

## Centre information on the rejection and resubmission of grades for internally assessed units following External Moderator visit

This update replaces information in Section 2 Assessment and Moderation – Submitting unit grades of the Qualification Specification.

During the visit your External Moderator (EM) will sample learners from your full cohort to determine whether you have applied the grading descriptors consistently per unit and in accordance with the qualification specification. This is in addition to checking your assessment decisions and quality assurance processes and procedures etc. At the end of the visit they will discuss their findings with you. This discussion will include the staff relevant for the qualification eg Assessor, Internal Moderator.

### Grades are agreed

If your EM is satisfied that your assessment decisions meet the standard and that your application of the grading descriptors is correct then, following the visit, they will **bank** your grades.

### Grades are disagreed

If your EM has concerns about the grading, this will be discussed fully during your visit and they will widen their sample of learners work. The EM will ensure that you understand the areas of concern and will agree grades for the learners work. After the visit, the EM will **reject** the grades within **1 working day** which allows you to then **resubmit** the grades as agreed for the learners. This should be done within **2 working days** of the visit so the EM can then bank these grades.

As soon as grades have been banked this allows for a second submission for a unit therefore avoiding a delay in getting work reassessed and going through the cycle of internal and external moderation for the first submission.

The decisions made will be documented in the EM Visit Report which you will receive within **5 working days** of your visit.

If you have any queries regarding this update please contact your External Moderator via the details they have provided or the Schools Team on 0191 240 8822.

