INTERNAL MODERATION POLICY & PROCESS

Policy:	Internal Moderation Policy and Process
Age Range:	Secondary
Type:	Non-Statutory
Sub Committee:	Finance, Site and Health & Safety
Governing Body Approval:	10th December 2025
Review Date:	December 2026
Staff Lead:	Sarah Hegarty

Version Control

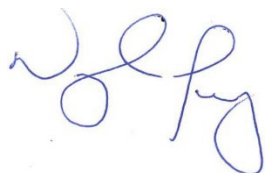| Version	Key Changes	Sub Committee Approval (Date)	Full GB Approval (Date)	Review Date
1.0	• Annual review in line with JCQ guidance • Format • Staff Lead	3rd December 2025	10th December 2025	December 2026

Review

Monitoring, Evaluation and Review

The Senior Leadership Team will annually review this policy, and make any further recommendations to the Governing Body.

The Governing Body will monitor the application of this policy and associated procedures in order to ensure its continued effectiveness and compliance.

Headteacher:

Chair of Governors:

Date: 10th December 2025

Purpose of the 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

Abertillery Learning Community will:

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

Abertillery Learning Community Internal Moderation Policy and Process

- IM(s) allocated to assessor(s)
- IM(s) approve proposed SoW / assessments

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- Co-ordinator ensures that all IMs and assessors have met
- First round of formative internal moderation conducted by the IM. Records of sampling and IM decisions kept. Feedback provided to assessor(s), and stored centrally in the centre portfolio for audit purposes
- Meeting held to discuss issues arising from first round of internal moderation. Minutes kept

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

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- Co-ordinator establishes candidates and units to be put forward for external moderation
- Summative internal moderation conducted to include final checking of portfolios
- Arrangements made for External Moderation

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- External Moderation takes place
- Standardisation meeting arranged to discuss feedback from External Moderation and plan put in place to address any issues arising. Minutes kept.