



BENSHAM MANOR *School*

Internal Verification Policy

Last reviewed: October 2025

Next Review: October 2026



RATIONALE

Internal Moderation for WJEC Pathways, BTEC Home Cooking

Skills, Gateway, Ascentis

Bensham Manor has established a sampling strategy that will allow the Internal Verifier to be confident that those candidates whose work is not sampled will also have met assessment criteria and recording requirements.

The sample must be able to establish for each Assessor:

- assessment records and witness statements are completed accurately
- candidates are authenticating their work
- all Assessment Criteria have been met

Bensham Manor may add further sampling criteria, such as increasing the sample size where new or relatively inexperienced Assessors are assessing work/evidence.

A record should be kept on each occasion an Assessor's judgement is sampled, together with a record of the feedback. The feedback may need to include action points where the Internal Verifier identifies inconsistencies in the application of assessment criteria or deficiencies in the recording of assessment decisions. The Internal Verifier should monitor any action points to ensure they have been implemented by the Assessor.

To achieve this level of internal moderation we will implement the following procedures:

Before Internal Moderation

Each Assessor should ensure that:

- All pupils' work that has been entered is complete with evidence for every Assessment Criteria
- All work is marked and annotated relating to the Assessment Criteria (as per the Marking Policy)
- All work is labelled with the Assessment Criteria and in the correct order.
- The work has been authenticated by the pupil using the Learner Authentication Sheet.
- The assessment records are completed correctly.

INTERNAL MODERATION PROCESS

Sample Size

All samples submitted for external moderation (sent to the exam board) must be internally moderated using the Internal Moderation template. The internal moderation sheet must be included in the folder to be sent to the exam board.

Other pupils' work may be requested for internal moderation by the Lead Internal Verifier to ensure that all pupils' work have met the Assessment Criteria.

Role of Internal Moderator

The Internal Moderator should be someone who is willing to be critical and give constructive professional comments.

All Assessors must be willing to internally moderate another Assessor's work. Ideally this would be within

departments but as some departments do not have more than 1 member of staff this can be across departments.

The Internal Moderator should check the following:

1. Has the work been authenticated?
2. Has the assessment record been correctly completed?
3. Is the work marked and annotated?
4. Is the work in the correct order?
5. Does the work meet each Assessment Criteria?

The internal moderation sheet should be completed, highlighting any areas that may need to be improved and also giving positive feedback on good work.

Work should be returned to the Assessor, with the internal moderation feedback, either ready for external moderation or with action points to be completed.

If there are action points, these should be completed and the work returned to the Internal Moderator to be signed off.