

A Guide to the Access to HE Initial Moderation Visit

The QAA booklet available on the link below gives a detailed overview of the role of the Access Centre Moderator (ACM):

QAA Grading Scheme Handbook Section D
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http://www.accesstohe.ac.uk/AboutUs/Publications/Pages/Grading-scheme-D.aspx

Here's what you need to know:

1. Timing of the Initial Visit

The Centre Moderator will get in touch with the Centre Coordinator in September/October to arrange a visit. For September/October cohorts, the visit will be between October and January, and for January cohorts, this will be between February and March.

2. Focus of the Initial Visit

Gateway Qualifications' Centre Moderators are very keen to support centres; they can provide excellent feedback and ideas for development, and will be interested in your centre's specific plans and progress. They will cover a range of topics at an Initial visit, including:

- How any recommendations made in the last report or at the Final Awards Board (FAB) have been addressed
- How the recruitment and induction process has been managed for the new cohorts
- A discussion to ensure that the new Diploma specification has been implemented and that learners are (or will be) registered on units which will meet the rules of combination (RoC)
- How the assessment schedule has been organised for the academic year
- The arrangements for IV to ensure that all learners and tutors have sampled work
- The support given to any new tutors and standardisation activities across the team

3. What to prepare for an Initial Visit

The Centre Moderator will create a report from the visit which will be emailed to the Centre, usually within 15 working days of the Initial Moderation Visit. The Centre Moderator will send you a Visit Plan in advance which identifies specific activities which s/he intends to carry out. For Initial visits, these usually include:

- Meeting a small representative group of learners from each of the courses your centre runs
- Meeting the course team
- Having a look at the tracking documentation and IV schedules
- Sampling some ungraded unit assignment briefs and providing written feedback on these in the Initial Visit Report
- Agreeing which subjects/units will be complete in time for postal/on-site subject moderation and preparing a Subject Moderation Plan
- Providing advice, guidance and answering any queries which members of the centre team may have. Moderators have many years of experience of working with Access teams and are very happy to help.

4. What happens after the Initial visit?

The Centre Moderator will create a report to summarise the main areas covered in your meeting. The report is forwarded to the Centre Coordinator and it might be handy to store these reports somewhere central so that any recommendations / guidance / advice / are easily accessible.

The Initial Visit report will comment on the areas identified above, and will also note the following:

- Details of any actions which must be carried out before the next visit or arranged contact with the Centre Moderator.
- The dates of the Final Moderation Visit and the Final Awards Board (FAB). These must be agreed so that Gateway Qualifications has sufficient time to allocate representatives to attend.
- The date of an agreed interim visit if one has been agreed for the centre
- Confirmation of the selection of the subject moderation sample. A separate summary sheet will be provided for the Coordinator, highlighting which units will be selected for external moderation, alongside confirmation of whether the sample will be postal or on-site.

Contact details

If you wish to discuss any aspect of this policy and/or have a related query please contact the support team by:

Telephone: 01206 911 211

Email: quality@gatewayqualifications.org.uk

Post: Gateway Qualifications
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