

Whole School Moderation – Confirming Judgements & Evidence in Assessment

Moderation Expectations- *Working together*

- Engage in open, respectful discussions to support shared understandings.
- Use the marking guide as the reference point for all judgements.
- Be prepared to reflect and adjust where necessary to ensure consistency.
- Focus on identifying evidence in student work that demonstrates achievement.
- Contribute to building a consistent, transparent, and fair assessment culture across the college.

Step 1: Prepare for the Session

- Gather:
 - The **sample student response**
 - The **summative assessment task**
 - The **marking guide with task-specific standard descriptors**
 - A printed or digital copy of the **relevant achievement standard**

Step 2: Read the Sample Independently

- All participants **read through the same student response silently**.
- Highlight or annotate **evidence of achievement** based on the descriptors in the marking guide.

Step 3: Match Evidence to Descriptors

- As a group, work through each **assessable element** (e.g., ideas, organisation, grammar).
- Use the marking guide to **match specific evidence** in the student's work to the descriptors.
 - Ask: *What evidence shows this skill? Which descriptor does it align with?*

Step 4: Make an On-Balance Judgement

- Consider all parts of the sample together and decide where it **sits overall** on the 5-point scale.
- If needed, refer to the **achievement standard** to support interpretation.

Step 5: Reach Consensus

- Have a professional discussion to determine a **shared, on-balance judgement**.
- Agree on a **final level of achievement** using the 5-point scale, considering:
 - The **weight** of each assessable element (based on the task)
 - The **purpose** of the assessment (diagnostic, summative, reporting)

Step 7: Record and Reflect

- Record the agreed judgement and any notes on reasoning.
- Reflect: Did the group apply the standards consistently? Are there any **grey areas** that need clarification for next time?

Teacher Moderation Record Template

Teacher Names: _____

Subject/Year Level: _____

Date of Moderation: _____

Student Sample	Initial Grade	Agreed Grade	Evidence Supporting Grade	Moderation Notes & Next Steps

Additional Notes:
