

Offshore Moderation Policy

1. Purpose

UNSW College (the College) offers some of its Award and Non-award Programs to offshore Students i.e., those located outside of Australia.

These offshore Programs may be delivered either directly by the College (College delivered Program) or through a Transnational Education (TNE) Provider (TNE Provider delivered Program), both of which operate under the College's academic and operational standards.

The TNE Provider is a third-party provider and TNE refers to the delivery of Programs, Subjects, or services to learners offshore.

This Policy supports the [Offshore Assessment Policy](#) and details the internal and external Moderation processes undertaken to ensure the quality of Assessment and content, and alignment with tertiary courses that are equivalent to UNSW courses.

2. Scope

This Policy applies to all Academic Staff and Students enrolled in offshore Programs delivered by either the College or a TNE Provider.

3. Policy Statement

The College designs its Moderation processes to ensure that marking is consistent, accurate, in accordance with specific criteria designed for each Assessment item and verifies the validity and reliability of Assessment decisions.

4. UNSW College Responsibilities

The College is expected to:

- (a) map all Assessment tasks to course and program Learning Outcomes of the relevant College program;
- (b) ensure Marking Rubrics for each Assessment item within each course, distinguish assigned levels of grading and Student achievement of learning;
- (c) share, where relevant, with TNE Provider teaching staff, prior to the commencement of each Term, Assessment, Assessment weightings and Marking Rubrics, for each Course to be delivered in the upcoming teaching period and ensure these are clearly communicated to Students by the TNE Provider;
- (d) work with the TNE Provider Academic Staff to ensure all Assessments are contextually appropriate for the jurisdiction in which the Programs are offered;
- (e) liaise with the TNE Provider Academic Staff, where TNE staff are carrying out the marking, to assist in Moderation processes that ensure the maintenance of Assessment and marking standards;
- (f) ensure internal and external Moderation of Assessment is undertaken as a quality assurance mechanism to ensure the validity of Assessment instruments and the

reliability of Assessment decisions made by College or where relevant, TNE Provider, Academic Staff;

5. Internal Marking and Moderation

5.1. Marking for TNE Provider Delivered Programs

- (a) The College will mark all Assessment items as determined by the College towards the final grade of each Course, including all major examinations and Assessments.
- (b) The TNE Provider will mark all Assessment items as required by UNSW College, using the solution guides and Marking Rubrics provided by the College.
- (c) Samples of TNE Provider marking of Assessment items will be shared with the College where and as required. The College will review and provide any feedback.

5.2. Marking Rubrics

- (a) At the start of each teaching period in which the Course is to be delivered, the College and TNE Provider Course Convenors will:
 - i. share the proposed Marking Rubrics for relevant Assessment items with all teaching staff delivering the Course; and
 - ii. meet with teaching staff delivering the Course to discuss and seek feedback on Assessment tasks and Marking Rubrics.
- (b) This process ensures a shared understanding of the expected standards and promotes consistency of application in the marking process.

5.3. Moderation of TNE Provider Delivered Programs

- (a) In the case of multiple markers of the same Assessment item, Moderation of marking is undertaken to provide a mechanism for ensuring consistent application of the detailed Marking Rubrics.
- (b) The Moderation process is undertaken prior to providing samples of marking, where required, to the College for review (see 5.1 above).
- (c) If an issue is identified in the Moderation process, the matter will be raised with the relevant TNE Provider Academic Manager and subsequently discussed with the specific marker. If there is no valid reason for any perceived discrepancy when benchmarked against other markers, the matter is raised with the TNE Provider Academic Manager and next steps are determined.
- (d) If the Assessment item contributes significantly towards the final grade, it is marked and moderated by the College in accordance with 5.4 below.
- (e) The TNE Provider and College processes, where required, occur prior to the publication of any marks or final grades and support consistency of marking and consistent application of solution guides and Marking Rubrics.

5.4. Moderation of College Delivered Programs and TNE Provider Assessment Items (where required)

The Moderation process for Assessment items that contribute significantly to the final Course grade, and for Provider Delivered Assessment items that are marked as required by College, is as follows.

- (a) In the case of multiple markers of the same Assessment item, Moderation of marking is undertaken to provide a mechanism for ensuring consistent application of the detailed Marking Rubrics.
- (b) If the Assessment item contributes significantly towards the final grade or is the final exam (regardless of the weighting it contributes to the final grade), the Course Convenor organises check-marking by another member of the teaching team, of a sample of up to 10% of Assessments or final exam scripts. Where available, at least 25% of that sample should include scripts that were awarded a low grade and the remaining 75% across a range of grades.
- (c) If an issue is identified in the check-marking Moderation process, the matter will be raised with the College Course Convenor and subsequently discussed with the specific marker. If there is no valid reason for any perceived discrepancy when benchmarked against other markers, the matter is raised with the relevant College Academic Head and next steps are determined.
- (d) This process occurs prior to the publication of any marks or final grades and supports consistency of marking and consistent application of solution guides and Marking Rubrics.

6. External Moderation

6.1. External Moderation of planned Assessments

- (g) During each teaching period, proposed significant Assessment items, examination papers, solution guides and Marking Rubrics are reviewed by the relevant UNSW Quality Assurance and Review Consultant (QARC) to confirm the validity of the Assessment instruments, the solutions and marking guides.
- (a) If Assessment revisions are recommended as a result of quality monitoring by College academic committees, the proposed changes are also sent to the QARC for discussion and endorsement.
- (b) These processes are undertaken by the College prior to sharing with the TNE Provider.

6.2. External Moderation of marking

- (a) After completion of internal Moderation (where required) of marking of Assessment items for both College delivered and TNE Provider delivered offshore programs, a sample of marked Assessments from each course is forwarded by the College to the relevant QARC for review.
- (b) This is undertaken prior to the approval of final grades by the College Assessment and Integrity Committee.
- (c) This process benchmarks the comparability of marking standards between UNSW, the College and the TNE Provider and thus, ensures the reliability of marking standards.
- (d) If inconsistencies are evident, the matter is raised by the College Course Convenor with the College Education Manager to determine next steps.

7. External Moderation and approval of final grades

- (a) On completion of all Moderation processes where required, College Course Convenors make a recommendation to the relevant Academic Head for approval of final grades of both College and TNE Provider delivered offshore programs, accompanied by a Moderation report, any subsequent resulting revisions and a grade distribution report.
- (b) The Academic Head considers the recommendation and accompanying reports and if satisfied, makes a recommendation to the Assessment and Integrity Committee, accompanied by relevant reports.
- (c) The Assessment and Integrity Committee reviews each course recommendation and the relevant reports to ensure all Moderation processes have been undertaken, final grades have been endorsed by the UNSW QARC, Academic Head and Course Convenor and if satisfied, approves final grades for release.
- (d) This Committee also reviews distribution of grade reports to evaluate whether Assessment tasks and Marking Rubrics were appropriate. This process is typically after the release of final grades and informs subsequent Assessment practices rather than influencing the outcomes for the current teaching period, to ensure final grades are released in a timely manner.

8. Roles, responsibilities and delegations

Role	Responsibility
Academic Board	<ul style="list-style-type: none"> • Ultimate responsibility for ensuring quality assurance for all academic areas including Assessment.
Academic Staff	<ul style="list-style-type: none"> • Designing appropriate Assessment tasks that allow Students to demonstrate their level of learning. • Marking Assessment tasks against the Marking Rubric provided to Students or other relevant criteria. • Providing directed and timely feedback. This must be provided within two weeks of the submission of the Assessment task. • Discussing with Students any queries they may have regarding the grade allotted for any Assessment task.
Award Programs	<ul style="list-style-type: none"> • Has the meaning as defined in the TEQSA Act (see higher education award) and includes Diplomas, Advanced Diplomas, Associate Degrees and undergraduate Degrees.
Learning and Teaching Quality Committee	<ul style="list-style-type: none"> • Provides oversight of all teaching and learning practices and responds to internal and external quality frameworks and benchmarks.
Assessment and Integrity Committee	<ul style="list-style-type: none"> • Provides oversight of Assessment quality and integrity and Moderation of final results

Transnational Education Quality Committee	<ul style="list-style-type: none"> Provides oversight to the quality and compliance of College courses offered at TNE locations, including learning and teaching, assessment, admissions, student experience, marketing and partner performance.
Course Convenor	<ul style="list-style-type: none"> A Course Convenor has primary responsibility for the curriculum, Learning Outcomes and Assessment for a course.
Non-Award Programs	<ul style="list-style-type: none"> An approved course of study that does not lead to a higher education award but leads to a College qualification. This can include a tertiary / degree preparation program, Pre-Masters Programs, Foundation and Transition Programs, English Language Programs.
QARC	<ul style="list-style-type: none"> A UNSW Quality Assurance and Review Consultant (QARC) is responsible for providing advice and quality assurance of all Diploma, Foundation Studies and UEEC courses and major course Assessments.

9. Definitions

Definitions and Acronyms	
Academic Staff	Academic staff refers to any staff member who teaches in a course.
Assessment	Assessment evaluates each Student's performance against the prescribed Learning Outcomes for a course.
Formative Assessment	Formative assessment refers to an Assessment conducted throughout a course that provides information to support and guide Students' further learning.
Learning Outcomes	Learning outcomes set out the knowledge and skills a Student has acquired as a result of the learning in a course. The expected learning outcomes will be specified in each unit outline.
Moderation	Moderation is a quality assurance process that is used to check that Assessment practices are applied equitably to all Students in the same program or course. Moderation includes processes put in place prior to marking and grading to ensure assessors understand Assessment criteria and performance standards and those put in place subsequently to ensure consistency in their application. Moderation ensures that marks or grades are awarded appropriately and consistently.
Student	A student refers in this policy to both domestic and international students.
Marking Rubric	A Marking Rubric is a table that itemises the levels of achievement Students can reach with regard to each aspect of an Assessment task, and the criteria according to which the task is marked.

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 <u>(Cth)</u> • Australian Qualifications Framework • Foundation Program Standards 2021 • National Code of Practice for Providers of Education and Training to Overseas Students 2018 <u>(Cth)</u>
Policy	<ul style="list-style-type: none"> • <u>Examinations Policy</u> • <u>Quality Assurance Framework</u> • <u>Offshore Student Grievances and Complaints Policy</u> • <u>Offshore Student Appeal Policy</u> • <u>Offshore Academic Progression and Exclusion Policy</u> • <u>Offshore Academic Integrity Policy</u> • <u>Offshore Assessment Policy</u>
Local protocols	<ul style="list-style-type: none"> • UNSW Academic Honesty Policy

10. Policy Governance

Offshore Moderation Policy	
Category/Business Group	Academic Programs
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director Academic
Contact Officer	Director, Academic Programs
Effective Date	20/11/2025
Next Review Date	20/11/2028
Version	1.0

11. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1.0	Executive Director, Academic	20 November 2025	20 November 2025	Modified policy (based on existing policy)



UNSW College

Please visit our website to ensure that you have the latest version of this Policy. Policies are available at: unswcollege.edu.au/about/policies