Ravenswood Internal Moderation Policy

The aim of this policy is to ensure that:

- internal moderation practices are valid and reliable, cover all staff/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 by monitoring at the end of each long term

- apply a strategy that will provide a representative sample across all staff/assessors

- create a plan of internal moderation in relation to all assessment activities (see below)

- 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

Internal moderation cycle

Term 1	Deputy Headteacher checks curriculum overviews will ensure correct/ up to date content is taught appropriately over the school year. Schemes of work amended as required.
Term 3	Internal moderation of all coursework/assessments completed in terms 1+2. Internal moderation of assessment tasks/ activities- where set by the centre. Feedback given to each staff member.
Term 4	Internal moderator checks that feedback given has been acted on.
Term 5	Internal moderation of all coursework/assessments completed in terms 3+4 Internal moderation of assessment tasks/ activities- where set by the centre. Feedback given to each staff member.
Term 6	Internal moderation of all coursework/ assessments completed in term 5/ 6 Feedback given to each staff member.
Term 6/1	External moderation feedback shared with HoD/ Subject Leader to ensure actions are acted on for next cycle.

History of Document

Issue No.	Author	Date Reviewed	Approved by	Comments
1.	School	Jan 2019	Pupil Committee 30.01.19	To be reviewed Jan 2020
2.	School	Jan 2020	Pupil Committee 29.01.2020	
3.	School	Jan 2021	Pupil Committee 27.01.2021	Lockdown changes with current consultation may result in some amendments for academic year 2020-21.
4.	School	Jan 22		No changes
5.	School	Jan 2023	Pupil Committee 25.01.2023	