Towards Independence
The Importance of
Internal Moderation

Before any portfolio can be submitted for award, the candidate's work must be Internally Moderated.

Put simply, this means that all files will need to be thoroughly checked and signed off by an independent witness (in addition to being signed off by the person who has been delivering/recording the activities and compiling the candidate's folder); who understands the aims of the ASDAN programme, and who is familiar with presenting evidence effectively, and completing all of the elements in the module workbook to ASDAN and RDA standards. They'll act as a proof-reader; checking all boxes etc. have been ticked, levels of help are clearly stated, and that all of the sections in the workbook have been signed off.

Here's a handy tick-box guide to checking the files with the Internal Moderator, before contacting RDA National Office to arrange the final External Moderation/award

☐   Has the **Record of Activities** page in the module book been completed?

☐   Have the **Module Review** and **Next Steps** pages at the end of the workbook been completed? These are compulsory for all candidates.

Have the following been completed for each compulsory section of the book?

☐   Levels of Support

☐   Skills used

☐   Evidence reference

☐   Verified by/ date (completed by the Tutor <u>and</u> Internal Moderator)

For each section, is the evidence:

☐   Appropriate?

☐   Well-documented and clearly presented?

☐   Easy to find in the candidate's folder?

(NB: Not every activity will need evidence to accompany it – you'll just need to tick off the appropriate section in the Activities Record, with comments where possible, to explain how it has been achieved).

☐   Has the correct **Moderation Checklist** been completed, signed and dated by the **Tutor** (the person who has been completing the activities/ compiling the evidence folder?)

Don't forget! Make sure you have purchased a workbook for <u>each</u> candidate. **Workbooks expire three years from date of purchase.** A completed Moderation Checklist and workbook <u>must</u> be included in every candidate's file before the names can be submitted for final award. The Education Co-ordinator will ask for a sample file to be forwarded to National Office to be Externally Moderated. Once this file has been approved, the other candidates will also be awarded certificates. **Please note that the Education Co-ordinator reserves the right to ask to see other files, from time to time, to ensure ongoing quality and consistency of standards.**