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**STANDARD MATERIAL TO BE PROVIDED FOR MODERATION**

**Checklist for support staff providing material, and Moderators reviewing it**

As indicated in the Module Moderation Policy, relevant TSO or DLO staff members should send the following materials to the Chair of the appropriate Board of Examiners, or their designated Moderator, for the purpose of moderating assessed work for individual modules.

| **Document/item** | **Sent to moderator?** | **Received?** |
| --- | --- | --- |
| **Module grades sheet**, showing both 1st and 2nd marker grades as well as the agreed grade for each candidate. |  |  |
| **Sample of assessment scripts**, together with the associated feedback relating to the reasons for the grading.   * A specific cover sheet should be given, to note the candidate/ student number and grade for each piece of work supplied. * Give at least six scripts, two from each of the top, middle and bottom of the grade range. * Where possible this should also be from a range of programmes/ MScs and all marking pairs. * The Module Organiser or Taught Programme Director may also wish to draw the Moderator’s attention to individual scripts. |  |  |
| **Module specification** |  |  |
| Details of the **assessment task** including instructions to students. |  |  |
| **Guidelines used for marking**. |  |  |
| **Criteria for award of grades**. |  |  |
| A copy of the **Annual Module Review & Action Plan (AMRAP)** from previous year (or current year if available). |  |  |
| Information on the **distribution of module grades** for the previous five years, at School level. |  |  |

**Supporting documents**

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| For face-to-face programmes, [Chapter 8a, *Face-to-face Postgraduate Taught Degree Academic Regulations*](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_8a_2019-20.pdf), of the LSHTM Academic Manual |  |  |
| For distance learning programmes[, Chapter 8b, *Distance Learning Postgraduate Taught Degree Academic Regulations*](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_8b_2019-20.pdf), of the LSHTM Academic Manual |  |  |
| [Module Moderator’s Report Form](https://www.lshtm.ac.uk/aboutus/organisation/regulatory-documents) |  |  |