Oasis Academy Silvertown

ASDAN: Internal Moderation Policy

Oasis Academy Silvertown has an internal moderation practice that covers all tutors/assessors and meet the requirements set out by the awarding organisation.

The aim of the policy is to have a stated transparent, consistent, and fair internal moderation system to ensure fair outcomes for all students.

Oasis Academy Silvertown will;

- Keep accurate records of internal moderation decisions.
- Ensure that all assessment activities are valid, appropriate, and fit for purpose.
- Ensure that internal moderation provides a representative across all phases and tutors/assessors.
- Define, maintain, and support effective internal moderation which will include training where it is required.
- Provide standardised moderation documents to support internal moderation.
- Meet external moderation requirements.
- Ensure all feedback and outcomes of both internal and external moderation support future development of good practice
- Ensure necessary training, if identified, is offered either internally or via ASDAN's official training programme
- Conduct an annual evaluation and review of the internal moderation policy and procedures.
- Provide training via ASDAN official training or within the school should this be identified as necessary.

Assessment Plans

Assessment plans are created by Dolly Smith and agreed by James Gordon and reviewed as noted in the timeline. Due regard is taken to ensure the needs and capabilities of the students.

Standardisation will be conducted as follows,

- assessment checklist and mandatory documents are in place and checked against awarding organisations guidelines
- The centre will review an exemplar portfolio, which all staff will assess and discuss. If all decisions are not the same, consideration will be given to feedback and appropriate training booked with external examining body
- Staff will assess the same units of work picked from across varying ability candidates separately, to see if they agree on standards and grading. Should this not be so, discussions to be held to see where differences occur and why, to enable the conduct of appropriate official training to enable standardisation

Sampling Strategy

Oasis Academy will carry out two types of sampling,

Formative interim sampling that will take place periodically during delivery of the course. This will enable the centre to pick up early concerns allowing for timely action to rectify them. It will also enable to identify training needs.

Summative sampling that will review the assessment decisions taken through an evaluation of the

approach the assessor takes with the learner's work. It necessarily includes work that is submitted for external moderation.

The internal sampling process will sample from across the entire qualification and will include all assessors who are involved in the delivery of assessments.

The sampling strategy will;

- Ensure that the samples reflect all possible ranges of assessment decisions, top, middle, and bottom end quality of work
- Will be taken across components, levels and for each qualification
- Ensure that entries sampled will include work across teachers and assessors
- Sample entries will be relative to the number of learners. At least 30% of entries will be sampled. In case of entries below 5 in number, 3 entries will be sampled.
- Focus on the learner's work against the set assessment criteria
- Make a judgement on whether the work has been accurately assessed against the criteria.
- Be used to identify inconsistencies in the standards applied, the assessment judgements made, or a mismatch between assessor expectations.
- Reassessed inconsistent samples to ensure that it aligns with the agreed standard expected within the qualification.
- Feedback all inconsistences to the assessor in question to ensure that the standards are reinforced and that further problems are not experienced.
- Document all sampling exercises

Oasis Academy Internal Moderation Process

Autumn 1	- Establish numbers of student that will be taking the ASDAN course - Identify the courses students will work upon - Purchase registration for all candidates - Assessment plan created and sent to internal moderator for feedback - Assessment plan amended and updated based on feedback from internal moderator - Book Moderation with ASDAN by end of October - Ensure all internal moderation requirement are met
Autumn 2	- Conduct first interim formative internal moderations - Feedback to be stored for audit purposes - Discuss the moderation and consider solutions or adjustments to account for raised issues. - Minutes from this discussion to be written and stored
Spring 1	- Conduct second interim formative internal moderation - Feedback to be stored for audit purposes - Actions noted from previous moderation to be checked for realisation - Meeting held to discuss issues arising from second round of internal moderation - Minutes from this meeting/discussion to be written and stored

Spring 2	- Conduct third interim formative internal moderation - Feedback to be stored for audit purposes - Actions noted from previous moderation to be checked for realisation - Meeting held to discuss issues arising from third round of internal moderation - Minutes taken at meeting/discussion to be written and stored - Ready portfolios are ready for summative internal moderation
Summer 1	- Establish candidates and units to be forwarded for external moderation - Summative internal moderation to be carried out and issues reported if any to tutors - Actions addressed and portfolios checked - Arrangements for external moderation made
Summer 2	- External moderation takes place - Meeting arranged with assessors/tutors to discuss feedback from external moderator and action plan put in place to address issues, if any - Meeting arranged with assessors/tutors and phase Leader to discuss feedback from external moderation and action plan put in place to address any issues Minutes of discussion to be kept