



Internal Moderation Policy

Approved by Welburn Hall School Governing Body: 20/4/2018
Review Date: Summer 2019
Person responsible: Sarah Barker

The aim of this policy is to ensure that:

Robust internal moderation practices which are valid and reliable, cover all tutors/assessors and meet the requirements of ASDAN organisation. The internal moderation procedures are fair and open. Accurate and detailed records are kept of internal moderation decisions

The centre will:

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. Ensure that all assessments activities are valid, appropriate and fit for purpose. Apply a strategy that will provide a representative sample across all tutors/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 feedback and outcomes of internal and external moderation support further development of good practice. Meet external moderation requirements. Carry out an annual evaluation and review of internal moderation policy and procedures. 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.

This moderation policy is annually reviewed