

NORTHUMBERLAND

COUNTY

COUNCIL



The Grove School ASDAN Internal Moderation Policy

Date Reviewed: January 2024

Next Review Date: January 2025

Our Internal Moderation Policy

Access

Candidates and their parent and carers are made aware of the existence of this policy and have open access to it. It can be found in the policy file, situated in the front office.

All teaching staff are made aware of the contents and purpose of this policy.

This policy is reviewed annually and may be revised in response to feedback from candidates, teaching staff, parents and carers, governors and external organisations.

General Internal Moderation Principles

1. It is essential that assessment decisions are in line with the qualification standards. The internal and external moderation process is in place to ensure that all assessments are applied consistently 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 candidates who 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 teaching staff are 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 candidate work as requested.
5. All assessment evidence, which has been internally moderated, must be kept onsite 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. All lead staff involved with the delivery, assessment and moderation of ASDAN programmes of study and qualifications will participate in ASDAN training and will also have access to support via our school co-ordinator and ASDAN online and telephone support services.

Internal Moderation Process

- Establish number of candidates.
- Establish levels that these candidates will work on using teacher knowledge gained from assessment and observation.
- Register candidates (CANa).
- Allocate internal moderator(s) to assessor(s).
- Formative internal moderation to be conducted at regular intervals. One copy of feedback sheet to be given to the assessor, one to be stored centrally in the centre portfolio for auditable purposes.
- Meeting held to discuss issues arising from internal moderation. Minutes taken.
- 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.
- External Moderation takes place.
- Meeting to be arranged to discuss feedback from External Moderation and plan put in place to address any issues arising.

Penny Derries
Headteacher

Bob Curry
Chair of Governors

Next date for review:- January 2025

Mrs M Tait

Reviewed January 2024

Minutes from Internal Moderation Meetings

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

Feedback to Assessor for Formative Internal Moderation

Programme:	
Module:	
Candidate:	Assessor:
Internal Moderator:	Date:

Required number of challenges/activities evidenced: YES/NO
Does the evidence meet the assessment criteria: YES/NO
Feedback on quality of evidence: (eg written evidence, witness statements, annotated photographs)

Improvements and action points	Date to be completed by	Completed date
Internal Moderators Signature:		Date:

