

# LJMU'S APPROACH TO MARKING, MODERATION, AND BOARDS OF EXAMINERS

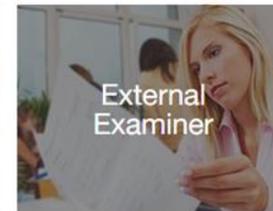
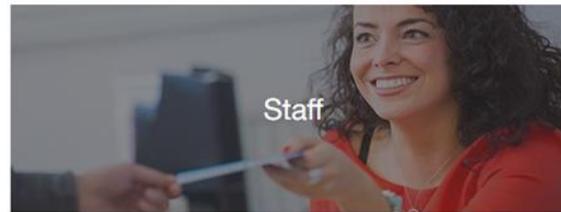
Dr Graham Sherwood

Assistant Academic Registrar

Academic Registry

- **Approval of assessments** – all assessments should be approved by the external examiner before they are released to students
- Externals should be considering whether the assessment is of an appropriate level, and whether the assessment and marking criteria are clear
- **Moderation** – internal and external moderation occurs at all levels of a programme
- The role of the external is to confirm that internal moderation has been carried out appropriately and that the feedback and grades are consistent with the marking criteria for the assessment

## Academic Registry



## External Examiner

The guidance relates to all taught provision at LJMU and its partner institutions, and to all such programmes leading to LJMU awards made by other awarding bodies. Information is provided in the guidance regarding the key duties and responsibilities of external examiners which should be discussed and agreed at local levels as to how these will be executed.

LJMU staff and External Examiners are expected to read this guidance in order to familiarise themselves with the University's expectations of their role. Please direct any comments or queries about this guidance to [Jenny Moran](#), Quality Enhancement Officer.

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Guidance and Templates	▼
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Information from the External Examiner Briefing Day	▼

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## External Examiner

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### Guidance and Templates

[Guidance for External Examining](#)

[Moderation of assessed work Policy](#)

[EE Access to Moderated Work](#)

[External Examiner Annual Report Template 2019-20](#)

[External Examiner Fee and Expenses Claim Form](#)

[Board of Examiner Agenda](#) - the standard agenda for Boards of Examiners (revised June 2020)

[Programme performance reports explained](#) - the programme performance report is considered at the Board of Examiners

- You have been provided with a username which can be used to activate your LJMU account – e.g. REGJSMIT
- Your password expires every 60 days
- You will access WebHub and moderation SharePoint using your username and password
- Canvas uses a slightly different sign-on – format [REGJSMIT@ljmu.ac.uk](mailto:REGJSMIT@ljmu.ac.uk) plus your password

- Your LJMU password expires every 60 days.....

https://myaccount.ljmu.ac.uk

 LIVERPOOL  
JOHN MOORES  
UNIVERSITY My Account

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### Activate My Account

Activate your LJMU computer account - you will be asked for some personal information to confirm your identity.

Activate My Account



#### Forgotten My Password

Use this page if you have forgotten your password.

Forgotten My Password



#### Change My Security Questions and Answers

Use this page to update your security questions and answers. This allows us to offer you support if you have forgotten your password.

Change My Security Questions and Answers



#### Change My Password

Use this page to change your account password (Account passwords expire every 60 Days).

**Important!**  
This service is only available off-campus.

Change My Password



#### Manage Account Settings

Manage your data sharing agreement with John Moores Students' Union.

Manage Account Settings

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## External Examiner Staff Home Area

### External Examiner Staff LJMU Web Hub Area

Welcome [REDACTED] to the External Examiner Staff Web Hub Area.

This area is provided by Liverpool John Moores University for use by External Examiner Staff who have been granted access to relevant Web hub tools.

### My Details

Please contact Quality Services if any of the information is incorrect

Job Title:	Course Leader
Home Department:	Illustration Animation
Home Institution:	[REDACTED]

### Your Tenures

This section contains all your LJMU recorded tenures. Should any be missing or incorrect please refer to the information [here](#)

Faculty	School	Status	Prog Code	Title	Start Date	End Date
APS	LSA	Active	23376	BAH.Graphic Design and Illustration	01/10/2017	30/09/2021
APS	LSA	Active	33376	BAH.Graphic Design and Illustration	01/10/2017	30/09/2021

### Resources

Please select a resource from below:

- [Module Mark Verification and Moderation Tool](#)
- [Programme Level Performance Report\\*](#)

\* Please note that in order to generate the report you will either need to be on a LJMU machine on-campus or you need to login via [LJMU Off-Campus Desktop](#)

### Board of Examiners

This section lists any future boards, or boards within the last 30 days, for programmes related to your above tenures

Board Date	Time	Location	Prog Code	Programme Title	Students
03/06/2021	10:00 - 11:30	Online via Teams	33376	Graphic Design and Illustration	All

## External Examiner Staff Home Area

### Module Mark Verification and Moderation Tool

In accordance with the requirements articulated within the Academic Framework Regulations in Practice C6.3.1, "the completion of the module mark verification report forms part of the evidence that internal and external moderation has taken place". The mark verification report is an on-line interface.

Enter the Catalog Number, or part of the catalog number, to view your Module Marks Verification Status.

[Click here for a guide to this tool for 2019 Term Modules and onwards](#)

Term* :	<input type="text" value="2020/21"/>
Session	<input type="text" value="All"/>
Level	<input type="text" value="All"/>
Validation Completed :	<input type="text" value="All"/>
Nbr. Posted Grades :	<input type="text" value="All"/>
	<input type="button" value="Search &gt;&gt;"/>

[<< Go to Assessment Boards Main Menu](#)

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## External Examiner Staff Home Area

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Term\* :

Session

Level

Validation Completed :

Nbr. Posted Grades :

 [Export To Excel](#) Page 1 of 1 (9 Rows)

\* You can only view the Word document if you are on LJMU Campus machines or are accessing this via [LJMU off-campus desktop](#)

\*\* The moderation site is not part of Web Hub, should the page not work when you click the moderation link please contact Graham Sherwood.

\*\*\* Please click the module code to visit the sharepoint moderation site. \*\*\*

Fac	Sch	Term	Module - Click for Moderation Site	Title	Session	Stus	Posted Grades	Class Num	Mod Leader on Mod Cat/SIS	Marks Verified (Required for Boards)	Moderation Completed Components	View	Export*
APS	LSA	2019	<a href="#">4101GD</a>	What? Studying Graphic Design and Illustration	S1	77	77	2883	[REDACTED]	Complete	2 out of 2	<a href="#">Go &gt;&gt;</a>	
APS	LSA	2019	<a href="#">4102GD</a>	How? Making Graphic Design and Illustration	S1	77	77	2886	[REDACTED]	Complete	1 out of 1	<a href="#">Go &gt;&gt;</a>	
APS	LSA	2019	<a href="#">4103GD</a>	Why? Applying the Creative Process	S1	77	77	2888	[REDACTED]	Complete	1 out of 1	<a href="#">Go &gt;&gt;</a>	
APS	LSA	2019	<a href="#">5101GD</a>	Investigate, Document, Present	S1	62	62	2928	[REDACTED]	Complete	1 out of 1	<a href="#">Go &gt;&gt;</a>	
APS	LSA	2019	<a href="#">5102GD</a>	Graphic Design and Typography	S1	35	35	2929	[REDACTED]	Complete	1 out of 1	<a href="#">Go &gt;&gt;</a>	
APS	LSA	2019	<a href="#">5103GD</a>	Graphic Design and the Screen	S1	35	35	2931	[REDACTED]	Complete	1 out of 1	<a href="#">Go &gt;&gt;</a>	
APS	LSA	2019	<a href="#">5106GD</a>	Illustration (Text and Image)	S1	27	27	2941	[REDACTED]	Complete	1 out of 1	<a href="#">Go &gt;&gt;</a>	
APS	LSA	2019	<a href="#">5107GD</a>	Illustration (Materials and Media)	S1	27	27	2946	[REDACTED]	Complete	1 out of 1	<a href="#">Go &gt;&gt;</a>	
APS	LSA	2019	<a href="#">6102GD</a>	Studio Projects	S1	62	62	2980	[REDACTED]	Complete	1 out of 1	<a href="#">Go &gt;&gt;</a>	

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## External Examiner Staff Home Area

### Module Mark Verification and Moderation Tool

[<< Return To Search Screen](#)

### Module Class Information

Module Leader Flagged on SIS/Mod Cat is : Anthony Ellis. If this is incorrect your Module Catalog record on SIS must be updated with the correct module leader. For collaborative modules this will be a LJMU staff member such as the link tutor.

Faculty	School	Term	Module	Title	Session	Students	Posted Grades	Class Num	View Marks	Verification Completed
APS	LSA	2019	4101GD	What? Studying Graphic Design and Illustration	S1	78	78	2883	<a href="#">View Marks</a>	Yes

### Module and Assessment Item Attempts Statistics

Item	Attempts*	Maximum Mark	Minimum Mark	Mean Mark	25th Percentile	Median Mark	75th Percentile
Overall Module Level*	78	75	25	60	56	60	65
Artefact	78	77	38	61	57	63	66
Essay	77	76	46	59	55	58	63

\* Excludes modules with a grade of zero and excludes LOA, DEF and Incomplete graded modules. All assessment items with a grade of zero are excluded.

### Module Verification Section > Marks Sign-Off : Must Be Done Prior to Boards

Module class previously signed-off by [REDACTED] on 05/02/2020 10:05:23

This module has now been signed off, should you need to make corrections you must contact your faculty registrar.

1. I confirm the involvement of the External Examiner in the approval of the form and nature of the assessment item
2. I confirm the External Examiner has been involved in the moderation of an appropriate sample of assessment submissions as defined in the moderation policy
3. I confirm that the marks are confirmed as accurate for all module assessment items

Yes   
 Yes   
 Yes

### Moderation Section > Class Items and Moderation Forms\*

\* Moderation forms can be done at any point in the term and are NOT a prerequisite for boards. A communication and guidance on this will be sent soon in late January.

Item Type	Item	Sequence	Students	Outcomes Entered	Moderation Completed
ART	Artefact	1	78	78	<a href="#">Go &gt;&gt;</a>
ESSAY	Essay	2	78	78	<a href="#">Go &gt;&gt;</a>

# Individual assessment items

APS	LSA	2019	4101GD	What? Studying Graphic Design and Illustration	\$1	78	78	2883	<a href="#">View Marks</a>	Yes
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**Module and Assessment Item Attempts Statistics**

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**Class Item**

Item	Sequence	Students	Outcomes Entered
Artefact	1	78	78

**Moderation Form For Assessment Item**

1. All assessment items were internally reviewed prior to them being made available to the External Examiner

1a. Comments

2. Internal moderation of the student work took place prior to it being made available to the External Examiner

2a. Comments

3. Feedback was provided to students within 15 working days of the submission of the assessment item(s)

3a. Comments

4. Were there any changes to the marks of students as a result of the internal / external moderation processes – If Yes then explain the nature and rationale for any changes made

4a. Comments  
 Marks were moderated by the marking team as a group. Slight adjustments were made accordingly, to ensure fairness and consistency.

5. Are there any further comments / proposed changes which you would like to be considered by the School / Department prior to the next delivery of the Module?

5a. Comments

6. Are there any items of good practice that you would like to identify to the School / Department - if Yes then comment further below

6a. Comments

7. Please note any comments made by the External Examiner during the moderation processes should be identified below

[Submit/Update Moderation Record >>](#)

# Accessing the moderation SharePoint

- Most module leaders will upload sample assessments or links to assessments on the moderation SharePoint – this can be accessed from the link in WebHub next to each module

Corporate Website LjMU News Search Help Topics ▾

2019 modules ▸ 5309NATSCI

[+](#) new document or drag files here

All Documents ...

✓	📁	Name	Modified	Modified By	URL	ITEM NUMBER
	📁	Exam	16 October, 2019	<input type="checkbox"/>		
	📁	Azores	16 October, 2019	<input type="checkbox"/>		

5309NATSCI ▸ Azores

⊕ new document or drag files here

All Documents ...

Find a file



✓	📄	Name	Modified	Modified By	URL	ITEM NUMBER
	📄	[REDACTED]	... 16 June	☐ [REDACTED]	<a href="https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]">https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]</a>	[REDACTED]
	📄	[REDACTED]	... 16 June	[REDACTED]	<a href="https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]">https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]</a>	[REDACTED]
	📄	[REDACTED]	... 16 June	[REDACTED]	<a href="https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]">https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]</a>	[REDACTED]
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	📄	[REDACTED]	... 16 June	[REDACTED]	<a href="https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]">https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]</a>	[REDACTED]
	📄	[REDACTED]	... 16 June	[REDACTED]	<a href="https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]">https://canvas.ljmu.ac.uk/courses/36527/gradebook/speed_grader?assignment_id=[REDACTED]</a>	[REDACTED]

Sao Miguel hazard assessment  
Due: multiple due dates - VOLCANOES EARTHQUAKES AND SOCIETY
42/44 Graded    63.17 / 100 (63%) Average    21/44

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ZOOM +

**The tectonic environment of Sao Miguel, Azores and the risks posed by natural hazards with an evaluation into GIS as a form of hazard assessment**

**1 Introduction**

The Azores are a group of nine volcanic islands located in the North Atlantic Ocean (*Miranda et al., 2015*). This is where a 'complex tectonic setting' is located with the American, African and Eurasian lithospheric plates meeting known as the Azores Triple Junction (ATJ) (*Le Pichon, 1968; Searle, 1980; Vogt and Jung, 2004*). The main objectives of this essay are to 1) gain insight into the tectonic setting of the Azores plateau and the volcanic activity of Sao Miguel 2) Assess the risks posed by natural hazards with impacts on society and 3) to pay particular attention into the evaluation and importance of using GIS to assess volcanic hazards.

**2 The Tectonic Environment**

**2.1 Azores tectonic setting**

*Searle, 1980*, shows evidence that the volcanos located on the islands are associated with a spreading center bound by the Mid Atlantic Ridge (MAR) with four tectonic crustal movements occurring (*See Fig 1*). This makes the area subject to stress caused by the changes of these boundaries due to spreading rates (*DeMets et al., 1990*). The Azores microplate has an extensional movement of the Terceira Rift (*Krause and Watkins., 1970*) which has been considered the slowest moving plate boundary (*Vogt and Jung, 2004*) but which has also allowed for the volcanic intrusions that make up the Azores islands.



**Key:**

- Tectonic stress directions →
- Azores Volcanic islands ●
- Fault Lines —
- Terceira Rift —

**Comments**

longer description on

A very good assessment - you could have included a bit more on the risk from earthquakes.

23 / 30 pts

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**Good**

Tectonic setting

Writeup generally of a good standard - occasional lapses

**Comments**

A good evaluation, I don't think you mean that the tectonics caused hotspot activity, rather the other way around. The presence of the volcanic islands on a ridge is abnormal and probably is as a result of a mantle plume/hotspot. These are not linked to FT boundaries.

13 / 20 pts

**Total points: 74**

**Assignment comments**

Make sure you use UK spelling e.g. centre not center. Cite references with surname and date only (one lapse). Overall a very good piece of work - well written and using a wide range of references.

23 Apr at 12:02

Second Mark... Very good effort, well written and good research. Good discussion on the use of GIS on volcanic hazard assessment. Very good set of references. Well done.

4 Apr at 15:15

Add a comment

[Submit](#)

[Download submission comments](#)

- Moderation policy states that 10 or 10% of an assessment, whichever the higher, should be internally moderated (sighted second marked)
- All dissertations should be double (unsighted) marked
- Externals should be provided with a representative sample of work with evidence of internal moderation
- ***Programme leaders will advise when work is ready to moderate***
- External moderation needs to be completed before the board reporting deadlines (11<sup>th</sup> February 2022 for semester 1 and 26<sup>th</sup> May for semester 2)
- BRD is the date on which all marks are finalised for the Board of Examiners

# Key things to remember

- LJMU passwords expire every 60 days whether you access the system or not
- If you can't get into WebHub it probably means your password has expired – it doesn't give a warning message
- Certain browsers don't work properly with SharePoint and Canvas – Chrome or recent versions of Edge are best. Old versions of Edge or Firefox may give odd errors