

## Aim

- Thomas Keble School will ensure that the decisions of all assessors, for internally moderated work, are consistent and fair to all learners.
- Thomas Keble School will put in place robust internal moderation practices which are valid and reliable, cover all tutors/assessors and meet the requirements of all exam boards. Thomas Keble currently uses the following exam boards: ASDAN, AQA, Edexcel, Eduqas and OCR.
- Thomas Keble School will ensure the internal moderation procedures are fair and open.
- Thomas Keble School will ensure accurate and detailed records are kept of internal moderation decisions.

In order to do this, the centre will:

- ensure all appropriate staff participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked candidate work as requested.
- ensure that all assessments activities are valid, appropriate and fit for purpose.
- support and train staff involved in internal moderation roles.
- ensure that feedback and outcomes of internal and external moderation support further development of good practice.
- ensure all assessment evidence that has been internally moderated is kept securely until after the external moderation.
- have an appeals policy in place.
- In order to make all relevant people aware of this policy, it will: (a) be placed on the Thomas Keble website, (b) be added to the bank of policies that all staff must read at least annually and (c) be signposted in an annual newsletter to parents and pupils for recommended reading.