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## POLICY A2.3

### ASSESSMENT MODERATION

#### 1.0 INTRODUCTION

##### 1.1 Context

The moderation of assessment is an important quality assurance mechanism employed by the Australasian College of Health and Wellness (ACHW). ACHW conducts a prescribed cycle of validation and post moderation of assessment tasks to ensure that unit and course outcomes align with the AQF and student results are calibrated so that the student achievement of learning outcomes are commensurate with similar higher education providers in the sector.

##### 1.2 Purpose

This policy outlines the expectations and responsibilities of all ACHW staff engaged in the conduct of assessment moderation activities. The policy describes the requirements to demonstrate compliance with the Higher Education Standards Framework (HESF) 2015, standards 1.4, 3.1, 5.2, 5.3 and underpins external referencing activities thereby safeguarding student certification and quality with external partners.

##### 1.3 Scope

The Assessment Moderation Policy applies to all ACHW programs, irrespective of their location, including the conduct of assessment activities by a third-party partner, and irrespective of the student's mode of study. It applies to on-site, off-site and online activity.

##### 1.4 Scope Exceptions

None.

#### 2.0 RESPONSIBILITIES

Responsibilities are outlined in the Procedure of this Policy.

#### 3.0 POLICY

##### 3.1 Principles

1. ACHW develops and continually reviews assessment tasks to ensure they are explicit, valid, fair, reliable, assess learning outcomes at the requisite AQF level and, wherever possible, are criterion referenced.

2. A comprehensive Assessment Moderation Plan ensures that all assessment tasks are validated and reviewed on a cyclical basis. The plan includes both internal and external moderation of assessment.
3. A Study Period Assessment Plan is developed at the beginning of each study period, which outlines the due dates and weightings of each assessment item.
4. ACHW externally references assessment outcomes with similar courses in the higher education sector to ensure calibration of standards and results.
5. Assessment rubrics are pre-validated to ensure consistent and comparable grading is achieved across all ACHW modes and locations of delivery.
6. Academic integrity is maximised for all assessments by ensuring that assessment tasks are authentic prior to the release to students (Refer to ACHW Academic Integrity Policy).
7. In accordance with the Assessment Moderation Plan, a sample of internally moderated assessments will be periodically externally moderated using the Peer Review Portal.

## 4.0 DEFINITIONS

- **Assessment Moderation** - A quality assurance process whereby a moderator confirms that assessment is being marked with accuracy, consistency and fairness in accordance with the prescribed marking rubric.
- **Assessment Validation** - Assessment validation is a quality assurance process by which peer academics verify that an assessment rubric has been developed so as to ensure:
  - correct weighting of the assessment in accordance with specifications in the unit outline.
  - the learning outcome(s) of the unit are being assessed.
  - the assessment is valid, clear, unambiguous, and authentic.
  - the assessment task is collecting enough evidence so the student may demonstrate achievement of the learning outcome(s).
  - graduate qualities (where available) are mapped correctly; and
  - the scheduling of the assessment is in accordance with the Study Period Assessment Plan.
- **Assessment Moderation Plan (AMP)** - A work plan which specifies the date and timeframes within which ACHW courses are subject to periodic validation and moderation. This plan must be approved and monitored by the ACHW Academic Board.
- **Assessment Task** - An assessment task is a specific learning activity or exercise designed for the purposes of determining a student's knowledge and achievements in relation to the published learning outcome of a unit.

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- **Learning outcomes** - The learning outcomes (course learning outcomes and unit learning outcomes) are provided in writing to students in the unit guide outline prior to the commencement of each unit. Learning outcomes serve as a reference point for the pre-assessment moderation of assessment tasks and final achievement of grades.
  - **Marking rubric** - The criteria and associated grade available (e.g., HD to F) for the relevant assessment item.
  - **Peer Review Portal** - An independent, nationally recognised online portal where student assessments tasks and marking rubrics may be externally moderated to enable national and international comparators - <http://www.peerreviewportal.com>.
  - **Study Period** - A scheduled period of time (e.g., semester, trimester, term) within a course of study.
  - **Study Period Assessment Plan** - A calendar of assessment scheduled to be conducted in a study period, outlining assessment tasks for each unit of study and due dates for the assessment. Used to monitor workloads and ensure equitable spacing of assessment tasks.
  - **Unit Outline** - This document sets out the overview of the Unit Guide (academic content). It is a document that lists the learning outcomes and objectives of the unit of study.
  - **Unit Guide** - The document contains all unit content including the assessments and the assessment weightings. It sets out the details of a unit of study. Typically, a Unit Guide consists of essential academic and administrative information required for the successful completion of a unit of study.
  - **Unit of Study** - The course or program which a student may undertake and, on successful completion of the unit requirements, gain credit towards completion of the course or program. Units of study are sometimes referred to as "units", or "units".

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- Academic Integrity Policy
- Assessment Policy
- Assessment Moderation Plan
- Study Period Assessment Plan

## 6.0 POLICY OWNERSHIP

Policy Owner	Chief Education Officer Higher Education
Status	Reviewed in September 2025
Approval Authority	ACHW Academic Board
Date of Approval	11/09/2025
Effective Date	15/09/2025
Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Compliance Manager Higher Education
Review Due	May 2027

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A2.0	1 June 2021	Academic Manager	Revised context and purpose Revised scope Revised definitions Added assessment rubrics to principles
A2.1	25 June 2024	Executive Director	Benchmarking indicates Policy continues to align with sector.
A2.2	13 January 2025	Executive Director	Changes to staffing
A2.3	11 September 2025	Senior Compliance Manager Higher Education	Minor administrative changes Update to staff titles Template slightly revised following benchmarking