



Guidance for Centres on Internal Moderation

Internal moderation is a key process carried out by centres, throughout the delivery of a Qualification, to ensure that assessment methods are consistent across all Tutors/Assessors and that outcomes are fair to all learners.

Evidence of a robust internal moderation system will be required at external moderation and for audit purposes; therefore there must be reliable and auditable record-keeping systems in place.

It is the responsibility of all staff to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked candidate work as requested.

All assessment evidence that has been internally moderated must be kept on site until after the external moderation. The work remains the property of the candidate and can be returned to the candidate according to the requirements of the relevant awarding organisation.

The Shrubberies School Internal Moderation Policy

The aim of this policy is to ensure that:

- internal moderation practices are valid and reliable, cover all tutors/assessors and meet the requirements of the awarding organisation
- the internal moderation procedures are fair and open
- accurate and detailed records are kept of internal moderation decisions

The centre will:

- ensure that all assessment activities are valid, appropriate and fit for purpose
- apply a strategy that will provide a representative sample across all tutor/assessors
i.e. All assessors who have been assessed successfully previously will have 2 samples taken at each moderation period. New assessors will submit all folders at the first period of assessment if successful then subsequently 2 folders will be assessed
- create a plan of internal moderation in relation to all assessment activities – assessment/moderation will be undertaken at the end of each curriculum period



The Shrubberies School



- define, maintain and support effective internal moderation roles, including the provision of training where required – moderation to take place with all classes represented for each qualification and overseen by the centre coordinator.
- provide standardised documentation to support internal moderation activity and record-keeping - old examples of files kept to refer to when moderating and coordinator keeps all records in the ASDAN file in the office.
- ensure that feedback and outcomes of internal and external moderation support future development of good practice – feedback is reviewed at the next moderation period.
- carry out an annual evaluation and review of internal moderation policy and procedures - all moderation meetings are booked on an annual basis when staffing is set and students are assigned to classes.
- Appeals on moderation or other decisions follow the appeals procedure set out in the appeals policy.