

Internal Moderation Policy

Overton School

Approved by:	Omar Salahuddin, Principal
Last reviewed on:	26/08/20
Next review due by:	25/08/21

The aim of this policy is to ensure that:

- internal moderation practices are valid and reliable, cover all teachers/assessors meet the requirements of the awarding body
- the internal moderation procedures are fair and open
- accurate and detailed records are kept of internal moderation decisions

Overton 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 teachers/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 future development of good practice
- carry out an annual evaluation and review of internal moderation policy and procedures

Purpose of Moderation

Internal moderation ensures that the decisions of all assessors are consistent and fair to all pupils. This is particularly important for qualifications which are internally assessed and externally moderated.

Internal moderation procedures includes the:

- sampling and checking of pupil's work
- standardisation and recording of assessors' decisions
- mechanism for the internal moderator to feedback to assessors' in order to improve practice (this includes both internal and external moderation feedback).

Formative Internal moderation will be on-going throughout the course/academic year, with feedback being given to the assessors. There will be evidence of feedback being actioned where necessary.

Summative internal moderation will be carried out at end of each unit or prior to pupils being entered for external moderation. Only those assessors whose pupils have fully met the standards will be entered for external moderation.

It is the responsibility of all staff teaching to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked pupil work as requested.

All assessment evidence, which has been internally moderated, will be kept onsite until after the external moderation. The work remains the property of the pupil and can be returned to the pupil according to the requirements of the awarding body.

Internal Verification Best Practice

Internal verification will take place:

- ❖ when assignment briefs need to be written for delivery of units
- ❖ when internal moderation has taken place - relevant paperwork and minutes and are passed to the Lead Verifier
- ❖ Lead Verifier will sample pupils work before sending off to the relevant awarding bodies

Standardisation

- ❖ standardisation process is to agree the standard of the pupils work by discussing and assessing pupils work to reach a consensus
- ❖ should be done with reference to the assessment criteria and assessment guidance provided by Pearson in the qualification specification
- ❖ Once agreement has been reached internal verification will take place

Internal Verification of Assignment Briefs

The Lead Verifier should check that the assignment brief:

- ❖ has accurate unit and programme details
- ❖ has clear deadlines and an appropriate timeframe for assessment
- ❖ has a suitable vocational scenario or context
- ❖ shows all relevant assessment criteria for the unit(s) covered in the assignment
- ❖ indicates relevant assessment criteria targeted against each task
- ❖ clearly states what evidence the learner needs to provide
- ❖ is likely to generate evidence which is appropriate and sufficient If you plan to re-use an assignment from the previous academic year, you should check that dates and deadlines are updated and that the assignment is appropriate for the new group of learners

Assignments need to be reviewed regularly to ensure they are still fit for purpose and to make improvements based on your experience of delivering and assessing them.

Pearson Authorised Assignment Brief as published

- ❖ The Lead Verifier must ensure that hand out dates and submission deadlines are appropriate

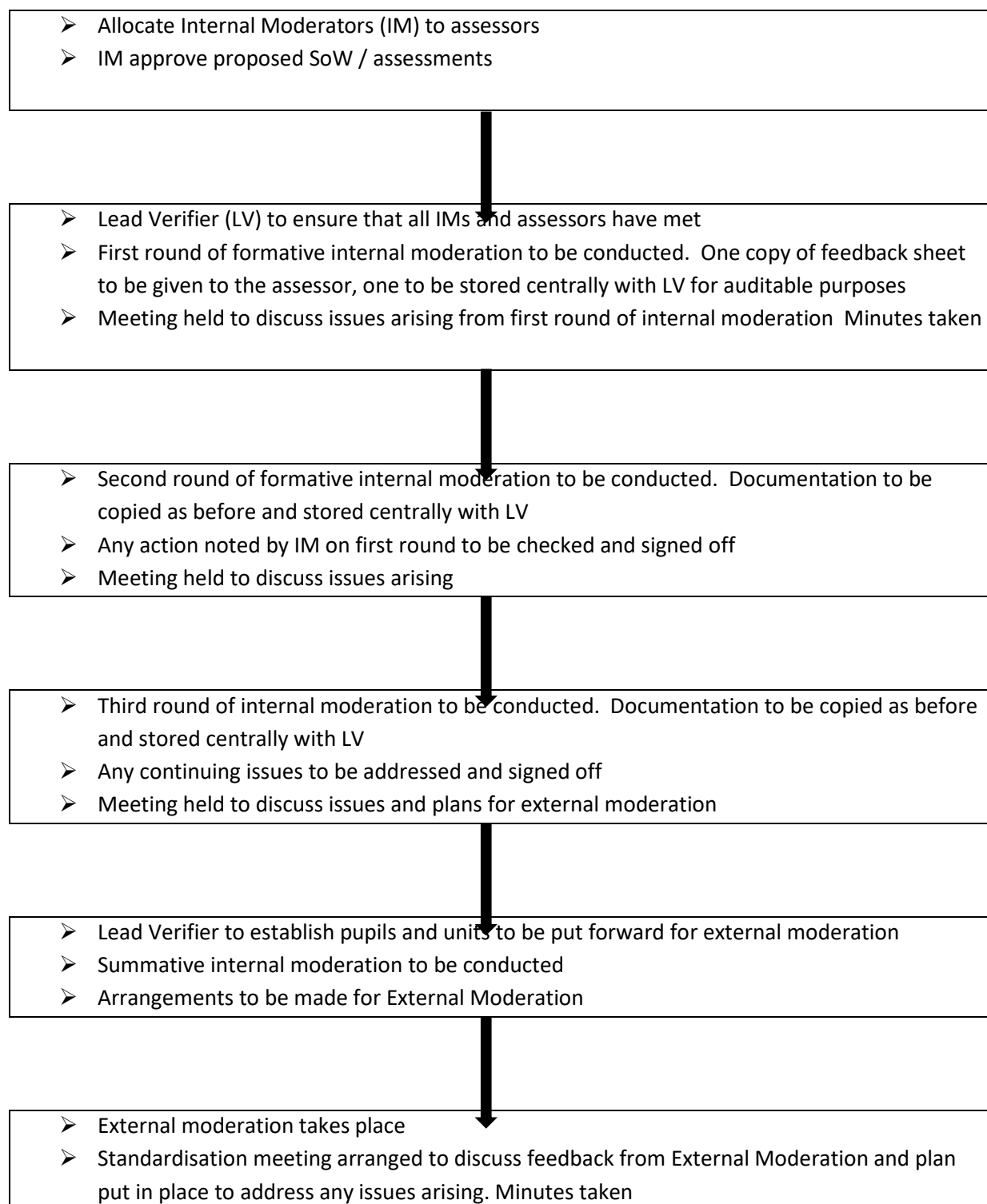
Adapted Pearson Authorised Assignment Brief to suit the needs of pupils

- ❖ The Lead Verifier must ensure that any amendments are fit for purpose

Overton's own assignment briefs

- ❖ The Lead Verifier must be sufficient to ensure the assignment brief is fully fit for purpose

INTERNAL MODERATION PROCESS



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

Pupil 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:		

Feedback to Assessor Sheet for Summative Internal Moderation

Pupil 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:		



INTERNAL VERIFICATION – ASSIGNMENT BRIEF			
Programme title			
Assessor		Internal Verifier	
Unit Number and Name			
Assignment title			
Assessment criteria targeted by this assignment brief			
Is this an Authorised Assignment Brief published by Pearson? If so, has it been amended by the Assessor in any way? Please give details. <i>(Please answer the questions marked * in the checklist only)</i>			
Has this assignment been submitted to the Assignment Checking Service? <i>(If Yes, please keep a copy of the ACS feedback with this form)</i>			
INTERNAL VERIFIER CHECKLIST			Y/N
Are the programme and unit details accurate?			
*Are clear deadlines for assessment given?			
Is the time frame of an appropriate duration?			
*Is there a suitable vocational scenario or context?			
Are the assessment criteria to be addressed stated accurately?			
Does each task show which criteria are being addressed?			
Do the tasks meet the assessment requirements of the unit/s?			
Is it clear what evidence the learner needs to generate?			
Is it likely to generate evidence that is valid and sufficient?			
Overall, is the Assignment fit for purpose?	Yes		No
<i>*If 'No' is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before the brief is issued to learners.</i>			

Action required: <i>(If none then please state n/a)</i>		Date to be Completed	Completed
General Comments (if appropriate)			
Assignment Brief Authorised for Use			
Internal Verifier signature		Date	
Assessor signature		Date	
Lead Internal Verifier signature (if appropriate)		Date	