

ASSESSMENT · ADULT TEMPLATE

Internal Moderation Meeting
Template

How to run them well

What moderation actually does

Before the meeting — preparation



Agenda template (60 minutes)

How to handle disagreement

What to write down



After the meeting — follow up

What works vs what doesn't in moderation

What works	What doesn't
Anonymised work (no name)	Children's names visible — bias creeps in
Criteria printed and shared	Going from memory
3 pieces per teacher	12 pieces per teacher (overwhelming)
Structured agenda	Free-form discussion
Equal voice	SLT dominates the conversation
Specific evidence-led discussion	'I just feel...'
Single subject focus	Trying to moderate everything in one meeting
Within-year and cross-year	Only within-year groups (drift across phases)
Follow-up summary email	Verbal agreement only
Coordinator chairs	Different chair each time (no continuity)

Coordinator's preparation checklist

- Decide on focus subject and year group(s) 2 weeks ahead
- Print copies of the assessment criteria
- Prep agenda — distribute at the start
- Email participants the focus, criteria, and ask for 3 pieces each
- Book the room (60 minutes minimum, 90 ideally)
- Bring example pieces from previous moderation if useful



- Notebook or tablet for note-taking
- Plan time for follow-up email same day or next day

