



Birtenshaw School

Internal Moderation Policy

The aim of this policy is to ensure that:

- internal moderation practices are valid and reliable, cover all teachers and 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

Birtenshaw will:

- ensure that all assessment activities are valid, appropriate and fit for purpose
- ensure that moderation meetings are held to ensure consistent standards are applied in accordance with specification requirements
- plan internal moderation dates in relation to all assessment activities
- enable staff involved to access training as appropriate
- 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