

Policy Title	Internal Moderation Policy
Issue date (m/y)	03/2016
Author	Donna Welburn, Operations Manager
Approved by	Laura Cook, Director
Review date (m/y)	07/2018
Last Reviewed (m/y)	08/2017

Policy Statement

The Learning Support Centre has an appointed internal moderator, whose role is to ensure that assessors are carrying out fair assessments, and keeping up to date records. They manage the process cross centre, involving all assessors. The internal moderator will also liaise with the external moderator whose role is to ensure that the 'quality management' carried out by the internal moderator is working effectively.

The Learning Support Centre will have a designated internal moderator who will report to the operations director. They will be required to attend The Learning Support Centre Induction and internal moderator training which will include training with the relevant awarding bodies.

The role of Internal Moderator

- Verify the assessment judgements made by each tutor across a range of units
- Check that the different assessment tasks are comparable
- Check individual tutor/assessor assessment records
- Provide clear records of all internally moderated assessments for external moderation or the awarding body's quality audit.
- Provide feedback to individual tutors/assessors
- Share good practice in assessment
- On an annual basis formally review the Learning Programme in consultation with learners and tutors
- Act on any recommendations provided in the Awarding Body Quality Engagement report.

The internal moderator will, on a quarterly basis:

- Visit and meet with students and review students' course evaluations.
- Sample all programmes
- Arrange an annual standardisation meeting for the tutors involved in the delivery of accredited learning programmes.

The internal moderator will use the awarding body's internal verification forms to:

- Verify tasks and assignments
- Manage the timing and method of assessments being sampled, using the planning tool
- Identify samples for moderation, using the sampling plan and tracking sheet
- Record verification of a single learner's portfolio
- Record the learners and units sampled

Assessors will ensure a front sheet is completed for each task/assignment and that a record of a cohort of learners and results is completed to support the internal moderator when sampling.

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Related Documents

Malpractice Policy
Assessment Policy
Appeals Policy
Quality Review Policy