



ASDAN Internal Moderation Policy

Date of last review:	2021	Review period:	Annually
Date of next review:	2022	Written by:	Exams Officer
Type of policy:	Non-statutory	Committee:	Curriculum & Standards
Signature:			

The aim of this policy is to ensure that:

- Wyre Forest School has robust internal moderation practices that cover all tutors/assessors and meet the requirements of the awarding organisation.
- Wyre Forest School has a transparent, consistent and fair internal moderation system.
- All outcomes are fair to all learners.
- Accurate records of internal moderation decisions are kept.

Wyre Forest School will:

- Ensure that all assessment activities are valid, appropriate and fit for purpose.
- Ensure that internal moderation provides a representative across all phases and tutors/assessors.
- Define, maintain and support effective internal moderation which will include training where it is required.
- Provide standardised moderation documents to support internal moderation.
- Meet external moderation requirements.
- Ensure that all feedback and outcomes of both internal and external moderation support future development of good practice.
- Carry out an annual evaluation and review of the internal moderation policy and procedures.

Wyre Forest School Internal Moderation Process

Autumn 1	<ul style="list-style-type: none"> ▪ Establish numbers of students that will be accessing ASDAN courses ▪ Identify course that candidates will work on ▪ Buy sufficient Registrations for all candidates identified ▪ Book Moderations with ASDAN by end of October ▪ Ensure that all internal moderators have met if needed
Autumn 2	<ul style="list-style-type: none"> ▪ First round of formative internal moderation ▪ Copies of feedback sheets given to Phase Leader to be stored centrally in Centre Portfolio for audit purposes ▪ Meeting held to discuss issues arising from first round of internal moderation ▪ Minutes taken at meeting and copy given to Phase Leader for Centre Portfolio
Spring 1	<ul style="list-style-type: none"> ▪ Second round of formative internal moderation ▪ Copies of feedback sheets given to Phase Leader to be stored centrally in Centre Portfolio for audit purposes ▪ Actions noted from previous meeting minutes to be signed off by Phase Leader ▪ Meeting held to discuss issues arising from second round of internal moderation ▪ Minutes taken at meeting and copy given to Phase Leader for Centre Portfolio
Spring 2	<ul style="list-style-type: none"> ▪ Third round of formative internal moderation ▪ Copies of feedback sheets given to Phase Leader to be stored centrally in Centre Portfolio for audit purposes ▪ Actions noted from previous meeting minutes to be signed off by Phase Leader ▪ Meeting held to discuss issues arising from third round of internal moderation ▪ Minutes taken at meeting and copy given to Phase Leader for Centre Portfolio ▪ Ensure that portfolios are ready for summative internal moderation
Summer 1	<ul style="list-style-type: none"> ▪ Establish candidates and units to be put forward for external moderation ▪ Summative internal moderation to be carried out and issues reported back to relevant tutors ▪ Actions addressed and portfolios checked ▪ Arrangements for external moderation made
Summer 2	<ul style="list-style-type: none"> ▪ External moderation takes place ▪ Meeting arranged with assessors/tutors and Phase Leader to discuss feedback from external moderation and action plan put in place to address any issues ▪ Minutes to be kept and Phase Leader to have copy for Centre Portfolio