



**Hazel Oak School**

## **Internal Moderation Process**

### **AIMS**

- 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 and relevant to our staffing structure.
- Accurate and detailed records are kept of internal moderation decisions.

### **Hazel Oak School 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.
- Use 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 and will be fed back to those delivering qualifications. It is the responsibility of the **IQA** to read feedback from previously submitted samples and forward to the Exams Officer and the wider team who deliver the course. It is also the responsibility of the **IQA** to adapt practice in line with the feedback. The feedback will also be discussed and during the internal moderation sessions.
- Carry out an annual evaluation and review of internal moderation policy and procedures.
- Moderation meeting take into consideration previous year's feedback from Examination boards.

### **Moderation Meetings:**

- Moderation occurs at least once per half term and IQA provides moderators with an internal moderation form (Appendix A). Any discrepancies are adjusted directly after moderation.
- Where possible, Assessors are encouraged to select their least confident sample, as this provides opportunities for professional conversation and resolution.
- Moderated work is stored in a standards folder.
- Hazel Oak are part of a special schools' moderation hub. Moderations occur every half term and results are feedback to the assessor and IQA.