



ICHAS

Section 2 (b) – Terms of Reference for Advisory Structures

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| Subject: | Terms of Reference for the Internal Moderation Committee | | |
| Date Approved by Academic Council: | | | July 2021 |
| Policy Version | 1/2021 | Date due for Revision | July 2024 |

PURPOSE (including Scope of Functioning/ Key Responsibilities and Accountabilities)

The Internal Moderation Committee is a sub-committee of the Board of Examiners which considers the standard of assessment, grading and awards and makes systemic recommendations to the Board of Examiners in relation to same.

MEMBERSHIP

Membership will comprise the following.

- Vice President (Academic Affairs) – Chair
- Registrar
- All Programme Directors

ROLE AND RESPONSIBILITIES

The role of the Internal Moderation Committee is as follows;

- Verification that marking criteria have been applied fairly and consistently across all candidates coming before an Examination Board.
- Moderation of samples of assessments for each programme following internal marking.
- Ensuring that random samples of scripts representing the continuum of grades are reviewed with respect to establishing if the assessments were marked in a way that is consistent with the marking scheme/criteria and the programme level.
- Ensure that in cases where a significant discrepancy is highlighted in relation to the grading of the first and second marker, the Registrar communicates same to the External Examiners in advance of the Board of Examiners meeting.
- Recommend systemic changes where necessary and report them to the Examinations Board

Role of the Chair of the Internal Moderation Committee

The Chair convenes and manages meetings, and provides documentation including scripts, assessments briefs and/or relevant reports that are necessary for the proper functioning of the Committee. The Chair also arranges that the Internal Moderation Committee issues a quarterly report to Board of Management.

Role & Expectations of Members of the Internal Moderation Committee

Committee members are expected to be appropriately prepared for each meeting, read relevant assessment material and documentation in advance, and make every reasonable effort to attend each meeting.

Operating Procedures

- The Chair convenes meetings with adequate notice.
- At the commencement of the meeting, the Chair outlines the procedures of the meeting.
- Ensure that meetings are held in a timely and efficient manner.
- Ensure minutes are recorded and available to any internal Committee or if necessary, to the Academic Awarding Body.

Appointment to the Internal Moderation Committee: The Internal Moderation Committee is a Sub Committee of the Examinations Board. Appointments to the Committee will be made by the President on the advice of the Vice President (Academic Affairs).

Meetings of the Internal Moderation Committee

Frequency of Meetings: The Internal Moderation Committee will meet on an as required basis in advance of both the Pre-Exam Board and formal Examinations Board meeting at the end of each Semester and at whatever other times may be deemed necessary by the Vice President (Academic Affairs).

Quorum: The quorum for a meeting is 3 members. Where a quorum is not possible, the meeting will be adjourned until a time determined by the Chairperson.

Powers of Decision Making: The Internal Moderation Committee is advisory in nature and does not make Assessment Decisions. It makes recommendations to Examinations Board.

Reporting Relationships: As a Sub Committee of the Examinations Board, the Internal Moderation Committee reports to the Examinations Board.