

'At Maes Ebbw all are challenged to grow and succeed.'



## Maes Ebbw Internal Moderation Policy

**Effective Policy Date: January 2020**

**Policy Review Date: January 2024**

**Next review due: January 2026**

### **Guidance for Internal Moderation**

Internal moderation is a key process 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 organization.

### **Internal Moderation Policy**

The aim of this policy is to ensure that:

- internal moderation practices are valid and reliable, cover all teachers/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 school will:

- ensure that all assessment activities are valid, appropriate and fit for purpose.
- apply a strategy that will provide a representative sample across all teacher/assessors.
- create a plan of internal moderation in relation to all assessment activities.
- define, maintain and support effective internal moderation roles, including the provision of training where required.
- provide standardised documentation to support internal moderation activity and record-keeping.



- ensure that the feedback and outcomes of internal and external moderation support future development of good practice.
- carry out an annual evaluation and review of internal moderation policy and procedures.

### Timetable for Internal Moderation

- any modules that are complete and are ready for internal moderation should be submitted to the centre co-ordinator so that moderation arrangements can be made.
- it is possible for internal moderation to take place at appropriate opportunities during the school year when a body of work has been accrued to make the process viable.
- once internal moderation has been completed appropriate feedback will be provided to course tutors
- the paperwork to be used for the internal moderation will be that recommended by ASDAN and downloaded from the website accordingly.

