



## **Validation & Moderation Policy**

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### Policy Content

Aspect	Details
Regulator	Australian Skills Quality Authority (ASQA)
Standards Referenced	
Legislation / Requirements	

### 1. Purpose

The purpose of this policy is to ensure that all assessments and qualifications offered by the organisation comply with **ESOS 2025 amendments**, Australian Qualifications Framework (AQF) standards, and regulatory requirements. This policy ensures that assessment practices remain valid, fair, transparent, and consistent with educational objectives.

### 2. Policy Statement

This policy sets out the organisation's commitment to maintaining robust validation and moderation processes for all assessments conducted in courses delivered to international students. The organisation will adhere to **ESOS 2025** requirements to ensure that assessment practices meet regulatory standards, safeguard the integrity of qualifications, and maintain the quality of education provided to students.

### 3. Objectives

- To ensure assessments are aligned with course learning outcomes and are relevant to industry standards.
- To implement moderation processes that guarantee consistency, fairness, and validity in assessment outcomes.
- To comply with **ESOS 2025 amendments**, including ensuring that the assessment process does not disadvantage international students.
- To continuously improve the assessment practices based on validation and moderation outcomes.

### 4. Scope

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This policy applies to all courses delivered by the organisation, including those involving third-party providers and offshore partnerships. It encompasses all aspects of assessment, including the design, delivery, and review of assessments.

## **5.Procedure**

### **5.1 Validation of Assessments**

#### **Purpose:**

The primary aim of the validation process is to ensure that all assessments used in the organisation are valid, measurable, and meet the required learning outcomes, aligning with both ESOS 2025 regulations and industry standards. This process ensures that assessments not only evaluate student learning accurately but also comply with regulatory and academic standards.

#### **Validation Process:**

##### **1. Curriculum Review:**

- The organisation conducts regular reviews of the course curriculum to ensure that the content remains up-to-date and aligned with the latest industry standards and regulatory requirements.
- **Learning Outcomes:** These must be clearly defined and measurable, ensuring that they reflect the necessary knowledge and skills for the course.
- The validation process will include a review of whether assessments are designed in such a way that they can effectively measure the stated learning outcomes. This ensures that the assessment is valid for what it aims to measure and is relevant for the course's academic goals.
- **Industry Standards:** The assessments must align with industry expectations, ensuring that students are prepared for real-world challenges. This may include reviewing the course content against current industry practices, trends, and future demands.

##### **2. Assessment Tool Validation:**

- **Review of Assessment Tools:** Every assessment tool (exams, assignments, practical tasks, etc.) will be reviewed to confirm whether it measures the desired learning outcomes accurately.
- **Alignment with Industry Standards:** The assessment must reflect current industry standards and the needs of the target student cohort. This ensures that students' learning is both relevant and up-to-date.

- **Reliability and Fairness:** Assessments will be designed to ensure fairness and consistency. This means that all students are given equal opportunities to demonstrate their knowledge and skills, and the assessment criteria are applied in a consistent manner.

### 3. **External Validation:**

- For critical courses, external experts or industry representatives may be involved in the validation process. These external validators will offer feedback on whether the assessments align with current industry standards.
- External validation ensures that the course and its assessments are not only academically rigorous but also relevant to the industry.
- The Compliance Officer ensures that external validation is conducted according to the ESOS 2025 regulations, guaranteeing the course remains compliant with regulatory requirements for international students.

### 4. **Internal Validation:**

- Internal validation meetings will involve academic staff who will review whether the assessments align with course objectives and learning outcomes. This process helps identify any gaps or discrepancies between what was intended and what is being delivered.
- Feedback from these meetings is integral in improving course delivery and assessment practices, ensuring continuous enhancement of the learning experience.
- Any identified issues will be addressed through corrective actions, ensuring that course assessments maintain high standards.

### 5. **Student Feedback Integration:**

- Student feedback will be regularly collected through surveys or focus groups to evaluate the effectiveness of assessments. This feedback helps identify any areas of improvement and ensures that assessments meet the expectations of students.
- Feedback helps improve assessment design, ensuring that students are being evaluated in ways that align with their needs and learning styles.

### 6. **Documentation of Validation Results:**

- **Record Keeping:** All validation activities, including feedback, decisions, and actions taken, will be documented in a comprehensive manner. This

documentation will be maintained by the Compliance Officer to ensure transparency and accountability.

- **Retention:** These records will be stored securely for at least five years, ensuring compliance with ESOS 2025 regulations. These records will also serve as evidence for audits and future reviews.

## 5.2 Moderation of Assessments

### Purpose:

The moderation process ensures that assessments are consistently and fairly marked across all assessors, and that grading aligns with institutional standards and regulatory requirements. The aim is to maintain the integrity of the assessment process, ensuring that all students are assessed fairly, consistently, and in line with the learning outcomes and ESOS 2025 requirements.

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### Moderation Process:

#### 1. Internal Moderation:

- **Post-Assessment Review:** Once assessments are completed and marked, they will undergo an internal moderation process to ensure consistency across different assessors and departments. This includes checking if the marking criteria and rubrics were applied correctly and consistently.
- **Ensuring Consistency:** The moderation process involves a detailed review of how different assessors have applied the same grading rubric, identifying any discrepancies in the grading process. This helps maintain fairness across all students and ensures that assessments are being marked according to the same standards.
- **Feedback and Corrective Action:** If any inconsistencies or discrepancies are identified, the assessors will be provided with feedback. Depending on the nature of the inconsistency, training or guidance may be offered to improve grading practices.

#### 2. External Moderation:

- **Engagement with Third Parties:** In cases where the organisation works with third-party providers or offshore partners, external moderators may be engaged. These external parties will assess the assessments to ensure that they meet industry standards, align with ESOS 2025 regulations, and are of a high quality.

- **External Validators' Role:** The external moderators, often industry experts, will provide valuable feedback to improve the consistency, fairness, and reliability of assessments. Their involvement ensures that the organisation's assessments are not only compliant with regulatory requirements but also relevant to the industry and profession.
- **Feedback Integration:** Feedback from external moderators will be integrated into the assessment process, which may involve adjusting grading practices, modifying assessment tools, or enhancing the course design.

### 3. **Assessment of Grading Consistency:**

- **Comparing Assessments:** All assessment results will be reviewed for consistency. This will include comparing the outcomes across different cohorts or years to ensure grading standards are being consistently applied.
- **Rubric Application:** The organisation will assess whether grading rubrics are being applied uniformly across all students. The goal is to ensure that all students, regardless of their cohort, receive a fair and consistent assessment.

### 4. **Moderation of Assessment Tools:**

- **Review of Assessment Instruments:** Moderators will assess the assessment tools (e.g., rubrics, tests, assignments) to verify that they are valid, reliable, and aligned with the intended learning outcomes. The tools should measure what they are intended to measure and be suitable for the student cohort.
- **Ensuring Reliability:** The organisation will ensure that the assessment tools consistently provide reliable results and offer students a fair opportunity to demonstrate their knowledge and skills. This may include revisiting the design of rubrics and revising assessment formats as necessary.

### 5. **Feedback and Adjustments:**

- **Identification of Issues:** If any issues with assessments are identified during moderation, feedback will be provided to the relevant academic staff. This may include suggestions for adjusting grading criteria, revising assessments, or revising the course design to better align assessments with learning outcomes.

- **Adjustments to Grading or Assessment Methods:** If necessary, adjustments will be made to the grading criteria or assessment methods to ensure that assessments are fair, consistent, and aligned with the academic standards and learning outcomes.

#### 6. **Documentation of Moderation Results:**

- **Recording Results:** All moderation activities, including feedback, identified issues, and corrective actions taken, will be documented. This documentation will ensure that the moderation process is transparent and accountable.
- **Retention of Moderation Records:** The Compliance Officer will ensure that all records of moderation activities are securely stored for at least five years, in compliance with ESOS 2025 regulations and internal auditing standards. These records will also be used during internal and external audits.

### 5.3 Continuous Improvement Based on Validation and Moderation

#### **Purpose:**

The purpose of this procedure is to ensure that the assessment and course delivery processes are regularly reviewed and improved to maintain their relevance, quality, and compliance with industry standards and regulatory requirements. The goal is to enhance student learning experiences and academic outcomes by continuously adapting the course structure, assessment strategies, and delivery methods based on feedback from various stakeholders.

#### **Improvement Process:**

##### 1. **Review and Evaluation:**

- **Regular Feedback Collection:** The organisation will regularly collect feedback from a variety of stakeholders, including students, academic staff, external moderators, and industry partners. This feedback will focus on the effectiveness of the validation and moderation processes, the quality of assessments, and the relevance of course content.
- **Internal Reviews:** Academic staff, including course coordinators and assessors, will engage in internal reviews of course design, delivery, and assessment strategies. This may involve reviewing assessment results, analysing student performance data, and identifying areas for improvement.
- **Stakeholder Engagement:** Feedback from students, industry stakeholders, and external moderators will be used to assess the

relevance and quality of the course and assessment methods. This engagement ensures that the curriculum remains aligned with current industry needs and academic standards.

## 2. Identifying Gaps or Areas for Improvement:

- **Gap Analysis:** Any gaps or areas for improvement in the validation and moderation processes will be identified through regular reviews, feedback from stakeholders, and analysis of student performance data. This may include areas where assessment methods do not effectively measure learning outcomes or where grading practices are inconsistent.
- **Actionable Recommendations:** Based on the feedback and review findings, actionable recommendations will be made to improve course design, assessment strategies, and teaching methods. This may include changes to assessment tools, modifications to the curriculum, or updates to teaching practices.

## 3. Training and Development:

- **Ongoing Training for Academic Staff:** Academic staff and assessors will receive regular training and professional development to stay up to date with the best practices in assessment, validation, and moderation. Training will focus on areas such as consistency in grading, applying fair and transparent assessment practices, and adhering to ESOS 2025 requirements.
- **Workshops and Seminars:** The organisation will organise workshops and seminars on the latest developments in assessment practices, regulatory requirements, and industry trends. These sessions will ensure that staff are equipped with the necessary knowledge and skills to continually improve their assessment practices.
- **Sharing Best Practices:** Staff will be encouraged to share best practices and successful strategies for assessment and moderation, fostering a culture of continuous improvement and knowledge sharing within the institution.

## 4. Continuous Feedback Loop:

- **Integration of Feedback:** Feedback from students, academic staff, industry representatives, and external moderators will be continuously integrated into the validation and moderation processes. This ongoing feedback loop ensures that the organisation is responsive to changing student needs, industry demands, and regulatory requirements.

- **Adaptation and Evolution:** The organisation will adapt its assessment methods, teaching approaches, and course content based on the feedback and data collected. This ensures that the course remains relevant and that students receive a high-quality educational experience that prepares them for success in their chosen fields.

**5. Regular Review of Validation and Moderation Procedures:**

- **Annual Reviews:** The organisation will conduct an annual review of its validation and moderation procedures to ensure they remain in compliance with ESOS 2025 amendments and meet the evolving needs of students and the industry.
- **Regulatory Updates:** The Compliance Officer will ensure that any changes to ESOS 2025 regulations or industry standards are incorporated into the validation and moderation processes. This ensures ongoing compliance and that the institution is providing the highest quality education to international students.
- **Documentation of Improvements:** All changes made to the validation, moderation, and assessment processes will be documented. This documentation will include details of the improvements, the rationale behind them, and how they align with student needs and regulatory requirements.

**Roles and Responsibilities**

<b>Role</b>	<b>Responsibility</b>
<b>Compliance Officer</b>	Ensures the assessment validation and moderation processes comply with <b>ESOS 2025 amendments</b> , tracks compliance, and reports to regulatory bodies.
<b>Academic Staff</b>	Responsible for designing assessments, participating in moderation processes, and implementing validation feedback into course delivery.
<b>Senior Management</b>	Oversees the validation and moderation process to ensure it aligns with the organisation's strategic objectives and regulatory compliance.

**Confidentiality**

- All assessment-related materials, including student results, feedback, and moderation reports, will be treated as confidential and stored securely.

- Access to sensitive information will be restricted to authorised personnel only, ensuring compliance with the **Privacy Act 1988** and **ESOS 2025 amendments**.

### **Continuous Improvement**

- The organisation will continually assess and improve its validation and moderation processes by incorporating feedback from all stakeholders (staff, students, industry representatives).
- Regular reviews will be conducted to ensure that assessments meet current industry standards and that any issues identified during validation and moderation are addressed promptly.

### **Retention of Records**

- All records related to assessment validation and moderation will be retained securely for a minimum of five years.
- Records will be available for review by regulatory authorities as required by **ESOS 2025 amendments**, and maintained in a manner that ensures compliance with regulatory requirements.