



Title: Assessment Verification and Moderation Procedures

Code: GU-PR09AVM

Version: 3.2

Date of Issue: 2024

Effective Date: November 2024

Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: This document is subject to a periodic review as per amendments of university policies and regulations

(Note: This document replaces the “Assessment Verification and Moderation Procedures”, GU-PR09AVM, Version 2.2 - September 2018)

1. Purpose

The purpose of this document is to describe procedures to be followed by Gulf University for verification and moderation of major assessments undertaken by the students during their formal learning process at the university to ensure validity, reliability, consistency, and fairness. It also describes how the effectiveness of verification and moderation processes are measured.

2. Scope

The document applies to all major assessments (i.e midterm, final examinations, and Jury assessments for project-based courses) in all programs at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
C-TLAC	College Teaching, Learning and Assessment Committee
HOD	Head of Department
U-TLAC	University Teaching, Learning and Assessment Committee

4. Definitions

Verifiers/Moderators: Verifiers/Moderators are those, who scrutinize the validity and consistency of the assessment tasks through verification. They are internal and external to Gulf University. The verifier/ moderator has responsibility for assuring the validity of the assessment by checking the alignment between:

- The assessment type and content with the relevant outcomes.
- The assessment criteria and the relevant outcomes.

The verifier/moderator also has responsibility for assuring the reliability of the assessment by sampling the assessed tasks and checking that the assessment criteria and marking have been accurately, fairly and consistently applied (i.e pre- and post-assessments).

5. Procedures Details

A) Assessment Verification

All midterm and final assessments shall be verified both internally and externally to the assessments.

5.1 Internal Verification

5.1.1 Instructors shall prepare Midterm/Final Exams with model answers or Pre-/Final Jury Assessment Criteria with rubrics (for project-based courses) and shall send them with attached Course Specifications to the

College Teaching, Learning and Assessment Committee (C-TLAC) by the 4th Week and 8th Week in the Semester, respectively. The instructor shall upload 2 previous assessments conducted for the course along with assessment for the current semester.

- 5.1.2 Two members of C-TLAC (one represents the relevant program) with one invited faculty member from the relevant program shall verify Midterm/Final Exams and Pre-/Final Jury Assessment Criteria and shall send feedback to relevant Instructors for modifications and enhancements within one week after receiving them, (Pre-Assessment Internal Verification Form GU-PR09AVM-F01). The members shall check that assessment tasks/questions are not copied from the previous versions. The instructor and the internal verifiers shall tick in the declaration statement that assessment has not been taken exactly from the previous 2 versions conducted.
- 5.1.3 Instructors shall modify, enhance Midterm/Final Exams and Pre-/Final Jury Assessment Criteria, prepare model answers, and send them to C-TLAC for final approval within one week after receiving the feedback.
- 5.1.4 C-TLAC, after approving Midterm/Final Exams with model answers or Pre-/Final Jury Assessment Criteria with rubrics (for project-based courses), shall arrange with the External Verifiers to conduct pre-assessment external verification.

5.2 External Verification

- 5.2.1 Head of Department shall propose External Verifiers (Moderators) for the offered programs in the Department at the beginning of each semester and shall obtain Department Council approval, followed by sending the list to the Dean for College Council Approval, (Form GU-PR09AVM-F02).
- 5.2.2 College Council shall approve the proposed External Verifiers (Moderators) for all Departments at the College and shall send the final list to the College Teaching, Learning and Assessment Committee (C-TLAC) and HODs in the beginning of each semester, (Form GU-PR09AVM-F03).
- 5.2.3 C-TLAC, after approving Midterm/Final Exams with model answers or Pre-/Final Jury Assessment Criteria with rubrics (for project-based courses), shall contact the External Verifiers to conduct pre-assessment external verification, preferably by the 6th Week and 11th Week in the semester, respectively, (Pre-Assessment External Verification Form GU-PR09AVM-F04).
- 5.2.4 C-TLAC shall receive completed Pre-Assessment External Verification Forms and arrange with Instructors to modify and enhance Midterm/Final Exams with model answers or Pre-/Final Jury Assessment Criteria with rubrics, preferably by the 7th Week and 12th Week in the semester.
- 5.2.5 Instructors shall modify and enhance Midterm/Final Exams with model answers or Pre-/Final Jury Assessment Criteria with rubrics,

shall send them to University Exam Committee or Jury to conduct assessments, preferably by the 7th Week and 13th Week in the semester.

B) Assessment Moderation

All midterm and final assessments shall be internally moderated once the assessments have been completed. Moreover, samples of courses offered in the semester for each program shall go through external overall moderation (End of Semester External Post-Assessment Overall Moderation).

5.3 Internal Moderation

- 5.3.1 Instructors and Jury shall mark students' answer booklets and work, respectively, shall submit the whole batch with model answers or assessment rubrics (for project-based courses), to U-TLAC before finalizing the students Grades, i.e.- within 3 days from conducting the assessment.
- 5.3.2 U-TLAC shall select random samples from the received batch. Sample size shall be equal to square root of total number of marked students' answer booklets/work.
- 5.3.3 Two members of U-TLAC (one represents the relevant program) with one invited faculty member from the relevant program, shall moderate Midterm/Final Exams and Pre-/Final Jury Assessment in terms of marking accuracy and fairness, (Post-Assessment Internal Moderation Form GU-PR09AVM-F05).
- 5.3.4 U-TLAC shall send approved batch to relevant instructors within 2 days from receiving. For not-approved batch with simple remarks, U-TLAC shall arrange with relevant instructors to consider their remarks and review students mark, then approve the batch.
- 5.3.5 For not-approved batch with inaccurate and unfair Marking, U-TLAC shall send the batch to the C-TLAC for Second Marking by another instructor, then U-TLAC shall moderate and approve the batch followed by sending to relevant instructors.
- 5.3.6 Instructors/Pre-Jury shall finalize students' marks, shall provide feedback on Midterm Assessments by showing answer booklets to students in the first lecture after the Midterm examination period. Students shall get opportunity to see their answers in the answer booklet and discuss their instructors' remarks.
- 5.3.7 Instructors/Jury shall finalize students' marks of Final Assessments, shall submit the results to relevant Heads of Departments for review followed by sending them to College Council for approval.
- 5.3.8 Instructors shall upload the approved results, received from College Council, in the Academic Information Management System (AIMS).
- 5.3.9 U-TLAC shall check that all marks have been accurately uploaded into the system.

5.4 External Moderation (End of Semester External Post-Assessment Overall Moderation)

- 5.4.1 25% of the courses offered in the semester for each program shall go through external overall moderation.
- 5.4.2 Heads of Departments shall select 25% of the courses offered in their Departments per semester (after finalizing the courses files) representing different levels and domains and send to C-TLAC.
- 5.4.3 C-TLAC shall contact and invite External Moderators to conduct overall moderation of the selected sample (Post-Assessment External Overall Moderation Form GU-PR09AVM-F06), shall send the completed forms to relevant HODs to arrange with relevant instructors for further enhancement of delivery and assessments of their courses in the following semester.

C) Effectiveness of Assessments Verification and Moderation Processes

5.5 Instructors and HODs Feedback on Internal and External Verification

- 5.5.1 Instructors shall provide feedback on internal and external verification of midterm and final assessments at the end of each semester (Form GU-PR09AVM-F07), considering critical cases (if any), followed by sending the completed forms to their HODs.
- 5.5.2 HODs shall consider the feedback received from Instructors and shall analyze samples of Assessment Manuscripts verified by both the internal and external verifiers, followed by completing “HOD Feedback Form”, (Form GU-PR09AVM-F08).
- 5.5.3 HODs shall consider the outcomes of their “Feedback Forms” while preparing their “Semester Report”.

5.6 Instructors and HODs Feedback on Internal and External Moderation

- 5.6.1 Instructors shall provide feedback on internal and external moderation of midterm and final assessments at the end of each semester (Form GU-PR09AVM-F09), considering critical cases (if any), followed by sending the completed forms to their HODs.
- 5.6.2 HODs shall consider the feedback received from Instructors and shall analyze samples of Assessment Manuscripts verified by both the internal and external moderators, followed by completing “HOD Feedback Form”, (Form GU-PR09AVM-F10).
- 5.6.3 HODs shall consider the outcomes of their “Feedback Forms” while preparing their “Semester Report”.

5.7 External and Internal Jurors Feedback on Assessment

- 5.7.1 External Juror shall provide feedback on Mid/Final Jury Assessments (Form GU-PR09AVM-F11A), followed by sending the completed form to relevant HOD.
- 5.7.2 Each Internal Juror shall provide feedback on Mid/Final Jury Assessments (Form GU-PR09AVM-F11B), followed by sending the completed form to relevant HOD.
- 5.7.3 HOD shall consider the received feedback for completing “HOD Feedback Form”, (Form GU-PR09AVM-F12).
- 5.7.3 HODs shall consider the outcomes of their “Feedback Forms” while preparing their “Semester Report”.

5.8 External Verifiers Follow-up Feedback

- 5.8.1 External Verifiers shall provide follow-up feedback on implementation of their recommendations on verification of assessments at the end of each semester, (Form GU-PR09AVM-F13), followed by sending the completed forms to relevant HODs.
- 5.8.2 HODs shall consider the received forms in the improvement plans.

5.9 External Moderators Follow-up Feedback

- 5.9.1 External Moderators shall provide the follow-up feedback on implementation of their recommendations on External Moderation (End of Semester External Post-Assessment Overall Moderation), at the end of each semester, (Form GU-PR09AVM-F14), followed by sending the completed forms to relevant HODs.
- 5.9.2 HODs shall consider the received forms in the improvement plans.

5.10 Follow-up of Feedback on Verification and Moderation Processes

- 5.10.1 HODs shall write a comprehensive report on the effectiveness of verification and moderation process based on the feedback received from Instructors and External Pre-/Final Jury/Panel External Members, and HODs feedback, followed by sending them to relevant C-TLACs.
- 5.10.2 C-TLACs shall prepare their “Feedback Reports”, (Form GU-PR09AVM-F15), based on received reports from HODs at the end of each semester, followed by sending them to relevant Deans, C-QACs to consider the recommendations in their improvement plans.
- 5.10.3 C-TLACs shall send a copy of their “Feedback Reports” to U-TLAC.
- 5.10.4 U-TLAC shall discuss the received “Feedback Reports” with the Vice President for Academic Affairs and shall prepare the “Final Report” on Verification and Moderation processes, (Form GU-PR09AVM-F16) followed by sending it to University Council for approval.
- 5.10.5 U-TLAC, upon receiving approval from University Council, shall send the “Final Report” to Deans, who shall communicate the report with relevant College Committees to consider the recommendations in their improvement plans.

6. Responsibilities

Instructors, External and Internal Jurors are responsible for:

- Appropriate implementation of this document.

Heads of Departments are responsible for:

- Ensuring that all instructors, External and Internal Jurors are fully informed of this document.
- Appropriate implementation of this document.

Deans are responsible for:

- Ensuring that all faculty members follow this document.
- Appropriate implementation of this document.

University Examination Committee is responsible for:

- Appropriate implementation of this document.

C-TTLAC is responsible for:

- Appropriate implementation of this document.

U-TTLAC is responsible for:

- Appropriate implementation of this document.

The Vice President for Academic Affairs is responsible for:

- Appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

7. Related Policies

- Assessment Policy
- Program Design, Development and Approval Policy
- Program Review and Development Policy
- Teaching and Learning Policy

8. Related Procedures

- Assessment Procedures
- Graduation Project Procedures
- Internship Procedures
- Teaching and Learning Procedures
- TOR - External Juror
- TOR - External Verifier/Moderator

9. Related References

BQA	Institutional Reviews Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook