



MODERATION POLICY

POLICY STATEMENT:

It is necessary for teachers to define expectations and standards across the grade in order to improve the consistency of their decisions and support teaching, learning and assessment.

OBJECTIVES:

- To develop and apply standardised criteria to achieve consistency in assessment across the grade.
- To ensure that assessment decisions are consistent, valid and reliable across different points in time, and there is a normal distribution of marks.
- To ensure that the assessment process informs and improves teaching to optimise learning.

PROCEDURE:

1. Development of Standards

- Before the commencement of each term the key areas to be assessed in each subject are identified and entered into the Assessment Book.
- The Subject Policy informs decisions regarding the content to be included.
- Rubrics are developed by the subject teacher or collaboratively in the case of a grade.
- It is essential that there is a clear understanding of the required standard to ensure consistency in assessment.

2. Moderation of pupils' work

- It is necessary to conduct regular and continuous quality control reviews to ensure consistency in the assessment process.
- There is a need for critical reflection and a process of constructively responding to weakness that became apparent in the assessment process.
- Moderation of pupils' work takes place at weekly grade meetings.
- The moderation schedule indicates which activities will be moderated each week.
- Teachers bring relevant learning material to the meeting ensuring there is a range from very weak to advanced performance.
- Discussions are held to collaboratively agree on how work is being assessed and the range of achievement within a grade.
- If necessary adjustments will be made to rubrics or assessment task.
- This process needs to be rigorous to avoid inconsistencies emerging after marks have been finalised.

3. Moderation of Summative Assessment

- Before marks are entered onto the ADAM report system mark spreadsheets are handed to the Grade Head for moderation.
- The Grade Head reviews marks of individual boys who presented some concerns during the term.
- Grade Head analyses the distribution of marks within each class and across the grade.
- If necessary discussions will be held and possible adjustments made.

4. Final Moderation

- The Distribution of Marks tool on ADAM is analysed by the Academic Head together with the Grade Head after reports and weighted calculations have been completed.
- A mark analysis report is drawn up.
- Recommendations are made and revisions to the teaching programme or moderation process may be indicated.
- Pupils at risk are identified to ensure that intervention plans are monitored.

POLICY HISTORY

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UPDATED OCTOBER 2021: C Melaia

