Validation and Moderation Policy

Scope

This policy applies to all staff and external industry experts involved in Validation and Moderation activities as outlined in the Course Validation Schedules of the Kaplan International Languages National Provider (hereby referred to as "the School" or "Schools"), as follows:

- Kaplan International English (Australia) Pty Ltd (ABN 31 003 631 043) is trading as *Kaplan International Languages.*
    - o Melbourne – Docklands Dr
    - o Sydney - Goulburn St
    - o Adelaide – Grenfell St
    - o Perth - Hay St
    - o Brisbane – Ann St

Purpose

The purpose of this policy is to ensure that Validation and Moderation activities for all courses happen systematically and as outlined in the Validation schedules.

This Policy was developed to:
- clearly define the process and procedure concerned with validation and moderation
- ensure that courses have been validated both internally and externally and that assessments have been moderated both internally and externally and that improvements are documented and actioned.

The outcome will provide a consensus approach to validation and/or moderation.

Definitions

Validation is a process of quality review where a panel of internal and/or external professionals will formally check that the assessment tools produced valid, reliable, sufficient, current and authentic evidence that would allow judgements to be made whether the requirements of the relevant Course Curriculum critical aspects of evidence have been met. Validation may also take into account the views of industry to ensure that the strategy meets industry requirements. Panel members normally include the Regional Director of Academic (RDA), Director of Studies (DoS), senior teachers, teachers and industry experts.

Moderation is the process of quality control. A panel of internal and external professionals will look at the assessment decision of assessors and check for consistency (or lack thereof) between different assessors in respect to same course subjects. This process will highlight any inconsistencies and record the assessment methods used which should be aligned with the relevant Course Curriculum. Panel members normally include Regional Director of Academic (RDA), Director of Studies (DoS), senior teachers, teachers, compliance staff and industry experts.

Guiding Procedures

Schedule Plan

Validation exercises are completed twice each year both with internal staff and external panel members:
- as part of a systematic review; and
- when changes to the Course Curriculum have occurred; and
- prior to a new course being placed on scope.

Moderation exercises are completed internally by teachers and assessing staff under the guidance of the Director of Studies and Senior teachers, twice each year.

Moderation exercises are also completed with external parties twice each year and/or when changes to the Course Curriculum have occurred.

A Validation and Moderation Schedule Plan is developed and followed to ensure systematic validation and moderation.

Validation

- The validation panel members must be provided with the following documents (prior to the validation session – a week is normally sufficient to allow members time to pre-read through documentation).

- o Course Curriculum
- o Mapping document
- o Assessment tools
- o Study outline
- o Course subjects
- o Exemplar assessments
- o Pre-enrolment placement test
- o Validation report form.

- The validation session (both internal and external) is to be scheduled by the Director of Studies in consultation with the Regional Director of Academic. The process must be completed on a quarterly basis as part of a systematic review or when a change to the course curriculum has occurred or in development of a new course prior to being placed on scope.
- The Director of Studies in consultation with the Regional Director of Academic will inform staff of the impending validation meeting at the previous staff meeting and via email, which will include the purpose of the validation meeting, what will be required and how to prepare for the meeting – this must be placed on the agenda and then inserted to the validation session minutes.
- The external validation is to be scheduled by the Regional Director of Academic. The process must be completed on an annual basis and when changes to the course have occurred or prior to a new course being placed on scope.
- The Regional Director of Academic will contact the external panel members and inform them of the purpose of the meeting, what will be required and how to prepare for the meeting.
- The Regional Director of Academic and the Director of Studies will finalise the Validation Schedule to detail the type of validation to take place.
- The Director of Studies will provide further details to teaching/assessing staff on the exact type of materials to be collected for the validation exercise e.g., judged students' assessments for individual course subjects, assessment tools.
- Prior to the Validation meeting, the panel members must be provided with a number of discussion items, length of discussion per item, principles to be adhered to.
- The validation exercise will include discussing the:
  - o associated documents (as already provided) and purpose of validation
  - o suggested changes to assessments to meet changes to industry and policy
  - o assessment methods and whether they are clear and meet workplace practices
  - o evidence of achievement and if it is sufficient to meet course requirements
  - o verification of consistency of judgement between trainer/assessors in respect of the same course subject assessed
  - o suggestions for improving assessment tools and assessment judgments
  - o assessment methods and whether the tasks are clear to assessors and students
  - o verification of whether the marking criteria meets the learning outcomes as detailed in the course curriculum, reviewing the exemplars for alignment with industry.
- The Validation Panel must ensure assessment methods and tasks are mapped to learning outcomes, skills and knowledge as defined in the Course Curriculum.
- This process must include validation of Pre-Enrolment Placement Tests.

- A detailed report of the validation is to be recorded in the **Validation Report** and then the outcome recorded on the **Validation Feedback Summary.**
- Agreed improvements are to be documented in the **Continuous Improvement Register.**
- The Director(s) of Studies is to manage the improvements to ensure corrective actions are completed within the defined timelines.
- All actions are to be tabled at the management meetings and feedback provided to panel members.
- A final Report is presented to the Regional Director of Academic.

Moderation

- The internal moderation is to be scheduled by the Director of Studies in consultation with the Regional Director of Academic. The process must be completed every three months.
- The Director of Studies will inform the teaching staff of the impending moderation meeting (at the previous staff meeting and via email), which will include the purpose of the moderation process, what will be required and how to prepare for the meeting – this must be placed on the agenda and then inserted into the meeting minutes.
- External moderation is to be scheduled by the Regional Director of Academic in consultation with the Director of Studies. The process must be completed:
  - o on a quarterly basis and
  - o when changes to the course curriculum have occurred or
  - o prior to a new course being placed on scope.
  The Academic Director will contact the external panel members and inform them of the purpose of the meeting, what will be required and how to prepare for the meeting. This process will also look at consistency across different ELICOS providers.
- The Director of Studies and the Regional Director of Academic will finalise the Moderation Schedule.
- The Director of Studies will provide further details to teaching/assessing staff on the exact type of assessments to be collected for the moderation exercise e.g., judged assessments for individual course subject that were marked as "pass" and samples that were marked as "no pass".
- The panel members must be provided with a number of discussion items, length of discussion per item, principles to be adhered to during the meeting.
- The moderation exercise will include discussing:
  - o assessment methods and tasks used
  - o the review of course subjects against assessors marking guide and sample exemplars
  - o verification of consistency of judgement between teachers/assessors in respect of same course subject assessed
  - o how assessment methods and tasks are mapped to the course curriculum, skills and knowledge and learning outcomes.
- The panel members will discuss findings and make recommendations for improvement.

- A detailed assessment report of the moderation is to be placed in the **Moderation Report** and the outcome recorded on the **Moderation Feedback Summary**.
- Agreed improvements are to be documented in the **Continuous Improvement Register.**
- The Director(s) of Studies is to manage the improvements to ensure corrective actions are completed within defined timelines.
- All actions are to be tabled at the management meetings and feedback provided to the panel members.
- A final Report is presented to the Regional Director of Academic.

Document Management

Records of validation and moderation activities with associated actions must be retained for at least five years from the time the activity took place and in line with the Validation and Moderation Schedule.

Monitoring Actions

The Regional Director of Academic will complete ad-hoc as well as scheduled checks to ensure that the assessment process as detailed in the course curriculum is what is actually occurring in reality.

Responsibilities

The Regional Director of Academic in collaboration with the Director(s) of Studies are responsible for scheduling the Validation and Moderation activities.

Relevant Legislation

- The Education Services for Overseas Students Act (ESOS Act)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Regulations 2019
- ELICOS Standards 2018

Related Policies and Documents

This policy should be read in conjunction with the following:

- Assessment Policy
- Course Review and Evaluation Policy
- Continuous Improvement Register

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officers to ensure compliance with this policy.

Policy Category	Academic
Responsible Officers	Regional Director of Academic
Implementation Officer(s)	Director(s) of Studies
Review Date	January 2023
Approved by	
Policy Committee	

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
2.0	Kaplan Australia Quality, Regulations and Standards Team in collaboration with the KIL Academic Team.	Revised policy.	23.01.2020	30.01.2020
2.1	Quality, Regulations and Standards Team	Immaterial changes to locations under one provider	14.06.2022	14.06.2022
2.2	Quality, Regulations and Standards Team	Immaterial changes under one provider	21.10.2022	28.10.2022