

## Moderator Checklist – Synoptic Practical Assessment

The following may be useful as a reminder of your key responsibilities through the moderation process

Have you...?

- ☐ Checked the sample of candidate work that has been submitted – does it meet requirements?
- ☐ Checked the assessment administration – are the correct forms included, completed accurately and signed?
- ☐ Requested additional evidence from the centre (if necessary)?
- ☐ Completed standardisation with the Principal Moderator – either remote or face-to-face training
- ☐ Remarkd an initial sample of work that has been uploaded to familiarise yourself with the centres marking. The sample will be forwarded to the PM to be checked together with your justification notes
- ☐ Marked the samples of work as per guidance (once approved as a moderator)?
- ☐ Remarkd the full sample if there are any works out of tolerance
- ☐ Escalated instances where there is no obvious pattern to the centre's marking to the Principal Moderator / TMS team within 24 hours of identifying it?
- ☐ Taken notes on the practice at the centre in order to provide feedback to the centre on the *Moderator Feedback to Centres* Form?
- ☐ Acted on any feedback from the Principal Moderator as you work through the allocation?
- ☐ Submitted your final marks on the Moderation Platform, once the Principal Moderator has given final approval?
- ☐ Completed the remark within two weeks of submission of work by centre?
- ☐ Sent the *Moderator Feedback* form to the PM for checking within three weeks of completion?

## Moderator checklist – Centre Visit

The following may be useful as a reminder of your key responsibilities through the moderation process

Have you...?

- ☐ Sent your introductory email to the centre asking for the range of dates for your visit?
- ☐ Set the visit date with the centre?
- ☐ Sent date confirmation to TMS team?
- ☐ Agreed the plan for the day / checked sample plans (on the day of the centre visit)?
- ☐ Worked independently alongside the markers in the centre during the observation?
- ☐ Gathered your own qualitative descriptive evidence of the learners' performance?
- ☐ Observed and taken notes on how the centre is gathering evidence on the learners' behalf?
- ☐ Provided verbal feedback on the day, focusing on how effective the centre was at gathering evidence?
- ☐ Ensured you have not shared your opinions on the centre marking, or candidate performance at this stage?
- ☐ Completed the *Moderation Visit Feedback* Form within two days of visit?
- ☐ Sent the *Moderation Visit Feedback* form to the Principal Moderator, then, once finalised, sent on to the TMS team?
- ☐ Retained your evidence from the centre visit to use during the remote moderation activity?

## Moderator checklist – Centre-assessed components

The following may be useful as a reminder of your key responsibilities through the verification process

Have you...?

- ☐ Checked for any evidence submitted early by the centre on the Moderation Portal (by 31<sup>st</sup> March)
- ☐ Quality assured centre assessment decisions and internal standardisation.
- ☐ Ensured that the appropriate forms have been uploaded and completed accurately
- ☐ Looked at a representative sample of candidate work from one assessment component
- ☐ Provided feedback to the centre through the *Moderator Feedback – Centre assessed components* email with any remedial actions (if necessary)
- ☐ Requested additional sample of learners' work for another assessment component (if relevant)
- ☐ Requested correct forms if they have been submitted or completed incorrectly
- ☐ Checked that requested actions have been completed by the centre (where applicable)
- ☐ Ensure that email has been sent stating that no further action is required from the centre