One form should be completed for each internal moderation event for a unit that involves full consideration of one or more learners' assessed work. Full consideration means covering all the questions on the form. If further internal moderation takes place on the unit after the original internal moderation event is completed, then the internal moderator will complete a new form.

|  |  |
| --- | --- |
| **Diploma** |  |
| **Unit (title and code)** |  |
| **Tutor / assessor** |  |
| **Internal moderator** |  |
| **Internal moderation date** |  |
| **Date results approved** (after IM outcome communicated to tutor or after completion of IM actions) |  |

|  |
| --- |
| **Sample** |
| **Learner name** | **Result before internal moderation**e.g. Distinction (DDM) | **Result after internal moderation**e.g. Distinction (DDM) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Add rows if taking a larger sample.

|  |
| --- |
| **Why have these learners been selected for sampling?** |
|  |

|  |
| --- |
| **Internal moderation judgements** |
| For each sampled learner, are assessment decisions regarding achievement of the assessment criteria accurate? Comment on how the assessor’s marking allows the IM to make this judgement |  |
| For each sampled learner, are grading decisions made in line with the Grading Standards and guidance given on the assignment? Comment on how the assessor’s grading justification allows the IM to make this judgement |  |
| For each sampled learner, how is feedback:* Individualised to the learner
* Relevant to assessment and grading decisions
* Developmental?
 |  |
| **Resubmissions** (if applicable): is it clear why a resubmission was required? Are the task requirements clear? Are assessment judgements resubmission sound? |  |
| **What needs to be done as a result of the internal moderator’s judgements?** Record dialogue and actions. Actions should specify expected date of completion and should be signed off when checked by IM. |
|  |

|  |
| --- |
| **Internal moderation checklist** |
| The checklist covers the areas where compliance with QAA regulations is necessary to ensure that assessment is valid. Where the answer to any question is ‘no’ then corrective action must be taken to ensure that the issue is corrected prior to external moderation. |
| **Check for each learner sampled** | **Initial check** | **Final check** |
| 1. The front sheet has been completed to record:
* Submission date and whether on time or late
* Whether a resubmission was required and, if so, the deadline, date submitted and whether it was on time or late
* The overall grade and GS grades
* Completion of the learner declaration
 | Yes / No |  |
| 1. Where learners did not meet the deadline, late submission or extension processes comply with the rules in the QAA Grading Scheme Handbook Section C.
 | Yes / No / N/A |  |
| 1. Where each AC has been met is indicated using the location of evidence box and/or annotation on the learner’s work.
 | Yes / No |  |
| 1. One grade has been awarded against each Grading Standard
 | Yes / No |  |
| 1. The overall grade is the midpoint of the three Grading Standard grades
 | Yes / No |  |
| **Further detail/instructions on what needs to be done to correct the issues where ‘no’ is selected** |
|  |

|  |
| --- |
| **Assessor signature to confirm they have received feedback from the internal moderator** |
|  | **Date** |  |