

Internal Moderation of Assessment Decisions

All Access to HE providers are required to operate and maintain robust internal moderation processes which conform to common benchmarks. Whilst the AVA does not prescribe any particular internal moderation model, Centres should develop an approach that provides a best fit for local circumstances and meets the [AVA internal moderation benchmarks](#), including appropriate timing of Internal moderation activity to ensure that any quality issues are identified as early as possible. Ideally work should be internally moderated before being given back to the learner.

There is a new AM2 form available for the internal moderation of assessment decisions.

Centres can use their own template providing that sufficient and effective checks are made. These include:

- Do you agree that the learner has met all targeted assessment criteria?
- Does the feedback relate to the requirements of the associated assessment criteria?
- Has the assessor confirmed which assessment criteria/learning outcomes have been met?
- Is the assessor feedback constructive?
- Are there clear suggestions for improvement to help the learner improve future assignment work?
- Is a grade profile included and presented from lowest to highest grades?
- Is there an overall unit grade, where the unit is graded?
- Are ungraded units correctly identified as achieved rather than a pass?
- Are resubmission requirements communicated appropriately?

Providing feedback to the assessor

Internal moderation feedback provided to the assessor should be prompt, constructive and clear.

Where necessary any actions arising should be clear and specific and must be signed as fulfilled by the assessor and the internal moderator to close the feedback loop.

IM feedback is intended as feedback for the assessor only and should be shared with learners.

Sources: QAA Grading Scheme Handbook. Section C: Using the Grade Descriptors In Assessment. Sept 2020. Accessed online at https://www.qaa.ac.uk/docs/qaa/about-us/access-grading-scheme-handbook-section-c.pdf?sfvrsn=ca43ce81_4

Quality and Standards Handbook 2021-2022 Accessed online at [Moderators - Open College Network West Midlands \(opencollnet.org.uk\)](#)

Access to HE – AVA Benchmarks Accessed online at [Moderators - Open College Network West Midlands \(opencollnet.org.uk\)](#)