

## Example Internal Moderation Policy and Process

**Please note: This is a generic policy and intended only as an example. There are many different ways to design an internal moderation system. It is the centre's responsibility to ensure that any policy produced is modified to suit their individual characteristics.**

*If centres wish to use this example as the basis for creating their own policy, we will expect it to include:*

- *the centre name in the title of the policy*
- *the organisational logo*
- *any spaces in the body of the policy to be completed appropriately*
- *signature and date*

*n.b. It is good practice to identify and include a review date for the policy*

***Failure to include any of the above may result in the policy being rejected.***

*Centres should note that during an audit ASDAN will expect to see evidence of their policies and procedures in operation.*

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

## Example Internal Moderation Process

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



- 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



- 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.



- 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.