



Cambridge Park Academy

Moderation Policy 2026

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This policy is to set out the internal moderation process with regard to non-examination assessments in our centre. A robust moderation system is in place in order for us to quality assure assessment and best practice.

A. Aim

The aim of internal moderation is to ensure that:

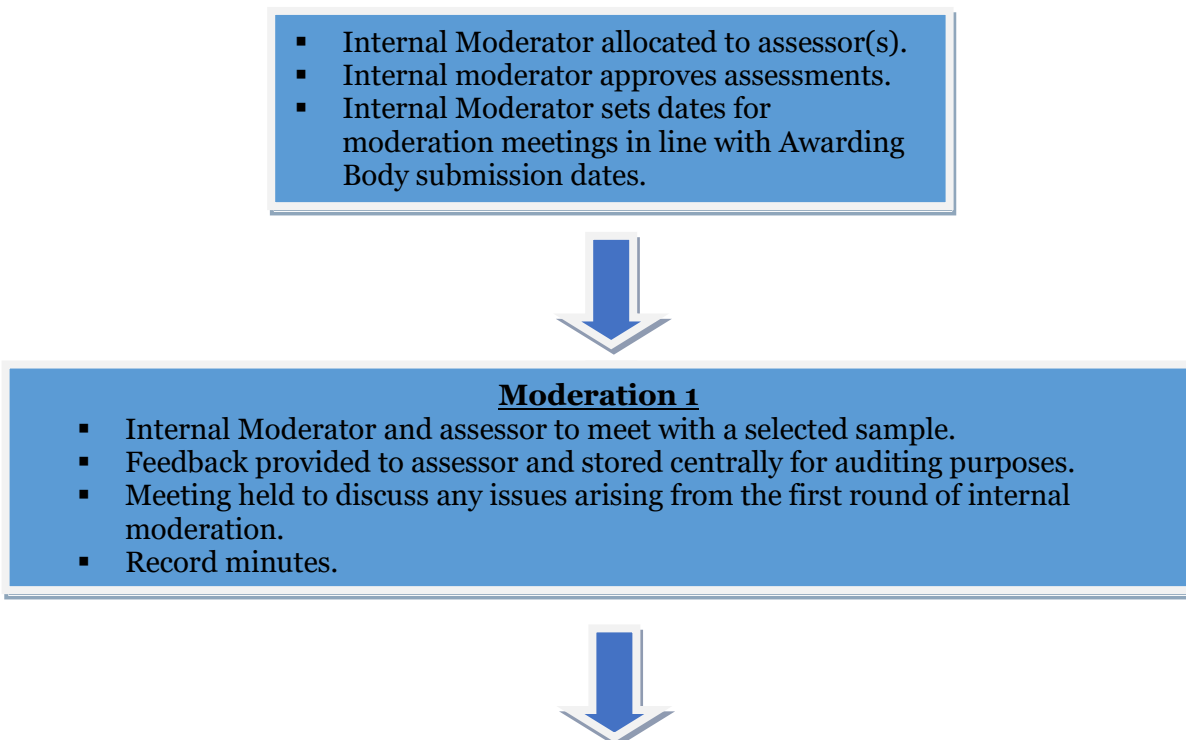
- an assessment has been graded in line with the stated assessment criteria.
- the consistency of internal assessment within a course.
- assurances for pupils of fairness and equality of grading for all pupils are provided.

B. Responsibilities of Centre

The Centre will:

- Ensure that all assessment activities are valid, appropriate and fit for purpose
- Apply a strategy that will provide a representative sample across all tutors/assessors
- Create a plan of internal moderation in relation to all assessment activities
- Define, maintain and support effective internal moderation roles, including the provision of training where required
- Provide standardised documentation to support internal moderation activity and record-keeping
- Ensure that feedback and outcomes of internal and external moderation support future development of good practice
- Carry out an annual evaluation and review of internal moderation policy and procedures

C. The Internal Moderation Process



Moderation 2

- As per Moderation 1, the Internal Moderator and assessor to meet with a selected sample.
- Any actions noted by the Internal Moderator in Moderation 1 addressed and signed off.
- Feedback provided to assessor and stored centrally for auditing purposes.
- Meeting held to discuss any issues arising from the second round of internal moderation.
- Record minutes.



Final Internal Moderation

- As per Moderation 2, the Internal Moderator and assessor to meet with all candidates work for submission to Awarding Body.
- Any actions noted by the Internal Moderator in Moderation 2 addressed and signed off.
- Feedback provided to assessor and stored centrally for auditing purposes.
- Meeting held to discuss any issues arising from the second round of internal moderation.
- Record minutes.
- Moderated marks recorded.



External Moderation

- Exams Officer liaises with Awarding Body for candidate sample.
- Final checks of portfolios to be submitted.
- Submit to Awarding Body for external moderation as per deadline indicated.



Feedback & Standardisation

- External moderation takes place.
- Standardisation meeting held with Internal Moderators and assessors to discuss feedback from external moderation and next steps for future practice and assessment.

D. Conflicts of Interest

A conflict of interest in this context can be defined as a situation that has the potential to undermine the impartiality of a tutor, assessor, and internal moderator because of a person's self-interest, professional interest or public interest.

All General Qualifications are required under its Conditions of Recognition to be aware of any potential conflicts of interest that may impact on the outcomes of internal assessment and ultimately the award of a qualification.

All staff will be made aware of the following examples of potential conflicts of interest, though this list is not exhaustive:

- A member of staff works for a centre and a family member takes a qualification at the same centre
- A member of staff at the centre is completing a qualification delivered and assessed by the centre
- Tutor, assessor or internal moderator working with more than one centre or private training provider
- Tutor, assessor or internal moderator partaking in the appointment, promotion, supervision or evaluation of a person with whom they have family connections with
- A member of centre staff involved in the delivery or outcome of any qualification having a family connection with any general qualification/ exam board or registered learner or learner's family.

If aware of a conflict of interest, or the potential for there to be one, staff must make this known as soon as possible to the Head of Centre. This will be dealt with on an individual basis, seeking to remove the conflict of interest and to ensure fair assessment for all candidates.

E. Malpractice and Maladministration

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. Malpractice doesn't necessarily involve an intention to cheat or gain an unfair advantage. Examples of malpractice include, but are not limited to:

- Copying or allowing work to be copied
- Posting work on social media prior to an exam
- Collusion or working collaboratively
- Misrepresenting students' achievements
- Failing to apply the relevant regulations for controlled assessments

Candidates, assessors and moderators will receive written guidance. Candidates will be provided with a declaration to sign to say that the work that has been submitted is their own. Assessors and moderators will receive a declaration to sign to say they have marked work provided in each selected sample.

If malpractice is suspected or reported, it will be investigated by the head of centre, then escalated to the CEO.