

FIRST CITY UNIVERSITY COLLEGE QUALITY PROCEDURE FCST TABLE OF SPECIFICATION AND COURSE MODERATION	Document No	QP 9.1B
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1.0 Purpose

This procedure describes the process to develop, review, approve, and implement the Table of Specification (ToS) and course moderation for all assessments.

2.0 Scope

This procedure applies to all undergraduate and postgraduate courses offered by the Faculty of Computer Science and Technology (FCST) and covers all assessment components listed in approved MQA Table 4.

3.0 Responsibilities

- 3.1 CL
- 3.2 IM
- 3.3 PC
- 3.4 DOF/HOC
- 3.5 EE

4.0 Procedure

- 4.1 CL shall prepare the ToS for each assigned course at least 4 weeks before the commencement of academic session.
 - List topics/subtopics and indicate percentage coverage relative to assessment.
 - Map each topic to CLO(s) and Bloom's/Dave's Taxonomy learning domain/level.
 - Assess each CLO at the intended learning domain/level.
 - Check the total weightage equals 100% and the marks of each component correspond to the approved MQA Table 4 for the course.
 - Map each CLO to the rubric criteria and marking scheme.
- 4.2 CL shall submit the draft ToS with draft assessment and marking scheme/rubric to IM at least 3 weeks before the commencement of academic session.
- 4.3 IM shall review the assigned complete set of ToS and return to CL if any amendment is required or forward to PC if no amendment is required.
 - Check conformance to policies, alignment with the CLO–PLO matrix, level of study, Bloom's/Dave's Taxonomy distribution, and syllabus coverage.
 - Return for revision with comments, or endorse to the PC within 2 working days.
- 4.4 PC shall verify the complete set of ToS within 3 working days.
 - Verify document code, version, signatures, and completeness (ToS, assessment paper, and marking scheme).
 - Check for consistency, common ToS use, and equivalence across groups.
 - If needed, forward to the Internal Second Marker or External Examiner for advisory review.
- 4.5 DOF/HOC shall review and approve the complete set of ToS.
 - Dean of Faculty/Head of Centre shall review and approve the ToS at least 2 weeks before the commencement of academic session.
 - Only approved ToS can proceed to final paper printing/assessment deployment.

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4.6 CL shall conduct the assessment as per the approved ToS.

- CL shall implement assessment as per approved ToS and rubric/marketing scheme.

5.0 Definition

CL refers to Course Leader.

IM refers to Internal Moderator.

PC refers to Programme Coordinator.

DOF/HOC refers to Dean of Faculty/Head of Centre.

EE refers to External Examiner.

FCST refers to Faculty of Computer Science and Technology.

Table of Specification (ToS) refers to a two-dimensional blueprint aligning content areas and cognitive levels to CLOs, specifying item counts/marks and weightages to ensure content validity.

CLO (Course Learning Outcome) refers to “What a learner should know/perform upon course completion”.

PLO (Programme Learning Outcome) refers to Graduate capabilities aligned with national qualification frameworks and FCUC’s programme aims.

Bloom’s Taxonomy Learning Domain/Levels refers to Cognitive and Affective Domains.

Dave’s Taxonomy Learning Domain/Levels refers to Psychomotor Domain.

Content Validity refers to the extent to which an assessment represents intended content and outcomes.

Moderation refers to review of assessment instruments and grading to ensure consistency and fairness.

Second Marker refers to independent academic who verifies assessment integrity and marking reliability.

6.0 Attachment

- QF 9.1B.1 FCST Table of Specification and Course Moderation Form
- FC 9.1B.1 FCST Table of Specification and Course Moderation Flow Chart

7.0 Reference

- NIL