

ARK Internal Moderation Policy-2025

# Purpose

The purpose of this policy is to ensure that internal moderation practices at ARK Alternative Education Provision (ARK AEP) are consistent, fair, and aligned with the requirements of awarding bodies, including ASDAN. This policy aims to maintain the integrity and quality of assessment decisions and to support continuous improvement in teaching and learning.

# Scope

This policy applies to all staff involved in the assessment and internal moderation of qualifications delivered at ARK AEP, including ASDAN qualifications. It covers all stages of the assessment process, from planning and delivery to assessment and feedback.

# Roles and Responsibilities

The following roles and responsibilities are defined to ensure effective implementation of the internal moderation policy:

- \*\*Head of Centre\*\*: Overall responsibility for ensuring compliance with this policy and the quality of assessment and moderation practices.

- \*\*Internal Moderators\*\*: Responsible for carrying out internal moderation activities, providing feedback to assessors, and ensuring standardisation of assessment decisions.

- \*\*Assessors\*\*: Responsible for planning and delivering assessments, making assessment decisions, and engaging in standardisation activities.

- \*\*Quality Assurance Lead\*\*: Oversees the internal moderation process, ensures compliance with awarding body requirements, and supports continuous improvement.

# Moderation Procedures

The internal moderation process at ARK AEP includes the following steps:

1. \*\*Planning\*\*: Internal moderators and assessors collaborate to plan the moderation activities, including the selection of assessment tasks and sampling strategy.

2. \*\*Sampling\*\*: A representative sample of assessment decisions is selected for moderation, ensuring coverage of different assessors, units, and learner groups.

3. \*\*Review\*\*: Internal moderators review the selected sample of assessment decisions, providing feedback to assessors and identifying any areas for improvement.

4. \*\*Standardisation\*\*: Regular standardisation meetings are held to ensure consistency and fairness in assessment decisions across the centre.

5. \*\*Feedback\*\*: Internal moderators provide constructive feedback to assessors, highlighting strengths and areas for development.

# Sampling Strategy

The sampling strategy at ARK AEP is designed to ensure a representative and comprehensive review of assessment decisions. The following factors are considered when selecting the sample:

- A range of assessors, including new and experienced staff.

- Different units and qualification levels.

- A diverse group of learners, including those with additional support needs.

- Assessment tasks that cover a variety of assessment methods and criteria.

# Feedback and Standardisation

Feedback and standardisation are critical components of the internal moderation process at ARK AEP. The following practices are implemented to ensure effective feedback and standardisation:

- \*\*Constructive Feedback\*\*: Internal moderators provide clear, constructive feedback to assessors, highlighting strengths and areas for improvement.

- \*\*Standardisation Meetings\*\*: Regular standardisation meetings are held to discuss assessment decisions, share best practices, and ensure consistency across the centre.

- \*\*Continuous Improvement\*\*: Feedback from internal moderation activities is used to inform continuous improvement in teaching, learning, and assessment practices.

# Record Keeping

Accurate and comprehensive records of internal moderation activities are maintained at ARK AEP. The following records are kept:

- Internal moderation plans and schedules.

- Samples of assessed work and moderation feedback.

- Minutes of standardisation meetings.

- Records of assessor training and development activities.

# Monitoring and Review

The internal moderation policy at ARK AEP is subject to regular monitoring and review to ensure its effectiveness and alignment with awarding body requirements. The following practices are implemented:

- \*\*Annual Review\*\*: The policy is reviewed annually by the Quality Assurance Lead and updated as necessary.

- \*\*Feedback\*\*: Feedback from internal moderators, assessors, and learners is used to inform the review process.

- \*\*Compliance Checks\*\*: Regular compliance checks are conducted to ensure adherence to the policy and awarding body requirements.

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