**Internal Moderation Sheet**

The Head of subject will determine what to moderate in each moderation session at the start of the academic year, based on their assessment timeline. They can choose to attempt to moderate multiple assessments across a series of year groups. Every member of the team will participate in moderation, regardless of the year groups they teach, for collective benefit.

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| --- | --- | --- | --- |
| **Year/Group** |  | **Assessment name** |  |
| **Pupil names**  **(in sample)** |  | | |

**Record of session:**

|  |  |
| --- | --- |
| **Steps** | **Notes / actions (who, what, how, by when)** |
| **Peer mark sample** |  |
| **Identify any discrepancies** |  |
| **Determine reasons** | **Examples:** counting error, vague mark scheme, incorrect application of mark scheme |
| **Actions** | **Examples:** modify marking, follow-up CPD, modify assessment before next use |