

Internal Moderation Policy Guidance for Centres on Internal Moderation

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Prepared by: Wole Koiki

Checked and approved by: Ferdinand Joseph

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Section 1: Policy Purpose Statement

Internal moderation is a key process carried out by centres, 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 organisation.

Internal Moderation Policy

The aim of this policy is to ensure that:

- internal moderation practices are valid and reliable, cover all tutors/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 centre will:

- ensure that all assessment activities are valid, appropriate and fit for purpose
- apply a strategy that will provide a representative sample across all tutor/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

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- ensure that 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

N.B. Some internal moderation policies include details of how a learner might appeal against an assessment decision.

Appeals Procedure:

If a learner, student or their parent/ carer would like to appeal against an assessment decision a meeting will be hosted at the school with all parties concerned and evidence of work and moderation decision will be made clear. If an agreement cannot be found then a referral to the external moderator/examining body will be made.

Section 2: Contact details

Contact name: Ferdinand Joseph

Cube Group Training Ltd
Riverside Centre
Dickens Road
Gravesend
Kent DA12 2JY

E-mail: info at learninstallation.co.uk

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