

Moderator Report

Moderators play a critical role in quality enhancement and student engagement activities and are normally expected to visit centres twice yearly for a mid-term visit and an exam board visit. All visits must be approved by the academic unit before they are undertaken.

Name of Moderator	
Name of Collaborative Centre	
Date of Examining Board / Visit	
Type of Visit: Examining Board / Skype/ Mid Term Visit/ Resit Board / Final Visit/ Other (please specify)	
Academic Year	
Title of Programme(s) of Study	
Home Institution / Other Professional / Institutional Affiliation If retired please enter last position e.g. Former Lecturer at xxxxx University	
Moderator Email Address	

Moderator reports should be submitted in typescript within **four weeks of the completion of a visit to a collaborative centre**. Moderators should note that the payment of fees and expenses can only be authorised once a comprehensive report has been received and approved by the University.

Please email the completed moderator report to: academic.unit@wales.ac.uk.

Declaration: by submitting this report electronically, I confirm that I undertook the visit detailed above and the contents of this report are accurate. I also confirm that I performed my duties in accordance with the guidelines for the University of Wales moderator.

Moderators are normally expected to visit centres twice yearly. The University anticipates that the majority of visits will be framed around examining boards. However, Section 2 of the Moderator Handbook notes the critical role moderators' play in quality enhancement and student engagement activities, particularly during the Exit Phase and moderators are expected to meet with staff and with students without staff being present on at least one of the two scheduled visits.

When completing the report, please note the following:

Examining Board Visits: Complete all sections, apart from 3, 4, and 5 (unless these activities are undertaken during the visit).

Mid Term Visit: Generally mid-term visits focus on student engagement and staff development activities and you should expect to complete all sections apart from 1 and 2.

Final, End of Term Office visit: If moderators are making a final, end of term of office visit to a centre please complete Section 9 in addition to the relevant sections.

1. EXAMINING BOARDS

1.1 General conduct of the board(s)

Were you satisfied that the board was conducted properly and in accordance with University of Wales' requirements? **YES / NO**

Please comment e.g. the conduct of any internal examining board, the attendance and participation of internal examiners, the quality of discussion of individual cases, any discussions over exam board marking, responses by centre staff to comments by the external examiner(s).

1.2 Presentation of data

Were you satisfied with the presentation of assessment data? **YES / NO**

Please comment as appropriate e.g. Was the recommended spreadsheet format followed? Was the data free from arithmetic (or other) error?

1.3 Standards demonstrated by the students

Was the board satisfied with the general quality of the students' work in reflecting the level of the qualification and the aims and objectives of the programme? **YES / NO**

Please provide a commentary in support of your answer.

1.4 Overall Comments

Please comment on any areas identified for corrective action and any areas of excellence and provide evidence to support the comments made.

1.5 Regulations and Protocols

Were you satisfied that the UW Regulations and Academic Protocols were applied in full by the centre? **YES / NO**

Do you have any concerns that full application is at risk in the future? Please indicate the evidence on which you base this judgement.

2. ASSESSMENT

2.1 Procedures for assessment and examination

Were you satisfied that procedures and protocols were applied with consistency, rigour and impartiality, and that internal marking was conducted in an appropriate manner?

YES / NO

Please provide a rationale and evidence for your response.

3. ENGAGEMENT WITH STUDENTS

3.1 Arrangements for meeting students

Were you satisfied with the opportunities you were given to meet students? **YES / NO**

Please provide further comment below on the following:

- whether the meetings were private;
- the number of students you met;
- the extent to which they were representative of the programme cohort as a whole;
- whether they included nominated student representatives.

3.2 Arrangements for student representation

Were you satisfied that adequate arrangements are in place in the centre to allow the student voice to be heard? (Please refer to quality codes [B4 and B5]). **YES / NO**

Please describe the arrangements that are in place, and provide evidence on their effectiveness. How far does student representation meet the expectations of the QAA Quality Code on student engagement. Please indicate how you have helped the centre meet QAA expectations.

3.3 Student satisfaction

What did the meeting(s) with students reveal about their overall level of satisfaction with their learning experiences and the resources provided (including staffing)? How far does the student experience meet the expectations of the QAA Quality Code? What have you been able to do to help the centre meet QAA expectations in this respect? Does the centre's policies and strategies address student experience and student engagement and reflect QAA expectations in their Quality Code (Chapters B4 and B5)? What have you done to address any shortfalls in this respect?

3.4 Student issues

Did students raise issues that they wished to draw to the attention of the University?

YES / NO

Please provide details of any such issues with any recommendations for action which you might wish the University to consider.

4. ENGAGEMENT WITH STAFF

4.1 Arrangements for meeting staff

Did you have any opportunities (other than at the examining board) to meet staff during the visit?

YES / NO

If no, please explain. If yes, please provide details of the meetings and specify with whom you met.

4.2 Staff issues

Did staff raise issues that they wished to draw to the attention of the University?

YES / NO

Please provide details of any such issues which you might wish the University to consider.

4.3 Staff development

Staff development is an essential part of the moderator role. Did you undertake any staff development activity during your visit? **YES / NO**

If yes, please explain if this was at the centre's request, or on your own initiative and what staff development was provided? If no, please explain why this was not required.

4.4 Staff resources

Were you satisfied that adequate staffing resources (both in terms of number and appropriateness of qualifications) are being applied? **YES / NO**

If yes, please provide evidence to support your response. If no, please advise what action is required to address this.

5. LEARNING RESOURCES

5.1 Resource provision

Were you satisfied that adequate learning resources are being provided to the programme(s)? **YES / NO**

Please comment e.g. are reading list/recommended texts available from the library? What is the centre doing to ensure its library provision remains current? Are students aware of the University's Online Library? Are the ICT facilities adequate? What evidence is there of induction/training on the use of library resources and ICT facilities? Does the centre have VLE software available? Are there arrangements for students to use other libraries in the local area? Do you have any concerns about the library/ICT provision?

6. PREVIOUS ISSUES

If issues were raised in your last report, or in the last report submitted by your predecessor, do you feel that they have been addressed appropriately and successfully?

YES / NO / NO PREVIOUS ISSUES

Please comment below on any recommended action required by either the centre or the University of Wales.

7. GOOD PRACTICE

7.1 Good practice

Please identify any distinctive or innovative elements of the programme(s), and any features of good practice that you have noted.

8. CONCLUDING COMMENTS AND ITEMS FOR ACTION

8.1 Concluding comments

Were you satisfied that academic standards and the quality of provision have not been compromised through financial, contractual or other considerations? **YES / NO**

Please provide details below.

8.2 Management and Communication by the University of Wales

Please comment on the University's processes for managing and communicating with its moderators and list any recommendations you have for improvement.

8.3 Action Required

Please identify any items you require the centre and/or the University of Wales to take action on. Please prioritise these requirements.

8.4 Action Recommended

Please identify any items you recommend the centre and/or the University of Wales to take action on. Please prioritise these recommendations.

8.5 Proposed Date of Next Exam Board

The University will make all arrangements for the next exam board. To assist us with the process, please agree with the centre a **provisional** date for the next exam board. The University will take this date into account when planning and will confirm the exact date once finalised. However, please note that preferred dates will depend upon resources and the availability of all parties and therefore the provisional date may be subject to change.

9. END OF TERM OF OFFICE OVERVIEW

If this is the final visit to the centre at the end of your term of office as moderator, you are asked to provide an overview of the whole of that period. In particular:

- Evidence that the quality of provision of programmes for which you have been moderator has been enhanced (or otherwise) during your period of appointment;
- Whether you are confident that standards of programmes for which you have been moderator can continue to be secured.

Signed:.....

Date Submitted:.....

University of Wales