



St. Gregory's Catholic High School

Internal Moderation Policy ASDAN

Monitoring

The implementation of the policy will be monitored by the Director of Finance and Resources.

Evaluation

The policy will be reviewed annually by the Director of Finance and Resources and Senior Leadership Team prior to the submission of the policy to Governors' Monitoring Committee for scrutiny and recommendation to the Full Governing Body for approval.

Policy Review Dates:

Date last approved by Full Governing Body: 7th December 2017

Date submitted to Governors' Committee: 24th January 2019

Date submitted to Full Governing Body: 3rd April 2019

Review Frequency: Annual

Start date for policy review: December 2019

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