



**Newton British Academy  
Barwa City**

**Secondary Moderation Policy**

**Policy Date:** June 2021 – June 2024  
**Review Date:** June 2022

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

## **Secondary Moderation Policy**

### **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 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.
- Head of Departments needs to check that all marks are recorded properly.
- Scripts must be returned to the teacher after 2 days.
- 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 |             |                  |             |

### 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> |      |           |      |