
|---|---|---|
| Name: | Click here to enter text. | (Programme Leader) |
| Date: | Click here to enter a date. | |

## Annexure C: Moderation Report Form

## (Examination Answer Scripts)

| | | | |
|---|---|---|---|
| Module title and code | | | |
| Programme | | | |
| Module Coordinator | | | |
| Module Tutor | | | |
| Academic Year | | Semester and Year | |
| Credit | | Total number of papers | |
| Internal moderator | | Total number of samples | |
| External moderator | | | |

1. Have all the responses to the questions attempted been marked?

_____
_____
_____
_____

2. Have the marks been aggregated correctly?

_____
_____
_____
_____

3. Have the marks been awarded fairly based on the model answer/marking scheme?

_____
_____
_____
_____

4. Are the sample answer scripts presented for moderation representative of the range of marks awarded to students in the cohort?

_____
_____
_____
_____

5. Does the sample include all borderline and failed cases?

_____
_____

_____

6. If students have responded to more than the required number of questions, have they been graded on the required number of responses in order of their appearance in the answer scripts considered?

_____

_____

_____

_____

7. Recommendations for future action to improve the marking of examination answer scripts:

**Moderation Committee members** **Signature**

1. ……..
   ……
2. ……...
   ……
3. ……..
   ……

**Module Coordinator/Tutor's response to the moderator's comments:**

| |
|---|
| |

**Action required:**

**Programme Leader to confirm that moderation process has been completed in accordance with the University's Regulation on Moderation of Assessments by completing the box below. This should form part of the Annual Module Report (AMR)**

| | | |
|---|---|---|
| Name: | Click here to enter text. | (Programme Leader) |
| Date: | Click here to enter a date. | |