



Newton British Academy  
Barwa City

## Secondary Moderation Policy

**Policy Date:** May 2022 – June 2025

**Reviewed:** June 2022

“An international community of learners striving for  
excellence and celebrating success”

## **Introduction**

Newton British Academy believes that Moderation is a critical process in ensuring learners are assessed in a manner that is fair and consistent. Teachers should therefore be part of a process that promotes quality in assessing learners and consistency in marking.

## **Aim**

The purpose of moderation at Newton British Academy is to verify that assessment is fair, valid, reliable, consistent and practicable. Moderation assists in evaluating the performance of learners' assessment processes with a view to providing appropriate and necessary support, advice and guidance. It serves to highlight any areas of concern surrounding the assessment within a given learning area/subject and allows the Teaching and Learning Committee to support teachers not currently meeting the standard established.

Effective moderation of assessments is fundamental to the ongoing development of academic quality. Moderation is undertaken to enable a reasonable level of assurance that assessment activities have been designed and implemented appropriately so that students and staff can be confident that the results provided are valid and reliable.

## **Expected outcomes**

Moderation serves to determine whether assessment tasks are of an acceptable standard and meet learning area/subject guideline requirements or whether they need to be redesigned. It also provides an appeal procedure for dissatisfied learners. Through the process of moderation, it is vision that the academic standards of Newton British Academy are maintained and developed even further.

## **Process**

All assessment tasks are required to be checked by an academic peer. This includes checking and providing feedback in relation to the:

- Alignment of assessment tasks with the unit's learning outcomes and in relation to the level of study
- Clarity of the task description
- Criteria and standards by which the tasks will be marked
- Clarity and usefulness of any accompanying assessment mark scheme
- Guidance available for markers

### **Internal moderation**

- After examination the educator has 2- 3 days to finish marking.
- The Educator must give the finished assessment scripts to the Head of Department with the question paper, memorandum & mark sheet.
- The Head of Department must choose a minimum of 10% of scripts or maximum of 9 from the batch (low, middle, high) for moderation.
- Post Assessment moderation form must be used by the Head of Department and completed after moderation.
- A pink pen must be used for moderation.
- The Head of Departments needs to check that all marks are recorded properly.
- Scripts must be returned to the teacher after 2 days.
- The Head of Departments must sign the Internal Moderation Form.

## ASSESSMENTS QUALITY ASSURANCE FORM

Subject: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of Examiner: \_\_\_\_\_

Name of Moderator: \_\_\_\_\_

Date of quality assurance review: \_\_\_\_\_

Assessment task/Exam: \_\_\_\_\_

Front cover information and paper layout	Yes	No	Comment
Name and logo of the school included			
Time allocation and total marks included			
Subject, year group, date and type of assessment included			
Page numbers included on each page			
Instructions to candidates clearly specified.			
Format of the paper is user-friendly and set out in neat and systematic way			

Questions, numbering, marks and SPAG	Yes	No	Comment
Questions are concise and to the point and clear			
Mark allocation per question is realistic and per guidelines			
Marks allocated adds up correctly to the total of the paper			
Language is clear and easily understandable without spelling and grammar mistakes			
Sketches and diagrams are clear and understandable (even after mass printing)			
Numbering of questions is clear and correct			
Formula sheets are included			
Question paper can be completed in allocated time			

<b>Overall impression and standard of paper</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
Question paper is in line with the current syllabus or specification			
Question paper is fair, valid and reliable			
Standard of question paper compares favorably with previous years or external exams			
Questions are of such a nature that they cannot be easily spotted or predicted by students.			

<b>Comments</b>

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Moderator			
Head of Department			

### ASSESSMENT MODERATION FORM

Subject: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of the subject teacher: \_\_\_\_\_

Name of the Moderator: \_\_\_\_\_

Date of Moderation: \_\_\_\_\_

Date of the Assessment: \_\_\_\_\_

Name of Learner Moderated	Allocated mark		Adjusted mark		Reason for grade being adjusted
	Mark %	Level	Mark %	Level	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

	Name	Signature	Date
<b>Educator</b>			
<b>Moderator</b>			
<b>Head of Department</b>			