



**INTERNAL MODERATION POLICY & PROCEDURE**  
**DORIN PARK SCHOOL**  
*(Exams/Assessments Suite)*

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**REVIEWED:** Leadership Group

**DATE:** SPRING 2020

**NEXT REVIEW DATE:** SPRING 2021

*This document is reviewed annually to ensure compliance with current regulations*

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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
- 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

## Internal Moderation Procedure

*Note: IM = Internal Moderator/Internal Verifier*

- IM(s) allocated to assessor(s)
- IM(s) approve proposed SoW/assessments



### AUTUMN TERM

- Co-ordinator ensures that all IMs and assessors have met
- First round of formative internal moderation conducted by the IM. Records of sampling and IM decisions kept. Feedback provided to assessor(s), and stored centrally in the centre portfolio for audit purposes
- Meeting held to discuss issues arising from first round of internal moderation. Minutes kept



### SPRING TERM

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



### SUMMER TERM

- Third round of internal moderation conducted. Documentation copied as before and stored in centre portfolio
- Any continuing issues addressed and signed off
- Meeting held to discuss issues arising from third round of internal moderation and plan for external moderation. Minutes kept



- Co-ordinator establishes candidates and units to be put forward for external moderation
- Summative internal moderation conducted to include final checking of portfolios
- Arrangements made for External Moderation



- External Moderation takes place
- Standardisation meeting arranged to discuss feedback from External Moderation and plan put in place to address any issues arising. Minutes kept