



John Coleridge Patteson University (JCPU)

Anglican Church of Melanesia

Assessment Moderation and Academic Evaluation Policy

1. Purpose

The purpose of this policy is to establish a university-wide framework for the moderation of assessment and the approval of academic results to ensure fairness, consistency, validity, reliability, transparency, and academic integrity across all programmes offered by John Coleridge Patteson University (JCPU).

2. Scope

This policy applies to:

- All academic programmes, faculties, schools, and centres of JCPU.
- All academic staff, adjunct lecturers, tutors, examiners, moderators, and external assessors.
- All forms of assessment, including coursework, examinations, practicum, laboratory work, portfolios, field education, projects, dissertations, and theses.

3. Policy Statement

JCPU is committed to maintaining high academic standards by ensuring that:

- assessment is aligned with approved learning outcomes;
- assessment decisions are valid, reliable, fair, and consistent;
- assessment tasks and marking are subject to internal and external moderation;
- academic results are approved through established governance processes; and
- students have access to transparent review and appeal mechanisms.

4. Guiding Principles

Assessment and moderation shall be guided by the following principles:

- Academic integrity
- Fairness and equity
- Transparency
- Consistency
- Validity
- Reliability
- Confidentiality
- Continuous quality improvement

5. Assessment Moderation Procedures

5.1 Pre-Assessment Moderation

Before an assessment is administered:

- assessment tasks shall be reviewed to ensure alignment with course learning outcomes;
- marking rubrics and grading criteria shall be verified for clarity and consistency;
- assessment workload and timing shall be appropriate; and
- all major assessment tasks and examination papers shall be approved by the Head of Department or nominee before release.

5.2 Post-Assessment Moderation

Following marking:

- a representative sample of student work, including high, middle, and low achievement, shall be moderated;
- moderators shall verify the consistency of marking, application of rubrics, and accuracy of grade calculations;
- where significant inconsistencies are identified, additional moderation or remarking may be required.

5.3 External Moderation

Each Faculty shall periodically arrange external moderation of selected courses or programmes by suitably qualified academics from recognised higher education institutions.

External moderation shall review:

- assessment standards;
- grading consistency;
- alignment with qualification outcomes; and
- comparability with national, regional, and international standards.

Reports from external moderators shall be submitted to the Faculty Board and Academic Board for consideration and action.

6. Approval of Results

Final grades shall be approved through the following governance process:

1. Course Lecturer
2. Internal Moderator
3. Head of Department
4. Faculty Board
5. Academic Board

Only results approved by the Academic Board shall be released to students.

7. Review of Results and Appeals

Students may request:

- a review of an assessment result where an administrative or calculation error is suspected; or
- a formal academic appeal in accordance with the University's Student Academic Appeals Policy.

8. Responsibilities

Academic Staff

- Design valid assessments.
- Apply approved marking criteria.
- Provide timely feedback.

Heads of Department

- Approve assessments.
- Coordinate moderation.
- Monitor compliance with this policy.

Faculty Boards

- Review moderation outcomes.
- Endorse programme results.

Academic Board

- Approve final academic results.
- Monitor assessment quality across the University.
- Recommend improvements to academic policies.

Office of the Registrar

- Maintain assessment records.
- Publish approved results.
- Archive moderation documentation.

9. Records Management

The University shall securely retain:

- assessment instruments;
- marking guides and rubrics;
- moderation reports;
- grade sheets;
- examination papers; and
- Academic Board minutes approving results,

in accordance with the University's Records Management Policy.

10. Monitoring and Review

The Academic Board shall monitor implementation of this policy annually. The policy shall be formally reviewed every five (5) years, or earlier where required by changes in legislation, accreditation requirements, or University governance.

Assessment Moderation Workflow

Assessment Design → Pre-Assessment Moderation → Assessment Administered → Marking by Lecturer → Post-Assessment Moderation → Faculty Review → Academic Board Approval → Release of Results → Review/Appeal (where applicable)

Policy Owner: Academic Committee/Board

Responsible Office: Office of the Dean/Registrar

Effective Date: July 2026

Review Date: Five (5) years from the date of approval

Policy Reference: JCPU/AP/001