



University of Moratuwa

Faculty of Architecture

CHECKLIST AND REPORT FOR MODERATION OF CONTINUOUS ASSESSMENT

The form shall be submitted along with assignment to the Moderator by the Examiner after completing the Part A of the form.

The completed form shall be submitted to the Examiner to address the comments given by the Moderator.

Part A:

Department :

Course :

Module Code and Title :

Title of the Assignment :

Learning Outcome(s) of the module that the Assignment is evaluated:

LO 1:

LO 2:

LO 3:

Part B:

No	Item	Yes	No	(Please specify the problem and make your comments)
Assignment				
1	Is the given duration/time to submit the assignment adequate?			
2	Do the given task reflect the Learning Outcomes adequately ?			
3	Is the standard of the assignment appropriate to the level assessed?			
4	Are the mark allocations for the assignment appropriate?			
5	Is the format of the assignment in the Department approved Guidelines?			
6	Does the assignment provide clear instructions			

No	Item	Yes	No	(Please specify the problem and make your comments)
	to the students?			
7	Is the assignment clear and unambiguous?			
8	Are the additional materials listed (charts, tables etc.) included in the assignment referred to the relevant task?			
9	Are figures, tables, equations clear and correct?			
10	Are submission guidelines provided?			
Model Solutions/ assessment criteria				
11	Model solutions/assessment criteria submitted			
12	Are the salient points described (or listed) in the solutions/assessment criteria?			
13	Are the solutions/assessment criteria structured with breakdown of marks?			

Part C:

General comments on the assignment and model solutions:

Moderators Name and Signature

Date

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Follow-up Action by Examiner

Examiner's Name and Signature

Date

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Once completed this form is considered to be a *Quality Assurance Record*. Examiner should handover a copy of this document to the SAR Examination via HOD to be used as evidence for Programme/Subject Review.