



Internal Moderation Policy

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Next Review Date February 2024

School Examination and Appeals Policy

The school's Examination Officer is responsible for the organisation of entries, examinations, dispatch of papers, correlation of results and certificates and all external returns or reports connected to the external examinations process at KS3, KS4 and 16+.

External examinations sat in school

It is the responsibility of the Examinations Officer to organise the sitting of all external examinations in accordance with the regulations met by the awarding or organising bodies. The Examinations Officer is responsible for ensuring that Special Educational Needs student's requirements are met, in consultation with the SEN coordinator.

Guidance for Centres on Internal Moderation

Internal moderation is a key process carried out by centres, 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.

Church Lawton School Internal Moderation Policy

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

N.B. Some internal moderation policies include details of how a learner might appeal against an assessment decision. ASDAN's centre approval procedures require centres to provide such a policy, but it may be submitted separately.

Internal Moderation Process

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



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



- Second round of formative internal moderation conducted. Documentation copied as before and stored in the school 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.



- Third round of internal moderation conducted. Documentation copied as before and stored in school 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.



- Deputy Principal 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.

Appeals Procedure

If a student or their parent/ carer would like to appeal against an assessment decision a meeting will be hosted at the school with all parties concerned and evidence of work and moderation decision will be made clear. If agreement cannot be found then referral to the external moderator will be made .