



# Church Lawton School Internal Moderation Policy

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# School Examination and Appeals Policy

The School's Examinations 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 any 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. 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 organization.

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.

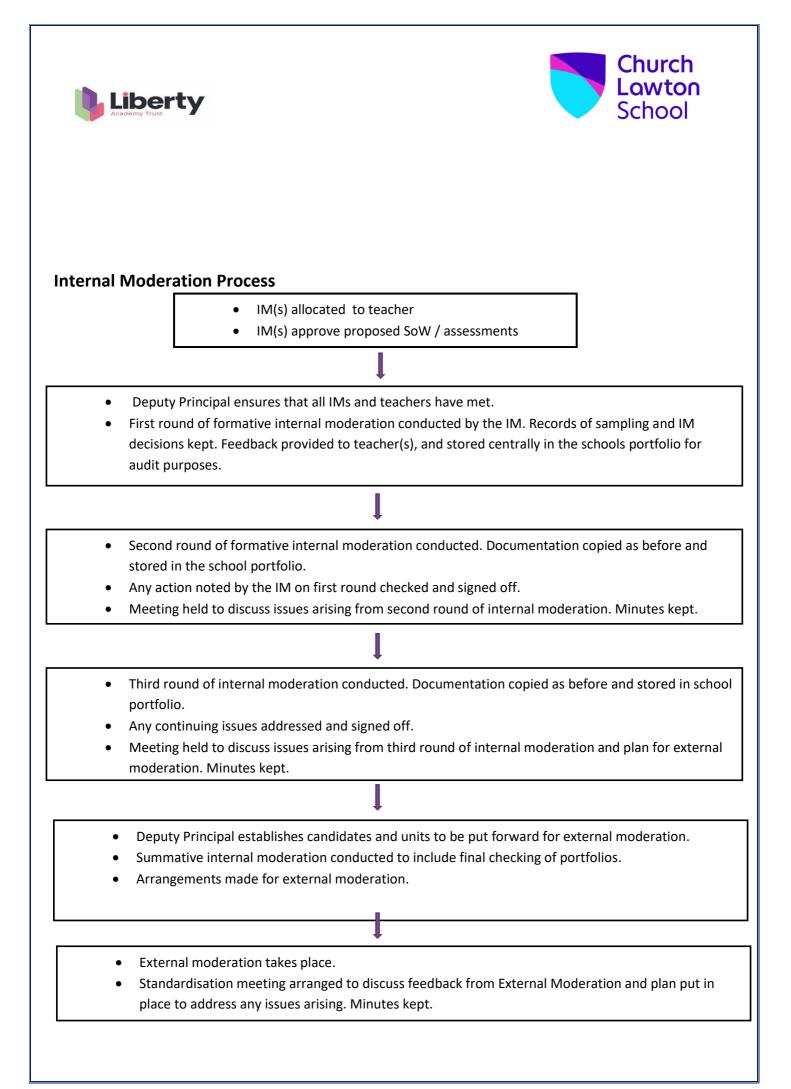
Define, maintain and support effective internal moderation roles, including the provision of training where required.

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.







### **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.