ST NICHOLAS SCHOOL

Accreditation and Internal Moderation Policy

Purpose

The purpose of this policy is to describe the procedures of formal accreditation (including selection of courses and moderation of pupils’ coursework materials). This policy defines the roles and responsibilities of staff in the preparation and delivery of courses. This policy needs to be read in conjunction with the St. Nicholas School Exams Policy – as they inform the school’s management of public examinations, in accordance with Department for Education (DFE) / OFQUAL guidance and regulations.

Pupils undergo accreditation to reward and recognise their achievements, attainment and progress in subjects at the end of school careers. Accreditation highlights pupils’ independent learning against nationally prescribed levels via nationally published courses. Accredited courses at St. Nicholas School also (may) provide the entry qualifications required to enter their chosen Further Education college course at the end of KS4 and 5.

What is Accreditation?

Accreditation is the process by which pupils work and achievements can be recognised through nationally accepted work programmes. Their work is assessed either through examination, controlled assessment or the external moderation of coursework and / or portfolios previously marked in school. All accredited courses require work, learning or achievements to be externally verified.

The courses on offer are in line with requirements of the Department for Education. The processes for external moderation must be in-line with the requirements of the particular awarding body from which the course has been selected. The decisions of internal assessors and / or moderators are quality assured on an external basis by the staff of an awarding body.

The administration of, and handling of materials for, controlled assessments or examinations must be in-line with the guidance from and policies of OfQUAL (Office for Qualifications) and the JCQ (Joint Council for Qualifications) who may inspect the Centre to ensure, for example, that all “live materials” are locked in a secure cupboard be they assessment instructions, test papers or pupil work awaiting claim status. The school complies with the JCQ General Regulations for Approved Centres (appendix a), instructions for conducting controlled assessments (appendix b) and instructions for conducting examinations (appendix c).

What is Internal Moderation?

Internal Moderation is the process by which the judgements of a teacher / assessor are quality assured by an experienced and / or senior colleague. Before work goes is submitted for external moderation by an independent assessor from an awarding body, an internal moderation takes place to ensure that the decisions are correct, work is of high quality and meets the requirements for which it is being entered. Internal Moderation screens out any pieces of work that may not be up to standard and, therefore, the pupils will be less likely to fail in their course due to the misunderstanding or errors of any staff assessors.
What is an Awarding Body?

An Awarding Body is a national education body that designs accredited courses, examines / moderates pupil performance and awards certificates that are at the nationally agreed standards from the National Qualifications and Qualifications Credits Frameworks. The courses designed meet the requirements of the Foundation Learning Pathways and Entry Level – L2 standards across a variety of subjects. Students have options to join accredited courses to enable a person-centred learning programme. The Awarding Bodies provide training for teachers / assessors in order for them to effectively deliver their course programmes and qualifications. The awarding bodies used by St. Nicholas School include OCR, ASDAN and Sports Leaders UK

What is the “Centre Number”?

The Centre Number is the unique 5 digit identification code number by which a school is known to the awarding bodies. The St. Nicholas School Centre Number for examinations is 61414. The school also has a distinct centre number for the ASDAN Vocational Awarding body, which is KE048.

What is a Unique Learner Number (ULN)?

The Unique Learner Number is the 10 digit number by which each student is known to the awarding bodies. This number is unique and moves with them as they move between educational establishments.

Policy into Practice

Roles and Responsibilities

There are a number of staff involved with the accreditation and moderation processes:

*Exams Co-ordinator*
This is the Senior Manager with overall responsibility for whole process. They are the main email and postal contact for the awarding bodies. They are responsible for monitoring that the requirements for the safe and secure management and storage of timed / external assessment materials are maintained. They maintain and share the Unique Learner Numbers for students. They make sure that the internal moderation requirements of each course are fulfilled.

*Internal Moderator*
This is the nominated person who will screen and moderate the assessor’s decisions concerning each course. The Internal Moderator (IM) will be a member of the Senior Management Team – there could be one nominated IM for all courses or an appropriate person could be defined for each course.

*Subject / Course Leaders*
This is the staff member responsible for the administration of the course, registering of pupils, maintaining up-to-date assessment and guidance materials and the selection and attendance of CPD opportunities concerned with the appropriate course, in the first instance. The Subject Leader may be from a different area of the school and not directly responsible for the teaching and administration of the course but has liaison with the course leader (as appropriate) due to the issue of curriculum development within their subject over the school as a whole.
**Teacher / Tutor / Assessor**

This is the staff member who will be teaching lessons or sessions, delivering the course and assessing students' work. They will attend any and all relevant CPD courses concerned with the delivery of their course. They may be required to attend external moderation visits, prepare course work for posting to External (EM) and / or directly liaise with EMs or Inspectors on a centre visit.

**Selecting the Accredited Courses**

It is the responsibility of the appropriate subject leader (in conjunction with the department managers) to decide upon the specific accredited courses selected from the range of possible options offered by the awarding bodies.

**Selecting the Sample for Internal Moderation**

Internal Moderation is an expectation of all accredited courses as it ensures that the assessments and decisions made by teaching staff can be quality assured before the students' work is sent off for external verification. Where a single tutor is responsible for the delivery of a course, a suitable senior member of staff should be selected to act as an internal moderator – to judge whether all assessment criteria have been met by the course tutor. The IM will select a sample of assessment materials to moderate based upon the assessment and accreditation experience of the course tutor involved, the number of students involved in the group / batch of work to be claimed and the period of time for which the course has been followed. These criteria for moderation decisions and sampling will still apply in situations where the course has more than one tutor.

**Sampling Quality Assurance Decisions**

The Internal Moderator will feed back to assessors concerning the quality, validity and accuracy of the work that has been seen. This should be in writing so as to provide evidence for any potential Awarding Body or JCQ inspection that may take place in the future. It is considered best practice for the Internal Moderator to countersign the batch of work before it is sent for external moderation.

**External Moderation Procedures**

The procedures for External Moderation or submission of Controlled Assessment / Public Examination materials will be in-line with the JCQ policy and inspection guidelines and the relevant deliverer’s handbook of the particular accredited course concerned.

**Liaison with Awarding Bodies**

This is the shared responsibility of the Exams Co-ordinator, Subject / Course leader and / or assessor as appropriate.

**Maintaining Centre Records**

It the responsibility of the exams co-ordinator to ensure that all subject / course leaders and / or assessors maintain the appropriate records of certificates, centre feedback and correspondence, as appropriate and required by the specific courses.
Expectation of accreditation in Key Stages 4 and 5

It is expected that all pupils will complete (units toward) a wrap-around literacy / numeracy and PSHE – (Employability and Independent Life Skills) course during KS4-5.

For more able students there is an expectation that they will complete formal, Entry Level accreditation in the separate core subjects – English (including Functional Skills), Maths (including Functional Skills), (Functional Skills) ICT, Science and / or also Art & Design – as appropriate to need and ability. Higher Qualifications in Employability and / or Personal and Social Development may also be followed by these students. Such courses will be delivered by St. Nicholas School staff.

Pupils of the highest ability (including within the Satellite Classes) may, where possible, be able to access one accredited course within inclusion sessions at our partner mainstream schools. If such accreditation can be arranged, via partnerships, in the pupils’ individual areas of talent, it may be of GCSE, B Tech or other equivalent National level (at either Level 1 [D-G] or Level 2 [A*-C]). These courses would be selected on an individual ability, gift or talent basis and form part of the pupils’ individual programme. Pupils of the highest ability should expect to complete the same courses and accreditation in the core areas and / or Art & Design, unless they are taking a National Course in one of those areas.

Students may also, on an individual and needs basis, complete associate accredited courses / tasks, in the other areas of their individual programme. This may take the form of such External Qualifications as The Duke of Edinburgh’s Award Scheme or AQA Unit Award Scheme.

The results of pupils’ accreditation scores are published on the School website at the start of each school year, once all results are obtained. These results are also shared with the DFE, Local Authority (LA), and in the case of Children In Care from Other LAs - their home LA also. The results from accredited courses are evaluated annually and form part of our self-evaluation judgements for the effectives of Teaching, Learning and Assessment and the Leadership and Management of Key Stages 4 & 5.

MONITORING AND REVIEW

It the responsibility of the exams co-ordinator to ensure that all subject / course leaders and / or assessors maintain the appropriate records of certificates, centre feedback and correspondence, as appropriate and required by the specific courses.

The Exams co-ordinator will review the policy in line with any statutory changes. The policy will be shared with Governors and Staff.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.
St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

This policy links to:
Exams Policy
KS4 Policy
KS5 Policy
KS4-5 Schemes of Work

STEPHEN KING
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