



Forest of  
Dean Trust

## Accreditation and Internal Moderation Policy

### DENE MAGNA SCHOOL

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| <b>Policy name</b>      | Accreditation and Internal Moderation Policy |
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| <b>Owner</b>            | JL/FM                                        |
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## **Purpose**

The purpose of this policy is to describe the procedures of formal accreditation (including selection of courses and moderation of students' coursework materials). This policy defines the roles and responsibilities of staff in the preparation and delivery of courses. This policy needs to be read in conjunction with the Forest of Dean Trust Exams Policy – as they inform the school's management of public examinations, in accordance with Department for Education (DfE)/OFQUAL (Office for Qualifications) guidance and regulations.

Students undergo accreditation to reward and recognise their achievements, attainment and progress in subjects at the end of school careers. Accreditation highlights students' independent learning against nationally prescribed levels via nationally published courses. Accredited courses at Dene Magna School also (may) provide the entry qualifications required to enter their chosen further education college course at the end of KS4 and 5.

## **What is Accreditation?**

Accreditation is the process by which students' work and achievements can be recognised through nationally accepted work programmes. Their work is assessed through either examination, non exam assessment or the external moderation of coursework and / or portfolios previously marked in school. All accredited courses require work, learning or achievements to be externally verified. The courses on offer are in line with the requirements of the DfE. The processes for external moderation must be in-line with the requirements of the particular Awarding Body from which the course has been selected. The decisions of internal assessors and / or moderators are quality assured on an external basis by the staff of an Awarding Body.

The administration of, and handling of materials for, non exam assessments or examinations must be in line with the guidance from and policies of OfQUAL and the JCQ (Joint Council for Qualifications) who may inspect the Centre to ensure, for example, that all "live materials" are locked in a secure cupboard be they assessment instructions, test papers or pupil work awaiting claim status. The school complies with the JCQ General Regulations for Approved Centres (Appendix A), instructions for conducting controlled assessments (Appendix B) and instructions for conducting examinations (Appendix C).

## **What is Internal Moderation?**

Internal Moderation is the process by which the judgements of a teacher / assessor are quality assured by an experienced and / or senior colleague. Before work is submitted for external moderation by an independent assessor from an Awarding Body, an internal moderation takes place to ensure that the decisions are correct, work is of high quality and meets the requirements for which it is being entered. Internal Moderation screens out any pieces of work that may not be up to standard and, therefore, the students will be less likely to fail in their course due to the misunderstanding or errors of any staff assessors.

## **What is an Awarding Body?**

An Awarding Body is a national education body that designs accredited courses, examines / moderates student performance and awards certificates that are at the nationally agreed standards from the National Qualifications and Qualifications Credits Frameworks. The courses designed meet the requirements of the Foundation Learning Pathways and Entry Level – L2 standards across a variety of subjects. Students have options to join accredited courses to

enable a person-centred learning programme. The Awarding Bodies provide training for teachers / assessors in order for them to effectively deliver their course programmes and qualifications. The awarding bodies used by Forest of Dean Trust include OCR, AQA, Pearson, NCFE, ASDAN and WJEC.

What is the “Centre Number”? The Centre Number is the unique 5 digit identification code by which a school is known to the awarding bodies. The Dene Magna Centre Number for examinations is 57149. The school also has a distinct centre number for the ASDAN Vocational Awarding Body, which is 37228. What is a Unique Learner Number (ULN)?

The Unique Learner Number is the 10 digit number by which each student is known to the awarding bodies. This number is unique and moves with a student as they move between educational establishments.

### **Policy into Practice**

#### **Roles and Responsibilities**

There are a number of staff involved with the accreditation and moderation processes:

**Exams Officer.** This is the Senior Manager with overall responsibility for the whole process. They are the main email and postal contact for the awarding bodies. They are responsible for monitoring that the requirements for the safe and secure management and storage of timed / external assessment materials are maintained. They maintain and share the Unique Learner Numbers for students. They make sure that the internal moderation requirements of each course are fulfilled.

**Internal Moderator.** This is the nominated person who will screen and moderate the assessor’s decisions concerning each course. The Internal Moderator (IM) will be a member of the Senior Management Team/ Head of Department – there could be one nominated IM for all courses or an appropriate person could be defined for each course.

**Subject / Course Leaders.** This is the staff member responsible for the administration of the course, registration of students, maintaining up-to-date assessment and guidance materials and the selection and attendance of CPD opportunities concerned with the appropriate course, in the first instance. The Subject Leader may be from a different area of the school and not directly responsible for the teaching and administration of the course, but has liaison with the course leader (as appropriate) due to the issue of curriculum development within their subject over the school as a whole.

**Teacher / Tutor / Assessor.** This is the staff member who will be teaching lessons or sessions, delivering the course and assessing students' work. They will attend any and all relevant CPD courses concerned with the delivery of their course. They may be required to attend external moderation visits, prepare course work for posting to External (EM) and / or directly liaise with EMs or Inspectors on a centre visit.

#### **Selecting the Accredited Courses**

It is the responsibility of the appropriate subject leader (in conjunction with the department managers) to decide upon the specific accredited courses selected from the range of possible options offered by the awarding bodies.

### **Selecting the Sample for Internal Moderation**

Internal Moderation is an expectation of all accredited courses as it ensures that the assessments and decisions made by teaching staff can be quality assured before the students' work is sent off for external verification. Where a single tutor is responsible for the delivery of a course, a suitable senior member of staff should be selected to act as an internal moderator – to judge whether all assessment criteria have been met by the course tutor. The IM will select a sample of assessment materials to moderate based upon the assessment and accreditation experience of the course tutor involved, the number of students involved in the group / batch of work to be claimed and the period of time for which the course has been followed. These criteria for moderation decisions and sampling will still apply in situations where the course has more than one tutor.

### **Sampling Quality Assurance Decisions**

The Internal Moderator will give feedback to assessors concerning the quality, validity and accuracy of the work that has been seen. Feedback will be in writing so as to provide evidence for any potential Awarding Body or JCQ inspection that may take place in the future. The Internal Moderator will countersign the batch of work before it is sent for external moderation.

### **External Moderation Procedures**

The procedures for External Moderation or submission of Controlled Assessment / Public Examination materials will be in-line with the JCQ policy and inspection guidelines and the relevant Exam Boards handbook of the particular accredited course concerned. If not JCQ then that exam boards procedure.

### **Liaison with Awarding Bodies**

This is the shared responsibility of the Exams Officer, Subject / Course Leader and / or Assessor as appropriate.

### **Maintaining Centre Records**

It is the responsibility of the Exams Officer to ensure that all Subject / Course Leaders and / or Assessors maintain the appropriate records of certificates, centre feedback and correspondence, as appropriate and required by the specific courses.

### **Expectation of accreditation in Key Stages 4 and 5**

It is expected that all students will complete courses relevant to their year and abilities during KS4-5. For more able students there is an expectation that they will complete Qualifications as required.

Such courses will be delivered by Dene Magna School staff.

Students may also, on an individual and needs basis, complete associate accredited courses / tasks, in the other areas of their individual programme. This may take the form of such External Qualifications such as The Duke of Edinburgh's Award Scheme.

The results of students' accreditation scores in the case of Children in Care from other LAs - their home LA also. The results from accredited courses are evaluated annually and form part of our

self-evaluation judgments for the effectiveness of Teaching, Learning and Assessment and the Leadership and Management of Key Stages 4 & 5.

### **Monitoring and review**

It is the responsibility of the Exams Officer to ensure that all Subject / Course Leaders and / or Assessors maintain the appropriate records of certificates, centre feedback and correspondence, as appropriate and required by the specific courses.

The Exams Officer will review the policy in line with any statutory changes. The policy will be shared with Trustees and staff.

Equality, safeguarding and equal opportunities statement  
Ref school equal opportunities policy.