

College of Computing and IT
Exam Internal Moderation Process



Two weeks before the final exam is held

HoDs invite course coordinators to begin the development of final exams.

Course coordinators create the final exam for the course they teach.

For D2L exams, the assessment should be exported and submitted as a zip file

Course coordinators fill Part 1 (Course Information) of the **Exam Review Form** and submit it along with the exam material to the HoD.

The HoD selects a moderator who has extensive background in the subject matter and sends the Exam Review Form along with the exam material for review.

The moderator reviews the exam, adds comments, signs and returns the form to the HoD.

One week before the final exam date

The form is returned to the course coordinator.

The course coordinator takes/facilitates any corrective actions needed, signs and sends the form to the HoD for filing.