



## **ASDAN Internal Moderation Policy**

### **Ludlow Church of England School**

#### **Policy aims**

The aim of this policy is to ensure that Ludlow CE School has:

- internal moderation practices that meet the requirements of the awarding organisation.
- A transparent, consistent and fair internal moderation system.
- Outcomes which are fair to all learners.
- Accurate records of internal moderation decisions which are kept for at least 6 months after certification.

#### **Responsibilities**

Ludlow CE School will:

- Ensure that all assessment activities are valid, appropriate and fit for purpose.
- Plan regular opportunities throughout the year to internally moderate. (Appendix A)
- Define, maintain and support effective internal moderation which will include training where it is required.
- Meet external moderation requirements.
- Ensure that all feedback and outcomes of both internal and external moderation support future development of good practice.
- Carry out an annual evaluation and review of the internal moderation policy and procedures.

Signed: P Hearle  
Position: Headteacher

Date: October 22

**Review date: October 23**

## APPENDIX A

### Ludlow CE School Internal Moderation Plan and Process

<b>Autumn 1</b>	<p>Establish roles-Internal Moderator and Assessor</p> <p>Establish numbers of students that will be accessing ASDAN courses</p> <p>Identify course that candidates will work on</p> <p>Buy sufficient Registrations for all candidates identified</p> <p>Book Moderations of Yr11 with ASDAN by end of October</p> <p>Meeting to review all Moderation Feedback to inform years planning and create Actions for the year if required.</p>
<b>Autumn 2</b>	<p>Yr11 internal formative moderation of learners</p> <p>Copies of feedback sheets given to Course Lead to be stored centrally for audit purposes</p> <p>Meeting held to discuss issues arising from internal moderation</p> <p>Minutes taken at meeting and copy given to Course Lead</p>
<b>Spring 1</b>	<p>Yr10 internal formative moderation of learners</p> <p>Copies of feedback sheets given to Course Lead to be stored centrally for audit purposes</p> <p>Actions noted from previous meeting minutes to be discussed with Course Lead</p> <p>Meeting held to discuss issues arising from internal moderation</p> <p>Minutes taken at meeting and copy given to Course Lead</p>
<b>Spring 2</b>	<p>Y11 follow up round of formative internal moderation</p> <p>Copies of feedback sheets given to Course Lead to be stored centrally for audit purposes</p> <p>Actions noted from previous meeting minutes to be discussed with Course Lead</p> <p>Meeting held to discuss issues arising from internal moderation</p> <p>Minutes taken at meeting and copy given to Course Lead</p> <p>Ensure portfolios are ready for summative internal moderation</p>
<b>Summer 1</b>	<p>Establish candidates and units to be put forward for external moderation</p> <p>Summative internal moderation to be carried out and issues reported back to Course Lead</p> <p>Actions addressed and portfolios checked</p> <p>Arrangements for external moderation made</p>
<b>Summer 2</b>	<p>External moderation takes place</p> <p>Meeting arranged to discuss feedback from external moderation ready for making an Action plan</p> <p>Minutes taken at meeting and copy given to Course Lead</p> <p>Yr10 internal formative moderation of learners</p> <p>Copies of feedback sheets given to Course Lead to be stored centrally for audit purposes</p> <p>Actions noted from previous meeting minutes to be discussed with Course Lead</p> <p>Meeting held to discuss issues arising from internal moderation</p> <p>Minutes taken at meeting and copy given to Course Lead</p>