**Moderation Provider Guidance Document**

**Moderation Provider Guidance**

This document provides a list of evidence you could make available to your Moderator for each criterion on the Moderation report.

The final column should be updated to state; the evidence in place to meet the criterion and where it can be located for example:

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| **Criteria** | **Possible Sources of Evidence** | **Please state the evidence you have in place to meet this criterion and where the Moderator can locate this.** |
| 3.1 Students’ development needs are matched against the requirements of the assessment and an agreed Individual Assessment Plan established. | * Observation Planning Form
 | **Moderator to review remotely -** *Our Observation Planning Forms have been shared though Serv-U/OneDrive/SharePoint.***Moderator to review at the centre –** *Our Observation Planning Forms will be available to view in our course file during your visit to our centre.*  |

As part of your moderation review, you must be able to demonstrate there is sufficient evidence to meet the criteria outlined as part of the moderation report. This document acts as a self-audit to record how you meet the criteria. The list is not exhaustive, you may have alternative ways of demonstrating this.

If your review is taking place remotely, our preferred method for sharing information is Serv-U, SharePoint, or OneDrive. Please refer to our Preparing for your Remote Review Guide, on [QualHub](https://www.qualhub.co.uk), which explains how to share information. If you need any additional support, please contact your Moderator to discuss the required evidence.

**Assessment**

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| **Criteria** | **Possible Sources of Evidence**  | **Please state the evidence you have in place to meet this criterion and where the Moderator can locate this** |
| 3.1 Students’ development needs are matched against the requirements of the assessment and an agreed Individual Assessment Plan established | * Observation Planning Form
* Future Planning Form
* Tracking documents to showing criteria achieved and target dates to meet any outstanding criteria
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| 3.2 Assessors have full, up to date documentation | * Observation Planning Form
* Student Guide
* Observation of Skills Recording Form
* Professional Discussion Form
* Criteria Assessor judgement guidance and assessment justification document
* Final Mark Form
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| 3.3. Assessment including any assessment decisions have been applied in accordance with national standards as outlined in the qualification specification | * Completed assessment records
* Minutes from standardisation meeting minutes
* Discussions with the assessment team
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| 3.4 Students receive regular feedback after assessment | * Observation Planning Form
* Future Planning Form
* Observation of Skills Recording Form
* Professional Discussion Form
* Final Mark Form
* Completed assessment records
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| 3.5 Assessment records show accurate assessment tracking, progress and achievement  | * Completed assessment records
* Tracking documents to showing criteria achieved and target dates to meet any outstanding criteria
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| 3.6 Records of placement hours are maintained and show accurate tracking | * Completed assessment records to show placement hours
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| 3.7 Schedules of assessment were sent to the Moderator within the specified timescales, as requested by the Moderator | * Fully completed schedules of assessment in line with advised timescales, where applicable
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**Additional Support**

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| Moderation Report | Following the review, you will receive a Moderation Report to outline how you have met the criteria required. Where applicable the Moderator may make recommendations to help you to improve your practice. Where any criteria have not been achieved in full, an action plan will be set, with clear timescales to address these actions.  |
| User Guide to the Moderation Report | Moderators use this guide to complete the report. You may find it useful to view this to understand what Moderators are looking for during their review. |
| NCFE Portal | You can view previous reports and planned review dates via the NCFE [portal](https://portal.ncfe.org.uk/Login.aspx). You should refer to any previous reports, prior to your review to ensure any actions have been addressed.  |
| Continuous Professional Development | Our qualifications are a great way to update your team’s CPD. If any of your team members have completed qualifications, covered during this review, since the last review, please complete the [conflicts of interest declaration for centres form](https://www.qualhub.co.uk/delivery-and-learner-support/forms/conflict-of-interest-declaration-for-centres/), so the Moderator can include these in their sampling plan.   |
| Special Considerations and Reasonable Adjustments | If you have applied any special considerations or reasonable adjustments, to internal assessments, since the last Moderation review, please provide these for sampling. You must refer to our [special considerations](https://www.qualhub.co.uk/media/10570/special-considerations-policy.pdf) and [reasonable adjustments policy](https://www.qualhub.co.uk/media/1109/access-arrangements-reasonable-adjustments-policy-08112019.pdf) prior to applying any changes to assessments.   |
| Frequently Asked Questions | View our [FAQs](https://www.qualhub.co.uk/delivery-and-learner-support/faqs/) section on our website where you should be able to find answers to most of your questions |
| Assessor and IQA Training Events | View our list of [training events](https://www.qualhub.co.uk/delivery-and-learner-support/support-visits-training-and-events/events/) that you can attend or listen to via our YouTube channel.We highly recommend all staff involved in the delivery, assessment and internal quality assurance of any TQ or VCert model 5 Qualification attend the below annual training events for the products they are involved with* NCFE introduction to moderation training
* NCFE subject specific administration training
* NCFE subject specific standardisation training
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| Support Reviews | Some centres like a support review prior to their EQA review, especially if they are running the qualification for the first time. Support reviews can be booked [here](https://www.qualhub.co.uk/delivery-and-learner-support/support-visits-training-and-events/events/) |
| Print Shop | Our online [Print Shop](https://www.qualhub.co.uk/policies-documents/support-guides/) allows you to order professionally printed materials and resources across both NCFE and CACHE brands which will be delivered directly to you. We have a range of products available and are continuously adding more products to the catalogue |
| Monthly Newsletters | Sign up to receive our monthly newsletter where we share important updates. You can do this by contacting our Customer Support team on customersupport@ncfe.org.uk, phone them on 0191 239 8000 or use our [webform or live chat](https://www.ncfe.org.uk/contact-us) facility |

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| LinkedIn | Follow us on [LinkedIn](https://www.linkedin.com/company/ncfe/) for updates across the business |
| QualHub | Visit [Qualhub](https://www.qualhub.co.uk) for qualification support |
| Customer Support team | If you have a generic question, contact our Customer Support team on customersupport@ncfe.org.uk |
| T Levels1 | For more information, please visit our [Dedicated T-Levels page](https://www.ncfe.org.uk/t-levels) |

1‘T Level’ is a registered trademark of the Institute for Apprenticeships and Technical Education.

The T Level Technical Qualification is a qualification approved and managed by the Institute for Apprenticeships and Technical Education

**Version control:**

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| **Date approved**     |   27.8.21   |
| **Approved by**     |   Kay Barrass   |
| **Review date**     |      |

Only approved versions of this document should be documented in the below table:

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| **Version**     | **Date**     | **Revision author(s)**     | **Summary of changes**     |
| 1.1 | July 2021 | Kelly Graham | Document creation  |
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