



# CMSA

The Colleges of Medicine of South Africa NPC

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## JOHANNESBURG ACADEMIC OFFICE

### MODERATOR GUIDELINES CERTIFICATE IN CARDIOLOGY(SA) PHYS

As an academic centre, the CMSA needs to implement guidelines for moderators which are clearly defined, transparent to all concerned, and consistently applied. An integral part of the assessment procedure is the review of candidate scripts by moderators with a view to maintaining quality, establishing benchmarks and ensuring fairness.

#### *Role of Moderator*

Moderators are recruited for their professional expertise. The purpose of the moderator is threefold:

- 1) To ensure fairness in the assessment of individual candidates
- 2) To ensure consistency in marking
- 3) To oversee standards in learning outcomes

The moderator shall be responsible for examining a sufficient number of scripts to enable him/her to confirm that the level and consistency of marks allocated by the examiner(s) is appropriate.

The moderator may also comment on the appropriateness and consistency of assessment practice and procedures, and on content and programme development. The moderator can also advise on the comparability of academic standards against examining and awarding processes in other institutions.

#### *Procedures for Moderators*

1. A sample of marked scripts from the top, middle and bottom of the range of marks are sent to the moderator. Borderline marks may also be sent.
2. Moderators are not expected to perform the task of marking candidate work. Moderation is the process of reviewing the marking of other examiners and expressing a view on the marks awarded.
3. The moderator considers the following questions:
  - Is the mark awarded by the examiner fair?
  - Are the marks appropriate?
  - Are the marks awarded consistent?
  - Are the standards consistent?
  - Should there be any changes in the mark awarded?
  - What recommendations/comments can be made about the marks awarded?
  - Were the methods of assessment well-balanced and fair?
  - Were examination/assessment procedures and the schemes for marking and classification correctly applied?
  - Were the standards of knowledge, understanding and skills demonstrated by candidates consistent with the level of award?
  - Were the standards appropriate to programme specifications and the national qualifications frameworks recommendations?

4. If the moderator feels there are serious discrepancies in the marks awarded, he/she should review all the scripts to determine if there is a systematic error in the standards applied.
5. **Moderators do not overrule marks awarded by examiners but recommend why changes should be made to the marks awarded.**
6. Moderators are requested not to write on scripts. A template is supplied to each moderator giving the numbers of the scripts to be reviewed and the mark awarded by the original examiner. If the moderator feels the marks awarded need to be altered, he/she can note this on the form giving a detailed reason as to why he/she thinks the original marks should be altered. This report is then returned with the scripts to the CMSA Academic office in Johannesburg.
7. Following the process of moderation, moderators may be involved in influencing the marks awarded through discussion and negotiation. Where discrepancies arise between the examiners mark and the view of the moderator, the examiner will be asked to consider the recommendations of the moderator. The examiner can accept or reject the recommendations of the moderator.
8. If, following the moderator's recommendations, it is agreed that marks need to be altered, then these changes will be noted and presented to the Examination and Credentials committee of the CMSA.
9. Where a moderator feels there is a systematic error in grading, all scripts should be altered proportionally in line with his/her recommendations.
10. Before the oral examination the moderator should review, with the examiners, the proposed questions and material to be used in the oral examination. The moderator should sit in on the examination but take no part in the examining process unless requested by examiners.

**JOHANNESBURG**  
**September 2013**