



## **SPA SCHOOL POLICY/PROCEDURE FOR INTERNAL MODERATION**

### 2 Policy / Procedure for internal moderation

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
- 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 recordkeeping
- 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
  - carry standardisation tasks with assessors to check consistency across assessors.

Spa school Bermondsey Internal moderation and Internal Verification (I.V.) process.

At the beginning of the Academic year, a meeting will be held for all ASDAN assessors to attend. The meeting will cover the expectations for the delivery of ASDAN qualifications during the academic year.

Feedback from the previous year's submission will be shared and action points will be highlighted. Samples of outstanding practice will be shared so that new assessors can see what they need to work toward.

Deadlines for internal verification will be set and "I.V. checklist" that will be used to verify work will be shared.

During the year, there are three instances of internal verification during which the I.V. will be carried out by the ASDAN Coordinator and staff who have completed external ASDAN training. The first I.V. happens within the first six weeks of the school year. The purpose of this I.V. is to

make sure that the assessors choose suitable units for their students before they start to work towards the completion of the units. The chosen units are recorded. The second I.V. happens half way through the school year. Assessors are expected to have completed at least one unit per student at this point. The units are scrutinised using the I.V. checklist. Feedback is given and amendments may need to be made. The purpose of this I.V. is to check that assessors are completing their chosen units and that they are of a sufficient standard. It also helps to identify assessors who may need extra support. The third I.V. happens in advance of our submission for external moderation. The purpose is to ensure that all units are complete and of a sufficient standard to be submitted. The units are again scrutinised using the I.V. checklist. A summary of each I.V. will be written and shared to highlight strength and areas for improvement. All records will be kept on the schools' shared drive.

### Training

Staff will initially receive cascade training from more experienced staff and the Coordinator. The academy will send two assessors for external training each year.