BM BS moderation, verification and double-marking process

BM BS Policy on moderation, verification and double-marking

1.1.1. Definition of terms

Moderation: Inspection of the overall pattern of marks and grades across the class, and the grades given by individual markers to ensure consistency of marking.

Verification: Grading of assessments by a second marker to check the consistency of standards and grades given by the first marker.

Double Marking: Blind and anonymous marking of assessment by a second marker who has no knowledge of the grade given by the first marker.

1.1.2. Policy on Verification and Double Marking

The following rules on the verification of marking set out a minimum standard:

a) All assessment contributing to student progression and award will be subject to verification procedures or blind double-marking.

b) Where blind double-marking is used, all scripts will be subject to the process.

c) Verification may be substituted in place of blind double-marking, subject to the approval of the Academic Board. Approval will be on an individual component and sub-component of assessment basis and will cover specified assessment tasks.

d) Verification will be mode dependent, where mode indicates the form of assessment used.

- **Single mode of assessment**
  Where a single mode of assessment is used to arrive at the grade for the complete module, a minimum of 25% of assessments will be subject to verification. The sample must include a representative range of assessments from within each grade awarded in the assessment process.
- **Multiple modes of assessment**
  Where multiple modes of assessment (i.e. there are several sub-components of assessment) are used to arrive at the overall grade for the module, a minimum of 10% of assessments will be subject to verification for each component of assessment.

1.1.3. Mode-specific rules

Essays and other equivalent written reports

Verification will take the form of a second reader sampling the requisite scripts. The first marker shall indicate either on the script or on an attached proforma the rationale for the grade given in accordance with the specified marking criteria for the assessment task. This will serve as a guide to the second reader. The second reader will form a judgment based on reading the scripts concerning the appropriateness of the first marker's use of the criteria-based marking scale. Where it is the view of the second reader that the scripts are marked either: too high; too low; or inconsistently against the published criteria, a review of all scripts will be undertaken by the first marker and second reader. In the case of mis-banding (marks too high or too low), the two examiners shall seek to agree a generic re-grading. Where grades are inconsistent, the two markers shall seek to agree a mark for each script. Where the second reader agrees with the general banding of the first marker (but not the precise mark), the initial grade will stand.

Single best answer/Short answer questions/multiple choice questions

Verification will take the form of a second reader sampling the requisite scripts in relation to the accuracy of the recording of marks. Where discrepancies are found in any script, the entire set of scripts will be reviewed.

Portfolios

Verification will take the form of a second reader sampling the requisite portfolios in relation to the criteria used for determining the grade (including pass/fails). Where it is the view of the second reader that the portfolios are marked either: too high; too low; or inconsistently, a review of all portfolios will be undertaken by the first marker and second reader. In the case of mis-banding (grades too high or too low), the two examiners shall seek to agree a generic re-grading. Where grades are inconsistent, the two markers shall seek to agree a grade for each script. Where the second reader agrees with the general banding of the first marker (but not the precise grade), the initial grade will stand.

Single-mode module assessment

Where a module is assessed by a single assessment task, the preferred mode of verification will normally be blind double-marking of all scripts (for essays, lab reports or presentations).

1.1.4. Examination Board

In all cases, the first marker and second reader will sign a proforma confirming that verification has taken place and signalling where any re-consideration or adjustment of marks or grades was necessitated by the process. This information will be available to the External Examiner and to the Examination Board.

1.1.5. Approval of verification method

Each module will seek approval from the Curriculum Management Board for the means of verification to be used in each assessment contributing to the module.

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1.1.6. Procedure for moderation, verification, and double marking in Phase 1

Type of assessment	Anonymous	Internal verification and external review of summative assessment tasks	Marking and calibration of marking		Internal Moderation	External Moderation
Attendance (101, 102, 103, 104, 201, 202, 203, 204) 101 and 201 Logbook attendance – placements, skills Non logbook attendance – monitored group teaching	No	NA	Register	All • small group teaching sessions, • in person and online formative module tutorial tests and • monitored lectures e.g. symposium are monitored by register. Students are expected to monitor and keep a track of their attendance. Students will receive a warning email to inform them that they are at risk of failing the attendance assessment element. A further email will be sent if they fail the attendance element.	Attendance data reviewed by Personal Tutor and Phase / Year Leads HS School Office / Module / Phase Move to PORTAL with electronic signatures tagged by location if external	NA
Family/Patient Study Report (101, 201) Talk to Heather – pre meeting to set marking criteria and marking. Standardising meeting.	Yes	Module team External Examiner	Marking by approx 20 - 30 assessors Marking criteria and grade scheme provided for assessors	Mark verification by module team: sample of work for each marker (top/middle/bottom marks) including borderlines and all fails (min 10%).	Module Exam Board (MEB). Moderation by Module Team - all fails and 10% approx. Any discrepancies will be managed by the module lead.	EE will moderate 10% of work including fails.
OSCE (201)	No	Phase and module team External Examiner	Marked by observing examiner Examiner training on marking criteria	All OSCE examiners receive pre-event training and on the exam day briefing about the station they are marking. Mark verification by module leader: marks are electronically submitted –	Module Exam Board (MEB). Module leader: marks are electronically	EE will see the OSCE stations prior during the exam writing phase and

			and mark scheme	station pass mark and maximum marks double checked, station marks checked for all students plus all fails. On the exam day stations are observed by Academic in Charge and External Examiners.	submitted – station pass mark and maximum marks double checked, station marks checked for all students plus all fails. Any marking queries are dealt with by a senior academic at the OSCE.	invited to comment. The EE is invited to attend OSCE.
101 Reflective practice assignment	Yes	Module team External Examiner	Marking by approx 20 - 30 assessors Marking criteria and grade scheme provided for assessors	Mark verification by module team: sample of work for each marker (top/middle/bottom marks) including borderlines and all fails (min 10%)	Module Exam Board (MEB). Moderation by Module Team - all fails and 10% approx. Any discrepancies will be managed by the module lead.	EE will moderate 10% of work including fails.
Academic Skills (102) • Numeracy Test (removed from Sept 23) • IT Skills Test • Essay • Presentation	Yes No Yes No	Module team External Examiner	Marked by Module Leader Module Team Academic Tutor Academic Tutor Marking criteria and grade scheme provided for assessors plus training meeting	Mark verification by Academic Skills Lead - all fails and 10% approx	Module Exam Board (MEB). Moderation by Academic Skills Lead - all fails and 10% approx	EE sent sample of work including all fails, spread of marks approx. 10%

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Student Selected Component (103, 104, 202, 204) • Essay • Presentation	No No	Module team External Examiner	Marked by SSC Leaders (no ??) Marking criteria and grade scheme provided for assessors	Mark verification by phase leader: a sample of marked work from each of the SSC groups is checked including all fails plus selection	Module Exam Board (MEB). SSC Academic Lead moderates all fails and 10% approx	EE sent sample of work including all fails, spread of marks approx. 10%
Poster Presentation (203)	No	Module team External Examiner	BSMS Faculty Marking criteria and grade scheme provided for assessors	Double marking: two examiners present at every poster presentation. Agree marks. Mark verification: fails and borderline candidates posters, checked at end of process. Moderated by module lead / phase lead, selection of fails plus up to 10%. Poster and marksheet is moderated.	Module Exam Board (MEB). Module Leader moderates all fails and 10% approx	EE sent sample of work including fails, spread of marks approx. 10%
PPD (110, 210) ? PT sign off – checked in office, if not done then year / phase lead will be aware.	No	Module team	Sign off by personal tutor	Attendance register based. PT sign off on ePortfolio – checked by School Office	PEB Module team	NA
Knowledge Test (Year 1 and Year 2) • Single best answer	Yes	Module teams External Examiner	In person online exam with invigilator delivered on the MSC AA portal.	Pre-exam question checks undertaken at paper checking and standard setting meetings. Post exam mark verification by module and year leaders: correct answers double-checked, absence report checked, item analysis and distribution checked, fail papers manually checked.	Phase team Module Exam Board (MEB)	EE reviews the KT questions during the exam writing process and invited to comment. Attends PEB.

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1.1.7. Procedure for moderation, verification, and double marking in Phase 2

Type of assessment	Anonymous	Internal verification and external review of summative assessment tasks	Marking and calibration of marking		Internal Moderation	External Moderation
Attendance (302 & 308)	No	NA	Register	All small group teaching sessions are monitored by register. Students are expected to monitor and keep a track of their attendance.	Attendance data reviewed by Personal Tutor and Phase / Year Leads	NA
Year 3 and Year 4 OSCE	No	Phase and module teams External Examiners	Marked by observing examiner Examiner training on marking criteria and mark scheme	All OSCE examiners receive pre-event training and on the exam day briefing about the station they are marking. Mark verification by module leader: marks are electronically submitted – station pass mark and maximum marks double checked, station marks checked for all students plus all fails. On the exam day stations are observed by Academic in Charge and External Examiners.	Phase leader: marks are electronically submitted – station pass mark and maximum marks double checked, station marks checked for all students plus all fails. Any marking queries are dealt with by a senior academic at the OSCE.	EE will see the OSCE stations prior during the exam writing phase and invited to comment. The EE is invited to attend OSCE.
Essay (302)	Yes	Module team External Examiners	Marking by approx. 5 - 10 assessors . Marking criteria and grade scheme provided for	Mark verification by module leader: sample of work for each marker (top / middle / bottom marks) plus all fails (min 10%)	Module Team see sample of work (top / middle / bottom marks) plus all fails	EE will see sample of work (top / middle / bottom marks) plus all fails (min 10%)

			assessors		(min 10%) Any discrepancies will be managed by the module lead.	
Case-Based Discussion (303, 304, 306)	No	Module team External Examiners	Two examiners per student Marking criteria and grade scheme provided for assessors	Double marking: two examiners present at every CbD.	Module Team Any discrepancies will be managed by the module lead.	EEs invited to observe CbD
Logbooks (301, 303, 304, 306, 402)	No	Module team	Module Leader reviews	Mark verification: all logbooks reviewed re attendance and sign-off	Module Team MEB	NA
Year 3 and Year 4 Knowledge Test • Single best answer	Yes	Phase team and Assessment Lead External Examiners	In person online exam with invigilator delivered on the MSC AA portal.	Pre-exam question checks undertaken at paper checking and standard setting meetings. Post exam mark verification by exam setter/ Year Lead and Assessment Lead: correct answers double-checked, absence report checked, item analysis and distribution checked, fail papers manually checked.	Phase Team PEB	EE reviews the KT questions during the exam writing process and invited to comment. Attends PEB.
Research Presentation (404)	No	Module team External Examiners	Three examiners per student. Up to 30 examiners overall. Marking criteria and grade scheme provided for assessors	Mark verification by module leader: sample of work for each marker (top / middle / bottom marks) plus all fails (min 10%)	Module team see sample of work (top / middle / bottom marks) plus all fails (min 10%) Any	EE invited to attend presentations

					discrepancies will be managed by the module lead. MEB	
Research Project (404)	No	Module team External Examiners	Two independent markers per student. Over 100 marker overall.	Double marking: all reports are marked by two independent markers: if their marks differ by more than a given amount, the markers will try to agree their marks; if they cannot agree, the report will go to a third marker. Mark verification: all fails	Module team see sample of work (top / middle / bottom marks) plus all fails (min 10%) Any discrepancies will be managed by the module lead. MEB	EE will see sample of work (top / middle / bottom marks) plus all fails (min 10%)
Smart Drug / Practical Prescribing/ IPE (308 and 402)	No	Module team External Examiners	Module leader	Module leader to review mark scheme to ensure consistency between examiners.	Module team MEB	NA
PPD (310, 410)	No	Module team	Sign off by personal tutor	Attendance register based. PT sign off on ePortfolio – checked by School Office , if not done then year / phase lead will be made aware	PEB Module team	NA

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1.1.8. Procedure for moderation, verification, and double marking in Phase 3

Type of assessment	Anonymous	Internal verification and external review of summative assessment tasks	Marking and calibration of marking		Internal Moderation	External Moderation
Cases in Depth (504)	Yes	Module team External Examiners	Marking by approx. 12 assessors Marking criteria and grade scheme provided for assessors	Mark verification by module leader: sample of work for each marker / topic and type of CiD plus all fails (min 10%)	Subject Leads see sample of work (top / middle / bottom marks) plus all fails (min 10%) Any discrepancies will be managed by the module lead. MEB	EE sent sample of work for each marker / topic and type of CiD plus all fails (min 10%)
Speciality Sign-Off Reports (504)	No	Module team	Module team review	Module Leader / Team to review; any fails taken to MEB for discussion	Phase Team MEB	NA
Foundation 0 (507) and Elective (506) Sign-Off Reports	No	Module team	Module team review	Module Leader / Team to review;	Year 5 PEB	NA
Practical Skills and Procedures (508)	No	Module team	Module team review	Module Leader / Team to review;	Year 5 PEB	NA
Year 5 Knowledge Test • Single best answer	Yes	Phase team and Assessment Lead External Examiners	In person online exam with invigilator delivered on the MSC AA portal.	Pre-exam question checks undertaken at paper checking and standard setting meetings. Post exam mark verification by exam setter/ Year Lead and	Phase team see sample of work (top / middle / bottom marks) plus	EE reviews the KT questions during the exam writing process and invited to comment. Attends PEB.

				Assessment Lead: correct answers double-checked, absence report checked, item analysis and distribution checked, fail papers manually checked.	all fails (min 10%) PEB	
Year 5 OSCE	No	Phase team and Assessment Lead External Examiners	Observing examiner	All OSCE examiners receive pre-event training and on the exam day briefing about the station they are marking. Mark verification by module leader: marks are electronically submitted – station pass mark and maximum marks double checked, station marks checked for all students plus all fails. On the exam day stations are observed by Academic in Charge and External Examiners.	Phase Team observe OSCE. Phase Exam Board (PEB) Any marking queries are dealt with by a senior academic at the OSCE.	EE will see the OSCE stations prior during the exam writing phase and invited to comment. The EE is invited to attend OSCE.
PPD (510)	No	Module team	Sign off by personal tutor	Attendance register based. PT sign off on ePortfolio – checked by School Office , if not done then year / phase lead will be made aware	PEB Module team	NA

Brighton and Sussex Medical School – BMBS Summative Assessments by year

Year 1				
Clinical Practice 1	Family Study Essay	Assignment	Attendance	
Foundations of Health and Disease	Knowledge Test	Academic Skills Development	Attendance	
Heart, Lungs and Blood	Student Selected Component	Attendance		
Nutrition, Metabolism and Excretion	Student Selected Component	Attendance		
Year 1 Knowledge Test	Knowledge Test (SBA)			
Personal and Professional Development	Sign Off			
Year 2				
Clinical Practice 2	OSCE	Patient Study Essay	Attendance	
Neuroscience and Behaviour	Student Selected Component	Attendance		
Musculoskeletal and Immune Systems	Poster presentation	Attendance		
Reproduction and Endocrinology	Student Selected Component	Attendance		
Year 2 Knowledge Test	Knowledge Test (SBA)			
Personal and Professional Development	Sign Off			
Year 3				
Clinical Foundation Course	Attendance			
Scientific Basis of Medicine	Essay	Attendance		
Clinical Rotations x 3	Case-Based Discussion x 4	Logbook x 3		
Clinical Pharmacology and Therapeutics	Attendance	Smart Drug Formulary	Practical Prescribing	IPE
Year 3 integrated exams	OSCE (17 stations)	Knowledge Test (SBA)		
Personal and Professional Development	Sign Off			
Year 4				
Specialist Rotations	Logbook x 7	Smart Drug Formulary	TAB	Practical Prescribing
Individual Research Project	Project Report	Presentation		
Year 4 integrated exams	OSCE (17 stations)	Knowledge Test (SBA)		
Personal and Professional Development	Sign Off			
Year 5				
Clinical Attachments	Case in Depth x 2	Specialty Sign Off report x 5	Portfolio	
Finals	OSCE (17 stations)	Knowledge Test		
F0	Logbook			
Elective	Supervisor sign-off	Student report		
Practical Skills and Procedures	Logbook			
Personal and Professional Development	Sign Off			

Case-based Discussion – a time-limited oral presentation of a case you have seen on placement to a panel of examiners. The presentation must cover history and examination findings, discussion of differential diagnoses and the management plan. The presentation will include time for questioning / discussion from the examiners.

Case in Depth – a formal structured written report on a case you have seen on placement. The Case in Depth covers the history, examination, investigations undergone and treatment of the patient and focuses on the clinical decision making and evidence base for treatment alongside the ethical and communication issues of the case.

Specialty Sign-Off Report – at the end of each placement you will be assessed by your supervisor on the following areas: attendance, involvement with team and team activities and professionalism whilst on placement.

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Brighton and Sussex Medical School – BMBS Summative Assessments by year

OSCEs – (Observed Structured Clinical Examinations) are practical examinations which test clinical skills. During an OSCE students are observed in a series of 'stations'; scenarios based on activities that would take place in a clinical setting such as taking a patient's medical history, examining patients or interpreting scans / test results or even a combination of these activities. Some OSCE stations will use real patients or actors playing patients.

Knowledge Test – a time-limited examination which may be single best answer (SBA).