Vivekanand Education Society's College of Arts, Science and Commerce,

(Autonomous) Chembur, Mumbai 400 071

Moderation Policy for Examinations from 2026-27 onwards

(Applicable to Undergraduate and Postgraduate Programmes)

1. Introduction

Moderation is an essential quality-assurance mechanism that ensures fairness, consistency, and accuracy in the assessment process. This policy outlines the procedures and standards for the moderation of answer books across all programmes offered by the college. It aims to uphold academic integrity and maintain uniformity in the evaluation system.

2. Scope and Applicability

2.1 This Moderation Policy shall apply to all undergraduate and postgraduate examinations conducted by the college.

2.2 The policy shall be followed by all examiners, moderators, and members of the Examination Committee while undertaking assessment-related responsibilities.

3. Moderation for semester end theory exams

3.1. HODs and academic coordinators should explain the process of assessment and moderation to the new teachers.

3.2. Only senior faculty with relevant subject expertise and a minimum of eight-ten years of teaching experience should be appointed as moderators.

3.3 Moderation Requirement

I. First Year and Second Year:
For **classes with less than 100** students, **internal moderation** may be undertaken.

ii. First Year and Second Year:
For **classes with more than 100** students, **external moderation** shall be mandatory.

iii. Third Year and Above:
External moderation shall be mandatory for all classes, irrespective of the number of students.

3.4. Mandatory moderation of 10% of answer-books, randomly selected, including answer papers both above and below the passing marks should be moderated, as far as possible, to cover a representative range of performance levels. This ensures that the evaluation process reflects fairness across all categories of students. The **marks awarded by the moderator shall be treated as final**

3.5. Where the difference between the marks awarded by the examiner and the moderator exceeds 25% of the maximum marks prescribed for the respective question paper, the answer book(s) concerned shall be referred for dual moderation

4.Conduct of moderation:

4.1 Moderation shall be conducted simultaneously with the Central Assessment Process, ensuring that it does not delay result processing.

4.2 Moderation shall be carried out in a confidential and professional manner, with due regard to academic standards and impartiality.

4.3 Moderators shall review the selected scripts, verify consistency of marking, and ensure that the assessment standards are applied uniformly.

4.4 Moderation shall be carried out using green ink only.

4.5 Any half marks awarded shall be rounded to the nearest whole number on a question-wise basis. No half marks will be entered in the designated place on the first page of the answer book.

4.6 Zero marks, wherever applicable, shall be written in words and not indicated as "00".

5.Review and Amendments

This Moderation Policy shall be reviewed periodically by the Examination Committee to ensure alignment with institutional, university, and statutory requirements.

V.E.S. College of Arts, Sci. & Com. Chembur Mumbai

PRINCIPAL
V.E.S. College of Arts Sci. & Commerce
Sindhi Society, Chembur, Mumbai-71