

This form provides the opportunity to report both internal and external University Partner moderation. It may be adapted to an internal-only or external-only format, if desired.

## Section A – Internal Moderation

**Section A.1:** This section should be **completed by the Internal Moderator** following the initial grading by the First Marker.

Module Code	
Module Title	
Assessment Code	
Assessment Title	
Assessment Weighting	
Submission Deadline	
First Marker Name	
Moderator Name	
Date Submissions Sent to Internal Moderator	
Number of Student Submissions	
Number of Submissions Viewed*	
Student IDs of Submissions Viewed (optional)	
Have marks been allocated clearly? (Yes/No)	
Do all marks add up correctly? (Yes/No)	
Do marks fairly reflect the marking criteria? (Yes/No)	
Do you agree with the range of marks? (Yes/No)	
Have marks been uploaded onto the VLE? (Yes/No) (optional)	
What aspect of feedback was done well?	
What aspect of feedback could be improved?	
How can the students improve their work in the future?	

Questions from the Internal Moderator (if required)	
Further Discussion (if required)	
If any question above has been answered with 'No', please highlight the appropriate actions needed to come to an agreement with the First Marker	
Follow-Up on Actions (if required)	
Has final agreement been reached with the First Marker? (Yes/No)	
<b>Internal Moderator Signature</b>	
<b>Date</b>	

\*Please ensure that you have chosen an appropriate number of samples that cover the full range of grades, as highlighted in NPR QS09 Assessment

**Section A.2:** This section should be **completed by the First Marker** following the completion of A.1.

First Marker Response	
Has final agreement been reached with the Internal Moderator? (Yes/No)	
<b>First Marker Signature</b>	
<b>Date</b>	

## Section B – External Moderation (Verification)

**Section B.1:** This section should be **completed by the External University Partner Moderator/Examiner** following the completion of the internal process in Section A.

*If an additional stage of internal verification is required, the form may be amended to reflect this.*

External Moderator Name	
Date Submissions Sent to External Moderator	
Number of Submissions Viewed*	
Student IDs of Submissions Viewed (optional)	
Have marks been allocated clearly? (Yes/No)	
Do all marks add up correctly? (Yes/No)	

Do marks fairly reflect the marking criteria? (Yes/No)	
Do you agree with the range of marks? (Yes/No)	
What aspect of feedback was done well?	
What aspect of feedback could be improved?	
How can the students improve their work in the future?	
Questions from the External Moderator (if required)	
Further Discussion (if required)	
If any question above has been answered with 'No', please highlight the appropriate actions needed to come to an agreement with the Internal Staff	
Follow-Up on Actions (if required)	
Has final agreement been reached with the Internal Staff? (Yes/No)	
<b>External Moderator Signature</b>	
<b>Date</b>	

\*Please ensure that you have chosen an appropriate number of samples that cover the full range of grades, as highlighted in NPR QS09 Assessment

**\*Optional\* Section B.2:** This section may be optionally **completed by the First Marker** following the completion of B.1.

First Marker Response	
Has final agreement been reached with the External Moderator? (Yes/No)	
<b>First Marker Signature</b>	
<b>Date</b>	