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<b>Policy Name</b>	Procedure for Internal Moderation
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<b>Recent Review Date</b>	December 2024	<b>Next Review Date</b>	December 2025
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### *Introduction*

At NXT GEN Education Ltd, we are committed to maintaining a clear and consistent approach to internal moderation, ensuring fairness, integrity, and alignment with the standards set by the awarding body. This policy outlines our approach to internal moderation to support high-quality outcomes for learners, reflecting our commitment to continuous improvement and professional accountability.

### *Key Objectives:*

- Maintain accurate records of internal moderation activities and decisions.
- Ensure assessment methods align with learning outcomes.
- Provide an inclusive approach to moderation across subject areas.
- Uphold clear moderation processes with appropriate training and support.
- Use standardised templates to guide and document moderation.
- Comply fully with the awarding body's requirements.

Continuously improve based on feedback from internal and external moderation.

### *Assessment Plans*

Standardisation: Review assessment checklists and documentation for alignment with awarding body guidelines.

Staff assess a sample portfolio together and discuss inconsistencies. If issues arise, further external training may be arranged.

Assessments across varying levels of learner ability are checked for consistency. Discrepancies lead to discussions and potential training.

### *Sampling Strategy*

NXT GEN will implement two types of sampling:

- Formative (Interim) Sampling:

Conducted periodically to identify emerging issues and allow for corrective actions.

- Summative Sampling:

Conducted to evaluate final assessment decisions and assessor approaches.

*Sampling Strategy Details:*

- Covers all assessment outcomes (high, middle, low quality).
- Includes all qualification components, levels, and pathways.
- Involves all assessors and teaching staff.
- Minimum of 30% of learner work will be sampled (minimum of three samples for cohorts of fewer than five learners).
- Ensures consistency in judgement and application of standards.
- Re-assesses inconsistent samples to meet expected standards.
- Provides feedback to assessors on inconsistencies.

*Internal Moderation Process*

- Ensure that all assessments are internally verified to meet required standards.
- All sampled work will be reviewed to identify any inconsistencies in judgement.
- Corrective actions will be implemented if discrepancies are found.
- Feedback will be provided to assessors to ensure consistency in future assessments.
- All sampling activities and outcomes will be recorded for audit purposes.

