



Approved
Bahamas Technical and Vocational
Board of Directors
Effective Spring 2024

POLICY NUMBER	AA-23-02-001
TITLE OF POLICY	Cross-Moderation and Final Grade Review
DATE OF ADOPTION	Fall 2023
SUPERSEDES	All previous policies and procedures regarding cross-moderation and final grade review
DATE OF IMPLEMENTATION	Spring 2024
PROJECTED DATE OF REVISION	Fall 2028
PURPOSE OF THE POLICY	To identify the procedures for cross-moderation and final grade review
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	Policy on Final Examinations Policy on Final Grade Appeals Policy on Grading
APPENDICES	None

- 1.0 Preamble**
The Bahamas Technical and Vocational Institute (BTVI) seeks to implement quality assurance mechanisms in accordance with established protocols. As a result, BTVI utilises a cross-moderation and final grade review process which promotes transparency, accountability and an unbiased assessment of student performance.

- 2.0 Scope**
This policy applies to all academic programmes and identifies the procedures for cross-moderation and final grade review.

- 3.0 Procedure**
 - 3.1 With the exception of those courses in which student work is assessed by a computer program or software, at the start of each semester Heads of Departments shall assign cross-moderators to those courses for which they are responsible.
 - 3.2 Cross-moderators shall:
 - 3.2.1 second-mark six (6) mid-semester and final examination scripts, final papers and/or projects representing two (2) each from the top, middle and bottom percentile.
 - 3.2.2 discuss any grade discrepancies with the course instructor and in collaboration with the instructor agree a grade.



- 3.2.3 complete and submit a cross-moderation report to the Head of Department, copied the course instructor, forty-eight (48) hours after receipt of the scripts, papers, projects to be cross-moderated.
- 3.3 In some instances, cross-moderators may be required to second-mark all examination scripts, papers, projects for which an A or F grade has been allocated.
- 3.4 In those instances in which a class comprises ten (10) or fewer students, all examination scripts, final papers and/or projects will be cross-moderated.

4.0 Final Grade Review

- 4.1 Immediately following the deadline for the submission of final grades, Deans and Heads of Departments shall review the Grade Distribution Report/Student Grade Inquiry for those courses for which they are responsible.
- 4.2 Deans and Heads of Departments shall:
 - 4.2.1 assess the Grade Distribution Report/Student Grade Inquiry for any discrepancies with regard to final grades, for example, missing grades or instances in which the majority of the grades fall within the A, D or F category.
 - 4.2.2 discuss and resolve grade discrepancies with the course instructor. Resolution could take the form of requiring the instructor to reassess the assignments or requiring the cross-moderator to second-mark additional papers, projects or examination scripts.
 - 4.2.3 forward any change of grade to the Office of the Registrar.