



Internal Moderation Policy

This policy should be read in conjunction with:

- 1) Controlled Assessment Policy 2017
- 2) Examination & Invigilation Policy 2017
- 3) Target Setting, Assessment and Monitoring Policy 2017 – 2018

POLICY STATEMENT

Objective:

This Policy sets out the procedures for ensuring that decisions of all assessors are consistent and fair to all learners. (To include the sampling and standardisation of assessors' decisions and mechanisms to feedback to assessors to improve their practice — internal and external)

Member of staff responsible for this Policy

Assistant Principal for Curriculum

Next Review of Policy

August 2018

Additional Notes

Policy Number: 2012/09

History:

Drafted: September 2012
by Mrs Maria Quinn

Update History:

Revised: November 2017 by
Ms Tracy Beare

GENERAL INTERNAL MODERATION PRINCIPLES & PURPOSE

- 1) It is essential that assessment decisions are inline with the qualification standards. (Meeting Awarding Body Organisation requirements) The internal and external moderation process is in place to ensure that all assessments are applied consistently and fairly for all candidates and that the final judgement is accurate, reliable and recorded.
- 2) Internal moderation should be on going throughout the course, with feedback being given to the assessors. There should be evidence of feedback being actioned where necessary.
- 3) Summative internal moderation must be carried out prior to candidates being entered for external moderation. Only those assessors whose candidates have fully met the standards can be entered for external moderation. Entering those who have not met the standards will jeopardise the success of those who have met the standards. If a staff member is found to be entering candidates for moderation who have not met the standards, disciplinary procedures may be implemented.
- 4) It is the responsibility of all staff to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked student work as requested.
- 5) All assessment evidence, which has been internally moderated, must be kept onsite and in an appropriate place 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 body.
- 6) Staff are to be supported and trained through the following: attendance at relevant courses as and when appropriate/required/available by the HoD, attendance at departmental meetings throughout the year (refer to meeting schedule); monitored by the HoD in that specific subject area on a regular basis; regular access to the HoD as and when needed.

Internal Moderation and Recording Process

First 6 Weeks of Term

- Establish numbers of student cohort
- Establish levels that these candidates will work on
- Register candidates online with Awarding body
- Allocate IM(s) to assessor(s)
- IM to approve proposed SoW/assessments
- IM to draw up sample plan (not to be shared with assessor – see IM process example sample plan)

First term

- Co-ordinator to ensure that all IMs and assessors have met
- First round of formative internal moderation may be conducted. One copy of feedback sheet (see page 4) to be given to the assessor, one to be stored centrally in the relevant department for auditable purposes
- Meeting held to discuss issues arising from first round of internal moderation. Minutes taken (see page 3)

Second term

- Second round of formative internal moderation may be conducted. Documentation to be copied as before and stored within the relevant department
- Any action noted by the IM on first round to be checked and signed off
- Meeting held to discuss issues arising

Second Half of Second Term

- Third round of internal moderation may be conducted. Documentation to be copied as before and stored in the relevant department
- Any continuing issues to be addressed and signed off
- Meeting held to discuss issues and plan for external moderation

Third Term

- Co-ordinator to establish candidates and units to be put forward for external moderation
- Summative internal moderation to be conducted
- Arrangements to be made for External Moderation

Second Half of Third Term

- External Moderation takes place
- Meeting to be arranged to discuss feedback from External Moderation and plan put in place to address any issues arising for next academic year

Back to Term One again

Minutes from Internal Moderation Meetings

Persons present:	Date:
Issues arising:	Action agreed / person(s) responsible
Date agreed for next meeting:	

Feedback to Assessor Sheet for Formative Internal Moderation

Candidate name:		Date:
Assessor name:		
Internal Moderator name:		
Qualification title:		
Unit(s) moderated:		
Comments / feedback on how assessment / evidence meets the standards:		
Comments / feedback on completion of mandatory paperwork:		
Assessor signature:		Date:
Internal Moderator signature:		Date:
Date agreed for any action identified to be completed by:		
Internal Moderator signature to confirm action completed:		Date: