



Ravenshall

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Internal Moderation Process for Ravenshall

General Internal Moderation Principles

1. Assessment decisions should be in line with the qualification standards. An internal and external moderation process is in place to ensure that all assessments are applied consistently for all candidates and that the final judgement is accurate, reliable and recorded.
2. Internal moderation should be on-going throughout the course, with feedback being given to the assessors. There should be evidence of feedback being actioned where necessary.
3. Summative internal moderation to be carried out prior to candidates being entered for external moderation. Only those assessors whose candidates have fully met the standards will be entered for external moderation.
4. It is the Key Stage 4 Manager's responsibility to ensure all relevant staff to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked student work as requested.
5. All assessment evidence, which has been internally moderated, will be kept onsite until after the external moderation. The work will remain the property of the candidate and can be returned to the candidate according to the requirements of the relevant awarding body.

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Autumn Term

- Establish levels of student cohort
- Register candidates (CANa)
- Allocate IM(s) to assessor(s)
- IM to approve proposed SoW / assessments

2nd half of Autumn term

- Key Stage 4 Manager to ensure that IM and assessors have met
- A round of formative internal moderation to be conducted. One copy of feedback sheet to be given to the assessor, one to be stored centrally in the centre portfolio for auditable purposes
- Meeting held to discuss issues arising from first round of internal moderation. Minutes taken

1st half of Spring term

- Second round of formative internal moderation to be conducted. Documentation to be copied as before and stored in the centre portfolio
- Any action noted by the IM on first round to be checked and signed off
- Meeting held to discuss issues arising

2nd half of Spring term

- Meeting held to discuss issues

1st half of Summer term

- Key Stage 4 Manager to establish candidates and units to be put forward for external moderation
- Summative internal moderation to be conducted
- Arrangements to be made for External Moderation

2nd half of Summer term

- External Moderation takes place
- Meeting to be arranged to discuss feedback from External Moderation and plan put in place to address any issues arising

Back to Autumn Term again

Reviewed September 2019

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