



"Unlocking potential through learning"

Internal Moderation Policy

**The New Horizons
Learning Centre**

Date Ratified: June 2021
Review Date: June 2023

Signed by: Mrs A Reed

Position: Chair of Governors

Policy for Internal Moderation

Context

New Horizons Learning Centre (NHLC) is made up of a Primary Special School and a Secondary Special School.

Pupils are aged from 4 – 16; and all have either a Statement of Educational Need or EHCP (Educational HealthCare Plan) for Social, Emotional & Mental Health difficulties.

Many pupils are transported to school.

Introduction

It is essential that assessment decisions are in line with the qualification standards.

The main purpose of this policy is to ensure that:

- internal moderation practices are valid and reliable, and meet the requirements of the awarding organisation and standards across NHLC
- the policy is based on the concepts of equality, diversity, clarity and consistency, and therefore internal moderation procedures are fair, open and non-discriminatory
- accurate and detailed records are kept of internal moderation decisions

NHLC aims to provide a variety of qualifications which provide all pupils with the opportunity to achieve their full potential by the most appropriate route.

NHLC will:

- ensure that all assessment activities are valid, appropriate and fit for purpose
- apply a strategy that will provide a representative sample across from staff
- 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

Recording and Reporting of Internal Moderation

It is the responsibility of all staff to participate in the moderation process by keeping necessary records, attending relevant meetings and submitting marked student work as requested.

All assessment evidence, which has been internally moderated, must be kept onsite until after the external moderation. The work remains the property of the candidate and can be returned to the candidate according to the requirements of the relevant awarding body.

Internal moderation will be carried out fairly and according to the awarding body instructions and standards. Externally marked tests and exams will be assessed according to the requirements of the awarding body.

Moderation will be included as an integral part when planning for curriculum subjects and is part of a cyclical process of planning, assessing and reviewing.

Student's progress across NHLC will be reported at the end of each year to Governors.

Internal Moderation Process

Terms 1 & 2

- Establish numbers of pupil cohort
- Establish qualification levels for candidates
- Register candidates
- Initial Internal Moderation with feedback
- Meeting to discuss any issues

Terms 3 & 4

- Internal Moderation to be conducted
- Feedback given
- Meeting to discuss any issues

Terms 5 & 6

- Subject teachers to establish candidates and units to be put forward for external moderation
- Internal Moderation to be conducted
- Arrangements to be made for External Moderation
- External Moderation
- Meeting to discuss feedback from External Moderation and address any issues

Dissemination and review

The policy will be disseminated widely both to staff and governors through appropriate meetings.

Pupils are made aware of the existence of this policy and have open access to it. A paper copy can be viewed in both the Executive Head Teacher and Deputy Head Teacher's offices.

The policy is reviewed annually and may be revised in response to feedback from pupils, Staff and external organisations.