



WALTON HIGH SCHOOL

Proud to be part of Walton Multi Academy Trust



INTERNAL MODERATION POLICY FOR ASDAN COURSES

Reviewed by Governors:	July 2023
To be reviewed:	July 2024
Leadership link person:	Deputy Headteacher (Curriculum)

Walton Multi Academy Trust refers to all schools within the Trust.

When referring to Trust Boards, this includes Local Governor Boards, and the term 'Governor' includes all Trustees or Local Board Governors.

INTERNAL MODERATION POLICY

Centre name: Walton High

Centre number: ST057

Internal Moderation Principles

Internal moderation ensures that the decisions of all assessors are consistent and fair to all learners. This is particularly important for ASDAN qualifications, which are internally assessed and externally moderated. Internal moderation procedures include the sampling and checking of candidate work, the standardisation and recording of assessors' decisions, and the mechanism for the internal moderator to feedback to assessors' in order to improve practice (this includes both internal and external moderation feedback).

1. The purpose of the policy (e.g. to promote fairness and consistency and to meet Awarding Organisation requirements).
2. Assessment decisions are in line with the Asdan 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.
3. Internal moderation will be on-going throughout the course, with feedback being given to the assessors. There will be evidence of feedback being actioned where necessary.
4. Summative internal moderation will be carried out prior to candidates being entered for external moderation. Only those assessors whose candidates have fully met the standards will be entered for external moderation. Entering those who have not met the standards will jeopardise the success of those who have met the standards.
5. It is the responsibility of all staff teaching Asdan courses to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked student work as requested.
6. All assessment evidence, which has been internally moderated, will 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 Asdan awarding body.

INTERNAL MODERATION PROCESS FOR CENTRES

First 6 weeks of term

- Establish numbers of student cohort
- Establish levels that these candidates will work on
- Register candidates (ASDAN Website)
- Allocate IM(s) to assessor(s)

2nd half of first term

- Co-ordinator to ensure that all IMs and assessors have met
- First round of formative internal moderation to be conducted. 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 first round of internal moderation. Minutes taken.

1st half of second term

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

2nd half of second term

- Third round of internal moderation to be conducted. Documentation to be copied as before and stored in centre portfolio.
- Any continuing issues to be addressed and signed off.
- Meeting held to discuss issues and plans for external moderation

1st half of 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

2nd 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

Back to Term 1 again

Minutes from Internal Moderation Meeting

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:		
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 agreed for any action identified by:		
Internal Moderator signature to confirm action completed:		