



# ASDAN Internal Moderation Policy

<b>Date of last review:</b>	2019	<b>Review period:</b>	Annually
<b>Date of next review:</b>	2020	<b>Written by:</b>	Exams Officer
<b>Type of policy:</b>	Non-statutory	<b>Committee:</b>	Curriculum & Standards
<b>Signature:</b>			

**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

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