



## **ASDAN - Reynolds Cross School Internal Moderation Policy**

***Reynolds Cross Vision:***

*To be the best of the best; to be a place where "Every Individual" really does matter, to maximise independent learning and enjoyment in line with school aims; and to be a, positive, happy and fun learning environment with outstanding features.*

Date reviewed : 30<sup>th</sup> October 2017

**Next Review date: October 2018**

**To be reviewed by Kim Doherty, ASDAN Administration, centre WM051.**

## Introduction

Internal moderation is a key process carried out by Reynolds Cross School, 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.

## Statement of Intent

- All assessment decisions will be made in line with qualification standards. The internal and external moderation process will help to ensure that all assessments are applied consistently for all candidates and that the final judgement is accurate, reliable and recorded.
- Internal moderation is on-going throughout the course with regular feedback being given to assessors. This is through student base lining and review of expected levels of achievement throughout the year by Head of Upper School and Assessors within the school Training and Learning framework of Performance meetings. Evidence of baselining and reviews is digitally held.
- Internal moderation of completed units is then carried out prior to candidates being entered for external moderation. Written feedback is given. Only those Assessors whose candidates have fully met the standards are entered for external moderation. Staff will be made aware that entering those who have not met the standards will jeopardise the success of those who have met the standards. If a tutor is found to be entering candidates for moderation who have not met the standards, disciplinary procedures may be implemented.
- Staff are made aware that it is their responsibility to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked student work as requested.
- All assessment evidence, which has been internally moderated, will be kept onsite until after the external moderation. The work will be returned to the candidate according to the requirements of the relevant awarding body. It is kept by school for a further 3 years.

The aim of this policy is to ensure that:

- internal moderation practices at Reynolds Cross School are valid and reliable, fair and open and cover all tutors/assessors and meet the requirements of the awarding organisation
- accurate and detailed records are kept of internal moderation decisions

Reynolds Cross 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 tutor/assessors with student records of baselining. Baselining will demonstrate an assessment starting point when the learner begins a programme of learning to demonstrate achievement and progress as required by ASDAN standards guidance for that unit.
- 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

### Conflict of Interest

Conflict of Interest is defined by Ofqual (*General Conditions of Recognition*, June 2016). In particular in relation to assessment and internal moderation it is important that, as part of the Centre Approval Process:

- all centres declare their awareness of the potential for conflict of interest, and take reasonable steps to ensure that the assessment of a learner is not undertaken by any person who has a personal interest in the result of the assessment (eg where student is family or friend of assessor).
- all centres are required to report such conflicts of interest in order that ASDAN can make arrangements for the relevant part of the assessment to be subject to scrutiny by another person.