

Domain Assessor Guidance



Internal Assessment Management System

The strategic management group make decisions on the curriculum development, common timetabling and develop partnerships. They may have been in control of writing the gateway bids.

The Lead Assessor will be responsible for overseeing all aspects of quality assurance carried out within a consortium across all subject areas.

The Domain Assessor for Principal Learning will need to have line of learning expertise and experience in assessment and may have responsibility across more than one level in their consortium. The planning of assessment goes hand in hand with the planning of teaching and learning:

- developing staff understanding of standards, requirements of the internally assessed units, assessment criteria and any controlled conditions.
- ensuring all assessment activities are fit for purpose. For example, they cover all assessment criteria within each unit, they will have to review and sign off all assessment activities before they are undertaken by learners.
- familiarising teaching staff with the application of assessment and development of resources, plus application of the assessment criteria.
- an understanding of consortium systems and administration requirements to liaise with exam officers and ensure all admin for internally assessed units are adhered to.
- creating opportunities to regularly review and evaluate assessments with staff, teaching and learning, performance of learners and the setting, conduct and marking of internal assessment.

Free AQA-City & Guilds Moderator Visits

The moderator will make prior contact to discuss arrangements, and would normally visit only one centre of the consortium. Any work that has been completed should be made available, so guidance can be given. They can also discuss with you arrangements for:

- Internal assessments
- Marking
- Tasks that have been set
- Applied learning
- Personal Learning and Thinking skills

First Visit

On the first visit, the moderator will view any work available and check areas such as marking arrangements for internal assessments and also the requirements of controlled assessment.

This will involve tasks that have been set, signposting of applied learning and of Personal, Learning and Thinking Skills. Advice and guidance can then be given before the next visit.

Stage Two Visit

The stage two visit will take place during April/May and on this occasion the moderator may visit your centre or more than one centre.

In consultation with the Domain Assessor, the moderator will specify the units from which work will be required for moderation. As far as possible, these units must cover all of the different types of work required by the specification.

The moderator will determine the sample of candidates from each unit specified for moderation. The sample will consist of the completed work of at least 10 candidates or all candidates, if there are 10 or less).

Prior to Stage Two Visit

Centres must submit their centre-assessed unit marks to the moderator when requested (prior to the Stage 2 visit) for candidates/units where work is completed, marked and internally standardised. Once the marks have been submitted to the moderator, the candidates must *not* carry out further work on the units.

The candidate record form should be submitted by the 31st May by consortium for each unit being moderated so that awarding can take place on time in August.

Internal Standardisation

Standardisation is an important part of the quality process and should be carried out at timely intervals throughout the Diploma programme.

A good time to start is when introducing the internal assessment criteria. This gives your practitioners the chance to discuss expectations of the learners based on the national standards within the specifications.

Dates for further standardisation meetings could then be based on summative assessment dates identified throughout the scheme of work – they may also be identified on a tracking document. This would form part of your consortium assessment strategy.

A good way to set this up with your practitioners is to photocopy around three assignments that represent a good spectrum of ability across that unit. Each practitioner

can then mark the work independently and then discuss, as a group, their findings and marking levels. Examples of work should be used from all delivery partnerships within your consortium to show cohesion of standards. The external Moderator will also be using a cross partnership sampling system on their visits.

You might find it useful in the early stages of standardisation to use the Marking grid to support this process of 'best fit' assessment. Marking with justification is a good way to present reasons for the marks given during standardisation.

Record your findings and decisions in action minute form as these can then be filed for future meetings and to show partnership planning as well as standardisation.