

Assessment & Moderation Funding 2009

Background

In 2008 a working party was formed to investigate issues associated with moderation and fair assessment. The working party final made a number of recommendations, some of which carried resource implications.

\$325,000 has been allocated for the development of moderation at Curtin. This funding, specific to the 2009 year, is to provide transitional support following the adoption of the moderation policy implemented for Semester 2, 2009. (See Section 3 of the [Assessment Manual](#)).

This document, to be read in conjunction with the Moderation Final Report (April 2009), sets out the distribution of funds for specific activities recommended by the working party.

Priorities

1. To support the development of generic and discipline specific resources to support colleagues across the faculties;
2. To improve administrative moderation processes in large units;
3. To improve moderation processes through staff development activities and moderation projects;
4. To enhance moderation of examinations (including paper examinations, those delivered online and those marked electronically).

Process

Four broad priority areas have been established. Of the \$325,000 available, a total of \$220,000 is passed directly to faculties (\$55,000 per faculty) via Deans of Teaching and Learning (T&L) with the remaining \$105,000 available more widely via competitive bid. Funding allocations / processes are described in more detail in Appendix A.

Application procedures for sections of funding for specific projects are detailed in Appendix B. Guidelines (including assessment criteria for the selection of projects) are included as Appendix C.

Funding is to be committed and all transfers must be completed during the 2009 financial year.

Assessment & Moderation Working Party, April 2009

Funded priority 1: \$50,000 in total

Production of moderation resources

(Moderation Final Report Recommendation 1d)

Funding under this section is to be used to support the development of resources relating to the entire quality assessment cycle specifically for unit and course coordinators, especially those new to these roles.

The majority of funding under this priority would be allocated to time release for teaching staff within faculties to allow them to work in conjunction with the Office of Teaching & Learning (OTL) to produce both generic materials and specific materials targeted at addressing identified faculty needs.

Process / Outcomes:

- \$50,000 overall available for funding under this section, \$12,500 per faculty;
- Dean T&L in each faculty to review prioritised areas of need, identifying appropriate staff to undertake projects in collaboration with OTL;
- Production of resources to be a joint activity between faculties and OTL;
- OTL to coordinate production of resources, advising on areas of possible duplication and identifying potential for shared development across faculties;
- OTL to produce and maintain a list of available resources and disseminate these via the Deans (T&L) and other routes as appropriate, including the Assessment section of the OTL website;
- OTL to produce a summary report indicating how funds were used (details of arrangements in each faculty to be forwarded to OTL for inclusion).

Funded priority 2: \$50,000 in total

Support for the administration of assessment

(Moderation Final Report Recommendation 2b)

Unit coordinators can benefit from specific administrative support for assessment and moderation such as assistance from professional staff in the management and handling of assessed work, entry of grades and marks into databases, and coordination of electronic submission of assessed work.

Funding under this priority would be used to transfer appropriate administrative tasks from academic to professional staff in areas of identified faculty need.

Funding under this priority is directed at units with large numbers (>200) of enrolled students and/or those units delivered in multiple locations.

Process / Outcomes:

- \$50,000 overall available for funding under this section, \$12,500 per faculty;
- Dean T&L in each faculty to review and improve administrative support for assessment in larger units (>200 enrolments) or those delivered in multiple locations;
- OTL to produce a summary report indicating how funds were used (details of arrangements in each faculty to be forwarded to OTL for inclusion).

Funded priority 3 \$150,000 in total, (\$30,000 by open competitive bid)

Support for the moderation of assessment

(Moderation Final Report Recommendation 2c)

Assessors (including sessional staff) need to have clarity around grading procedures and standards, however the translation of higher level principles and frameworks to the operational level is normally achieved through attendance by all staff teaching a unit at moderation meetings (or where there is more than one campus involved, through teleconferencing or videoconferencing).

The majority of funding (\$120,000) under this priority is to be allocated to faculties to pay teaching staff to attend moderation meetings (either face to face or remotely) in larger (>200 enrolments) units identified and prioritised by the faculty.

In conjunction with this, \$30,000 is allocated to be available via open competitive bidding for funding for innovative moderation projects (\$5k maximum) demonstrated to be aligned with faculty priorities.

Process / Outcomes (large units):

- \$120,000 overall available for funding under this section, \$30,000 per faculty;
- Dean T&L in each faculty to identify larger units (>200 enrolments) or those offered in multiple locations, directing funding towards moderation events as outlined above;
- OTL to produce a summary report indicating how funds were used (details of arrangements in each faculty to be forwarded to OTL for inclusion).

Process / Outcomes (competitive bid):

- \$30,000 is available for funding under this section (individual project limit \$5k)
- This section is open to units / courses without size restriction.
- Applications to be submitted by email to OTL (T.Crowe@curtin.edu.au) using the single page proforma in Appendix B.
- Deadline for applications is to be the 19th June 2009 at 1600 hrs.
- Selection panel to review applications and select those deemed to be of maximum strategic impact in accordance with criteria outlined in Guidelines (Appendix C).

Funded priority 4: (\$75,000 in total)

Support for the moderation of examinations (Moderation Final Report Recommendation 3)

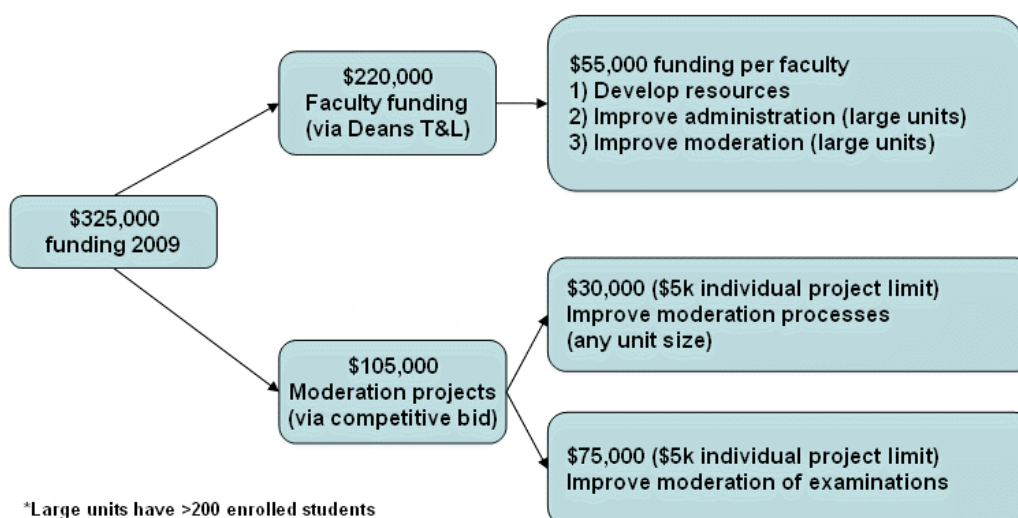
Moderation of examinations, including peer review of examination papers and those assessments marked online or by optical mark recognition are identified as an area requiring further attention. Funding under this priority is allocated to the further development of moderation processes specifically focusing on examinations.

Process / Outcomes (competitive bid):

- This section is open to all areas without size restriction.
- Applications to be submitted by email to OTL (T.Crowe@curtin.edu.au) using the single page proforma in Appendix B.
- Deadline for applications is to be the 19th June 2009 at 1600 hrs.
- \$75,000 is available for funding under this section, with each proposal limited to \$5,000 maximum.
- Selection panel to review applications and select those deemed to be of maximum strategic impact in accordance with the criteria outlined in guidelines (Appendix C).

Summary of funding

Priority	Total \$ available	\$ (per faculty)	\$ (competitive bid)
1	50,000	12,500	0
2	50,000	12,500	0
3	150,000	30,000	30,000
4	75,000	0	75,000
Totals	325,000	55,000	105,000



Application Proforma: Moderation Projects 2009

***This form is ONLY for Moderation Projects by competitive bid
(See Appendix A for further information)***

Please keep this application to a maximum of 3 sides of A4 using 12 point font. Appendices are not required. Please return this form by email to: Terri Crowe (T.Crowe@curtin.edu.au) in the Office of Teaching & Learning.

All applications must be received no later than the 19th June 2009 at 1600.

Names of Applicant(s)	
Title of project	
Telephone	
Email	
School/Faculty	
Head of School or Line Manager	

APPLICANT INFORMATION

Who will be involved in this project, and what will their roles be?

PROJECT INFORMATION

Please include rationale, aims and proposed actions

Intended outcomes (and how these will be appraised)

PROJECT COSTING

Costing	
Type of cost	Value
<i>Include here a breakdown of funding requested. Note the \$5,000 limit per project.</i>	
Overall cost	Total value

***This form is ONLY for Moderation Projects by competitive bid
(See Appendix A)***

Moderation Projects 2009: Guidance Notes

What is the background to the Moderation funding?

In 2008 a working party was tasked to investigate issues associated with moderation and fair assessment. The working party final report established a number of recommendations, some of which carried resource implications. \$325,000 has been allocated for the development of moderation at Curtin in 2009.

What is the funding aiming to achieve?

This funding, specific to the 2009 year, is to provide transitional support following the adoption of the moderation policy implemented for Semester 2, 2009. At Curtin, moderation is defined as being a quality assurance process directed at ensuring that assessments are marked with accuracy, consistency and fairness. This broad holistic view of moderation spans the entire assessment event, including the design and post-event analysis of the fitness of the assessment of student learning.

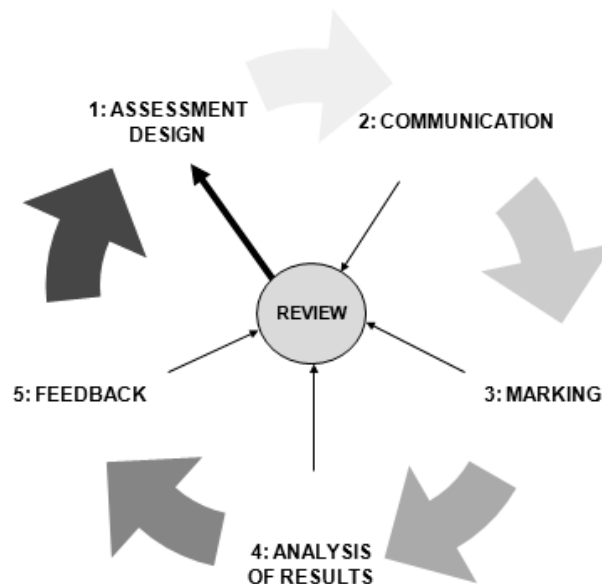


Figure 1: Moderation at Curtin
(See Section 3 of the Assessment Manual).

\$220,000 has been directly allocated to faculties to support:

1. the development of moderation resources;
2. the administration of assessment; and
3. the moderation of assessment in larger units.

A further \$105,000 has been reserved for moderation projects from any area of the institution, and funding is available on a competitive bid process. The application form – **to be used only for this competitive funding** - can be found in Appendix B.

How much funding is available under this application process?

\$105,000 of funding is available under this call. \$30,000 is available for the moderation of assessment (note that larger units are supported by other funding via the Deans (T&L) – see Appendix A). \$75,000 is available for improving the moderation of tests and examinations. In both sections, there is an individual project limit of \$5,000.

There could be a theoretical maximum of 21 funded projects, but some applicants may choose to bid less than the maximum value. It is possible that not all of the available funding will be allocated.

What can funds be used for?

The funds are primarily available to meet direct project costs. This may involve employing additional staffing, or the cost of running moderation meetings.

How long will the funding be available for?

After decisions regarding funding are made in June, monies will be made available immediately and must be spent within the 2009 year.

What is the deadline for applications?

The deadline for applications is the 19th June 2009 at 1600 hrs.

Who can apply for this funding?

There is no restriction on who may apply for this funding. Moderation funds may be used in diverse ways within the definition of the assessment process.

Who will decide on the applications?

The moderation selection panel will consist of

- Deputy Vice Chancellor (Education)
- Deans (Teaching & Learning)
- Director (Office of Teaching & Learning)
- CAS representative
- VP Education (Student Guild)
- OTL Manager Assessment

What are the selection criteria?

Applications will be judged on the following criteria:

- Quality and clarity of the proposal
- Relevance to the moderation process
- Project outcomes
- Sustainability

How do I make an application?

The application proforma (Appendix B of this document) should be used for applications for Moderation Projects by competitive bid (see Appendix A)

Where should I send my application?

Application forms should be returned by email to Terri Crowe, 105.136, Office of Teaching & Learning, Bentley Campus. T.Crowe@curtin.edu.au

Applications must be received no later than the 19th June 2009 at 1600.

Please keep your application to a maximum of 3 sides of A4 using 12 point font. Additional documents / evidence are not required.

When will I find out if my proposal is accepted?

All applicants will be informed of the result on or shortly after the 26th June 2009.

How can I get hold of supporting documents?

All of the documents (such as the Appendices A-C) mentioned here are available from the Moderation pages of the Office of teaching & Learning Website. <http://otl.curtin.edu.au/assessment/moderation/>

What are recipients of funding expected to do?

All projects will be expected to produce a brief interim report by the end of September 2009, with a final summary report due by the end of January 2010.