



ELICOS ASSESSMENT AND MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

ELICOS Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
Teacher	1	Marking and internal moderation	
	1.1	Mark assessment tasks and examination scripts according to the marking rubrics.	
	1.2	Moderation of the assessment tasks and exam scripts completed by other teachers.	
	1.2.1	If agreed, the final mark is recorded electronically.	
	1.2.2	If there is a discrepancy, the script is remarked by another teacher. The final agreed mark is then recorded electronically.	
	1.2.3	If no agreement is reached, the Director of Studies will assist to resolve the situation.	
	1.2.4	All moderation is recorded electronically in the Moderation folder.	
	2	External moderation	
Director of Studies & Teacher	2.1	Participate in the intercampus moderation exercise with Navitas English colleges.	
	2.2	External moderation results to be used for the teachers' benchmarking exercise.	
	3	Assessment Information	
Teacher	3.1	Provide assessment information (course outline, assessment schedule and requirements) within the first week of a study period.	
Student	3.2	Submit assignments electronically	
SAS	3.3	Notify students of the examination schedule and examination conditions prior to the scheduled examinations.	
	4	Deferred Assessment	
Student	4.1	Provide supporting evidence for an extension to the submission deadline.	
	5	Deferred Examinations	
Student	5.1	Provide supporting evidence for deferred examinations.	
	5.2	Sit the deferred examinations within two days of returning to class.	

Responsible	Procedure Steps		W/I
	5.3	No deferment of deferred examinations permitted.	
	6	Results	
Director of Studies	6.1	Review and check all results with class teachers at the end of study period.	
	6.2	Present assessment results to the Board of Examiners (BoE).	
BoE	6.3	Review and approve results.	
Director of Studies	6.4	Send results to Student & Academic Services (SAS) team for processing.	
SAS	6.5	Process results through the student management system and print reports and certificates.	
	6.6	Distribute reports and certificates to students.	
Director of Studies	6.7	Meet with students who have not successfully passed their course for discussion.	
	7	Appeals	
Student	7.1	If not satisfied with the results, schedule a meeting with the Director of Studies.	
Director of Studies	7.2	Meet with student to discuss the issue they have.	
	7.3	If adjustments are warranted, final results are re-issued.	
Student	7.4	If not satisfied with the outcome of the discussion, refer to Student Grievances and Appeals Procedure to lodge a formal appeal.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury College Policies webpage
Student Grievances and Appeals Procedure	Eynesbury College Policies webpage
ELICOS Board of Examiners Terms of Reference	Quality Unit, Document Management

Records (including completed forms)	Location
Moderation documentation	Moderation Folder, ELICOS I drive

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Version Number	2.4
Date of Approval	09/2025
Privilege Level	Public