

This pack contains the following documents which were used at the events hosted by One Awards in October 2014:

- Powerpoint presentation
- Guide to the Internal Moderation and Standardisation of the QAA Access to HE Diploma

Exercise 1:

1. AP1 example
2. IM1 form
3. Converting IM1 notes into actions
4. IM1 example

Exercise 2

1. AP2 example
2. IM2 form
3. Converting IM2 notes into actions
4. IM2 example

Exercise 3:

1. Standardisation Case Study

Guidance for facilitating an in-house session:

1. The **powerpoint presentation** outlines internal moderation and standardisation requirements and the purpose and function of each of the templates to be used at each stage of the process.
2. The **One Awards Guide to the Internal Moderation and Standardisation of the QAA Access to HE Diploma** has been included in the pack for reference. All internal moderators and those involved in organising and managing standardisation processes should be familiar with the contents of this document.
3. Running the event:
Talk through the presentation in order to outline the key requirements and set the scene for the exercises.

Exercise 1:

- Hand out **AP1 example** and **IM1 form**. Ask participants to consider the AP1 example and make notes about any observations using the IM1 form.
- Then hand out **Converting IM1 notes into actions**.
- Ask participants to consider the issues they had identified on the IM1 form and categorise them using the Red, Amber, Green system outlined on the form. The purpose of this exercise is to encourage internal moderators to consider the outcomes of their moderation activity and to decide how to translate them into actions and evidence of good practice.
- Once these two stages have been completed, ask for feedback from participants and discuss the reasons behind their conclusions.
- The final stage is to hand out the **IM1 example**. This provides a suggested response to the AP1 example, which obviously has flaws built into it for the purposes of the exercise. This can also be used to generate further discussion.

Exercise 2:

- Hand out **AP2 example** and **IM2 form**. Ask participants to consider the AP1 example and make notes about any observations using the IM1 form.
- Then hand out **Converting IM2 notes into actions**.
- Ask participants to consider the issue they had identified on the IM1 form and categorise them using the Red, Amber, Green system outlined on the form. The purpose of this exercise is to encourage internal moderators to consider the outcomes of their moderation activity and to decide how to translate them into actions and evidence of good practice.
- Once these two stages have been completed, ask for feedback from participants and discuss the reasons behind their conclusions.
- The final stage is to hand out the **IM2 example**. This provides a suggested response to the AP2 example, which obviously has flaws built into it for the purposes of the exercise. This can also be used to generate further discussion.

Exercise 3 - Standardisation Case Study:

- There are two parts to this exercise. The first presents a scenario with a set of questions for consideration by participants. Hand out the first page and ask them to complete the exercise.
- Request feedback and discuss the issues.
- Next, hand out the second sheet and ask participants to consider the additional information and questions.
- Request feedback and discuss the issues.

You may wish to ask someone to take a notes of any actions agreed as a result of the three exercises. This could form a short report which would provide a record of each event.

We hope you find the documents easy to understand and user-friendly. If you have any questions about the resources or the process please don't hesitate to contact me.

Good luck with your event(s), I hope it goes well!

Kind regards

Jennie

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