



Bardwell School
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Internal Moderation Policy and Procedure

Qualification Review Processes

Written: July 2025

Updated: January 2026

Date of review: July 2026

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Policy Statement

This policy sets out the Internal Moderation process for ASDAN qualifications at Bardwell School and highlights its role in ensuring fair, inclusive, and robust assessment practices.

The aim of this policy is to ensure that:

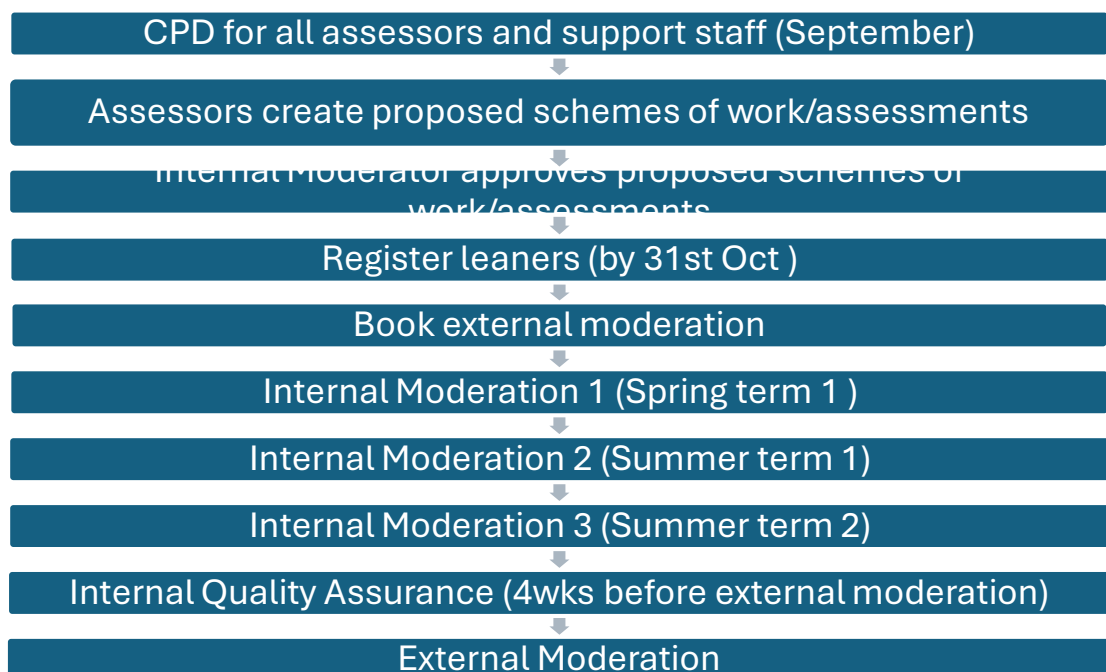
- Internal moderation practices are valid and reliable, cover all tutors/assessors and meet the requirements of the awarding organisation.
- Internal moderation procedures are fair, open, and designed to support professional learning and standardisation across the team.
- Accurate and detailed records are kept of internal moderation decisions.

Bardwell School will:

- Ensure that all assessment activities are valid, appropriate, inclusive, and fit for purpose.
- Apply a strategy that will provide a representative sample across all teachers/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 recordkeeping.
- Ensure that feedback and outcomes of internal and external moderation are used to share good practice and improve inclusive assessment.
- Carry out an evaluation and review of internal moderation policy and procedures.

Moderation is also used as a developmental and coaching opportunity, allowing assessors to reflect on the inclusivity and clarity of assessment tasks and evidence collected.

The Internal Moderation Flow Chart



The Internal Moderation Process

	√	Actions to be carried out
First Six Weeks of Term		Assessors create proposed schemes of work/assessments
		Internal Moderator checks and approves proposed schemes of work and assessments Plans.
		Establish numbers of students that will be accessing ASDAN Qualifications
		Establish levels (continuums) that these candidates will work on.
		Buy sufficient Registrations for all candidates identified and register candidates, (by 31st October) .
		Internal Moderator to approve proposed assessments
		Book Moderations with ASDAN by end of October
November/ December		Internal Moderator and assessors have met.
		First round of formative internal moderation to be conducted. A copy of the feedback sheet (<i>Appendix A</i>) to be given to the assessor and stored centrally in Centre Portfolio for audit purposes.
		Meeting held to discuss issues arising from the first round of formative internal moderation.
		Minutes taken at meeting (<i>Appendix B</i>) and copy given to assessor and centre manager for Centre Portfolio
		Actions noted from previous meeting minutes to be signed off by Internal Moderator.
January		First round of summative internal moderation to be conducted. A copy of the feedback sheet (<i>Appendix A</i>) to be given to the assessor and stored centrally in Centre Portfolio for audit purposes.
		Meeting held to discuss issues arising from the first round of summative internal moderation.
		Minutes taken at meeting (<i>Appendix B</i>) and copy given to assessor and centre manager for Centre Portfolio
		Actions noted from previous meeting minutes to be signed off by Internal Moderator.
February		Second round of formative internal moderation to be conducted. A copy of the feedback sheet (<i>Appendix A</i>) to be given to the assessor and stored centrally in Centre Portfolio for audit purposes.
		Meeting held to discuss issues arising from the second round of formative internal moderation.
		Minutes taken at meeting (<i>Appendix B</i>) and copy given to assessor and centre manager for Centre Portfolio
		Actions noted from previous meeting minutes to be signed off by Internal Moderator.
April		Second round of summative internal moderation to be conducted. A copy of the feedback sheet (<i>Appendix A</i>) to be given to the assessor and stored centrally in Centre Portfolio for audit purposes.
		Meeting held to discuss issues arising from the first round of summative internal moderation.
		Minutes taken at meeting (<i>Appendix B</i>) and copy given to assessor and centre manager for Centre Portfolio
		Actions noted from previous meeting minutes to be signed off by Internal Moderator.
May		Third round of formative internal moderation to be conducted. A copy of the feedback sheet (<i>Appendix A</i>) to be given to the assessor and stored centrally in Centre Portfolio for audit purposes.
		Meeting held to discuss issues arising from the second round of formative internal moderation.
		Minutes taken at meeting (<i>Appendix B</i>) and copy given to assessor and centre manager for Centre Portfolio
		Actions noted from previous meeting minutes to be signed off by Internal Moderator.

May (cohort leaving this year)	Final summative internal moderation assurance to be conducted on the cohort that is been submitted for external moderation.
	A copy of the feedback sheet (<i>Appendix A</i>) to be given to the assessor and stored centrally in Centre Portfolio for audit purposes.
	Minutes taken at meeting (<i>Appendix B</i>) and copy given to assessor and centre manager for Centre Portfolio
4 weeks after Final Internal moderation (cohort leaving this year)	External moderation takes place
	Meeting arranged with assessors and Internal Moderator to discuss feedback from external moderation and action plan put in place to address any issues
	Minutes taken at meeting and copy given to assessor for Centre Portfolio
July (cohort NOT leaving this year)	Third round of summative internal moderation to be conducted. A copy of the feedback sheet (<i>Appendix A</i>) to be given to the assessor and stored centrally in Centre Portfolio for audit purposes.
	Meeting held to discuss issues arising from the third round of summative internal moderation.
	Minutes taken at meeting (<i>Appendix B</i>) and copy given to assessor and centre manager for Centre Portfolio
	Actions addressed and portfolios checked

Standardisation

At Bardwell school the ASDAN moderator and assessors will take part in annual standardisation meeting to ensure that moderation is standardised across the school. A sample portfolio will be used. Assessors and moderators will highlight one great example and one example where they needed further evidence as part of the meeting.

Sampling

In the first year of the delivery of the qualification we aim to moderate all portfolios.

The Internal moderator will sample at least 10% of the portfolios and will ensure they sample at least 1 portfolio from each moderator.

QUALIFICATION REVIEW

In the first instance, feedback on ongoing and completed work will be given to students as part of regular formative assessment as they progress through the relevant ASDAN award. Following each round of internal moderation, a review meeting may be held by the ASDAN lead, and feedback will be given to tutors and assessors, and to candidates where necessary. After external moderation has taken place, a review meeting will be held. Feedback will be given to tutors and assessors and an action plan will be put in place to further develop practice and address any issues arising. At the end of each academic year, a curriculum review will be held by staff.

The feedback will be captured from all stakeholders (for example parents, carers and schools via surveys and questionnaires etc) regarding the appropriateness of the qualification and delivery methods.

Questionnaires will be in the form of a survey , but student postcards will be used as feedback also.

There will also be termly learning walks that will be completed by the Senior Teacher and Curriculum Lead with the teaching staff delivering the ASDAN qualification to ensure high quality delivery and also ensure standardisation of practices.

Appendix A- ASDAN IQA feedback template

ASDAN qualifications
IQA feedback report template [\(with guidance\)](#)

All highlighted text in this template is provided as guidance for the IQA. Please delete and replace with relevant data.

ASDAN qualification:	
Sample type: Formative, Interim, Summative – delete as appropriate	
Unit:	Level:
Cohort name:	
Course start date:	Course completion date:
Learner name(s):	Assessor name(s):
IQA name:	Date:

	Yes/No	Comments/feedback to assessor
Do all sampled learners have a completed assessment checklist?		
Is evidence/the portfolio clearly and accurately cross-referenced to assessment criteria and easy to locate?		
Does the evidence available reflect the assessment plan?		
Does the evidence match the level of the unit?		
Is all evidence valid? Does it meet all requirements of the unit?		
Has all learner evidence been authenticated as the learner's own work?		



ASDAN qualifications: IQA feedback report template (with guidance) | © ASDAN September 2024

Appendix B- ASDAN Meeting

ASDAN qualifications
IQA internal standardisation meeting record [\(with guidance\)](#)

All highlighted text in this template is provided as guidance for the chair of the internal standardisation meeting. Please delete and replace with relevant data.

ASDAN qualification:	
Level:	
Date of meeting:	Location of meeting:
Attendees:	
Apologies:	

Standard agenda items/minutes

Agenda items can be added and amended as necessary.

Agenda item	Estimated timing	Minutes	Action	Person(s) responsible	Deadline date
1. Welcome					
2. Actions from previous standardisation meeting/activity					
3. Qualification updates					



ASDAN qualifications: IQA Internal standardisation meeting record (with guidance) | © ASDAN September 2024