



Merstone School

Internal Quality
Assurance Policy



Merstone School Internal Quality Assurance Policy

The aim of this policy is to ensure that:

- 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
- accurate and detailed records are kept of internal moderation decisions

Merstone 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
- 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

Monitoring and Evaluating

All accredited courses will be continuously monitored, evaluated and developed during time allocated for departmental meetings and school Inset and by the Accreditation Manager. Staff will attend support meetings and network with other similar schools to ensure they are aware of changes and have opportunity to see good practise (ASDAN).

Student achievement will be monitored annually.

Moderation

All accreditation for awards is centre-assessed and 'samples' are externally moderated. The school is committed to attending at least one moderation meeting annually for each award (ASDAN).

Qualifications are internally moderated and then sent by post for external moderation (ASDAN and Ascentis).

The assessor will usually be the student's teacher or support assistant. They must be familiar with the Evidence requirements for each module.

The assessor's role is to judge evidence against module requirements or completed exam and to decide whether the student has met the requirements.

Further detail is identified in Centre Handbooks for ASDAN or Ascentis.

It is a requirement of all awarding bodies that internal moderation is completed before modules are entered for external moderation. It is the process that checks assessment decisions within a centre.

Moderation at Merstone aims to check

- The evidence meet the requirements of each module or unit
- Students are being given opportunity to achieve modules/units consistent with their capabilities and are not disadvantaged in any way.

The internal moderator is someone from the centre who has knowledge and awareness of requirements needed to meet the awarding body's criteria. They must not internally moderate any evidence they have assessed.

The centre co-ordinator has the responsibility and accountability to ensure that the centre consistently carries out accurate assessments.

This person will sample all Asdan Awards and other Qualifications termly.

Staff in each of the Key Stages 3, 4 and 5 have $\frac{1}{2}$ termly meetings at which the main item is 'accreditation Matters'.

At the start of each term the focus is: planning and identification of modules and exams to be delivered that term. Staff and resources identified. Key people are allocated responsibilities for ensuring recording and the end of the module completes evidence gathering.

The final session of all termly modules is given over to student review.

Termly targets for staff teams are agreed. The aim of these targets is to make delivery of the programmes and evidence collecting more effective.

The second meeting of each term focuses on moderation and updates from Regional meetings (ASDAN).

Samples of students work is brought to these meetings and the staff verify each other's assessments (ASDAN).

Student's evidence folders are reviewed against the Internal Moderation forms.

Work can only be submitted for accreditation following this internal review process.

These meetings are 30 minutes in length.

External Moderation

External moderation of a centre's assessments decisions is achieved through sampling. On the basis of the sample taken, the External Moderator will either agree with the centre's assessment decisions or disagree with the centre's assessment decisions in relation to particular skill areas (ASDAN).

All Ascentis examinations will be sent for external moderation a maximum of 2 exam dates to be sent each academic year, external moderators will decide if each student has passed their exam as well as giving feedback regarding internal measures, paperwork and other information to ensure all work remains at a high standard.

Appeals

All appeals will be responded to, relevant work will be internally moderated by a second Moderator who is a member of SLT. They will be required to provide a written statement to support the outcome. See relevant accrediting body's Handbook for further support and information.

Signed: Paula Morbey

Date: 20th September 2023