

## The Dream Internal Moderator

Assessors who deliver and make assessment decisions for candidates undertaking NCFE qualifications need support from their Internal Moderator.

The role and support from the Internal Moderator is of paramount importance to the overall success, achievement and positive outcomes for the qualification.

The list below identifies many of the specific activities and the support which should be demonstrated by an Internal Moderator.

- ◆ Explain why the internal moderation process needs to take place throughout the delivery and assessment of the qualification.
- ◆ Before starting the delivery and assessment the Internal Moderator should check against the scheme of learning, the qualification specification and the planned assessments that all the learning outcomes and the ranges have been addressed. Any refinements needed should be completed by the Assessor, prior to issuing the assignments, assessments, tasks or projects to the candidates.
- ◆ The Internal Moderator should formally record their findings when sampling assessments. They should check for validity, suitable tone and language of the tasks. Also that the tasks are fit for purpose and appropriate for the level of the qualification and presented in a manner which may be clearly understood by the candidate.
- ◆ The Internal Moderator should hold regular meetings with the team and maintain records of meetings. It should be clear whether any actions are necessary, by whom and by when.
- ◆ Once the programme has commenced and the learners are registered, the Internal Moderator should devise a sampling matrix taking into account the relevant sampling characteristics.
- ◆ The Internal Moderator should make the assessment team aware of the sampling strategy and advise dates when sampling is planned. This planning activity should be done with the cooperation of the Assessor and in relation to the scheme of learning.
- ◆ Take care to sample a sufficient percentage of each Assessor and to take into account of any new members of staff to the team.
- ◆ Undertake classroom observations with the Assessor and provide feedback.

- ◆ Although this is not a requirement of NCFE, it is an opportunity for the Internal Moderator to meet and speak with the candidates who are undertaking the qualification.
- ◆ Offer support and make recommendations with reference to the resources for the course.
- ◆ Keep to the sampling plan as much as possible. Provide written feedback to the Assessors promptly and discuss findings and take appropriate action.
- ◆ Re-visit any sampling which was not up to standard when the first sampling of the evidence was done.
- ◆ Provide the Assessor with ideas for expanding the variety of assessment methods.
- ◆ Identify any areas for training and development for the Assessor i.e. updating occupational competence, attending specific training linked with the qualification or NCFE Assessor training.
- ◆ Acknowledge and praise good practice. Either for assessment feedback to the candidate as well as the suitability of evidence presented to meet the learning outcomes and ranges.
- ◆ Record detailed written remarks when the sampling of evidence takes place. This evidence can either be recorded on the centres own documents or, use any of the samples provided for this purpose on the NCFE website [www.ncfe.org.uk](http://www.ncfe.org.uk)
- ◆ Maintain active support and guidance. This is often done informally but, is always well received by any assessors.
- ◆ Keep up to date with any changes made by NCFE to processes or procedures, or the content of the qualification standards.
- ◆ Keep the team informed when the External Moderator visits are planned.
- ◆ Prepare and brief the team for the External Moderation visit. Check on past action points (if applicable) and ensure that any actions have been implemented.
- ◆ The Internal Moderator should be present at the External Moderation visit to receive the feedback and agree any actions or discuss recommendations.
- ◆ Include the team in the External Moderation visit, even if it is just to introduce themselves. This provides the Assessor with the opportunity to ask the External Moderator any questions.
- ◆ Be sure to de-brief the team once the External Moderation report is received and carry out actions or recommendations.

The role of the Internal Moderator and time needed to carry out the process varies greatly depending on the size of the cohort and the number of Assessors. Even when the cohort is small with one Assessor, it is vitally important to offer and record help and practical support throughout the delivery and assessment of the qualification.