



End Point Assessment Policies

Moderation and Standardisation Policy

GP21



Document History

Version	Date	Reason for Revision	Issued by
V1.1	Jan 2020	Initial release	Harj Dhanjal GP21
V1.2	Nov 2020	Document review during covid-19 (Continuity plan diagram added)	Alan Bates GP21
V1.3	Jul 2021	Review of policy for our Ofqual recognition submission	Alan Bates GP21
V1.4	Feb 2024	External policy review and update	Alan Bates GP23
V1.5	July 2025	Review of policy and practices to update the policy	Alan Bates

Area	Original	Updated	Ofqual Reference
Terminology	IFATE	Replaced with Skills England	N/A
Policy Alignment	General Ofqual mention	Explicit alignment with Conditions H1, H2, D3, A6, B3	H1.1, H2.1, D3.1, A6.1, B3.2
Moderation Principles	General process	Risk-based sampling and escalation protocols	D3.1, A6.1



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Standardisation	Events and forms	Emphasis on consistency across assessors and time	H2.1	
Policy Review	Annual review	Linked to continuous improvement and regulatory compliance	B3.2	



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MODERATION AND STANDARDISATION POLICY

1. Introduction and purpose

The purpose of this policy is to present the UCE moderation strategy. The key purpose of moderation and standardisation is to ensure that qualifications / end point assessments are awarded in line with the concepts of validity, sufficiency, reliability, authenticity, manageability and avoidance of bias.

The policy provides the UCE definition of moderation. It explains how we undertake the moderation and standardisation process. Two appendices provide the documents used for recording moderation and standardisation.

The policy should be read in conjunction with the Centre Assessment Standards Scrutiny strategy.

2. Definition of Moderation

Moderation is the process through which the marking of assessments by UCE is monitored to make sure it meets required standards and through which adjustments to results are made, where required, to ensure that results are based on the required standard.

3. Policy statement

As an Ofqual recognised end point assessment organisation we are committed to ensuring that end point assessment and any other assessment is valid, authentic and reliable. UCE will ensure that adequate resources are made available to promote this policy effectively. Our policies represent our commitment to ensure there are no adverse effects to Learners and, should that be the case, that Ofqual is informed of any such adverse effect in a timely manner.

4. Responsibilities

UCE ensures that all staff associated with end point assessment are made aware of this policy.

The UCE senior team is responsible for monitoring that implementation of moderation and standardisation



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are in line with the process specified in this policy. They are also responsible for evaluating the effectiveness of the policy and ensuring the validity, sufficiency, reliability, authenticity, manageability and avoidance of bias through the moderation and standardisation process

5. Legislation and compliance

The policy relates to condition H of the Ofqual General Conditions of Recognition.

6. Principles of Moderation

As part of the Internal Quality Assurance activities UCE must have a moderation process in place.

The supporting records will include the comparison of marks from a representative sample of assessments and making any necessary adjustments. UCE record all moderation activities and file them in the Office 365 for video recorded evidence (Stream) and Goggle Drive for written evidence.

Staff undertaking moderation of internal assessment decisions must meet the instructor/assessor requirements as detailed in the relevant qualification manual / apprenticeship standard and be independent of the internal assessment decision being moderated.

7. Stages of Moderation

Moderation is undertaken in 2 stages.

1. All end point assessments conducted by the independent assessor must be checked and confirmed by an independent person. The marking sheets for the assessments will be checked for completion and accuracy and that the grade established meets with the written feedback. If required, and available, the written assessment document can be validated against the recording if undertaken on Teams. This moderation activity needs to be completed before the grade can be released to the apprentice on ACE360.
2. On a biannual basis a moderation activity will be conducted to evaluate comparability of assessors against qualification levels. This is a sampling process which supports the scrutiny of the effectiveness and consistency of assessments decisions.



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8. Moderation process

UCE ensures that the moderation which it undertakes is effective in determining whether or not;

- (a) the assessment materials remain fit for purpose
- (b) the criteria against which Learners' performance is differentiated are being applied accurately and consistently by assessors, regardless of the identity of the assessor, Learner, or employer.

UCE must;

- (a) ensure that any such moderation which it undertakes ensures that it is able to make any necessary changes to the marking of evidence generated by an apprentice in an assessment,

and
- (b) make such a change wherever it considers it necessary in order to ensure that the assessment remains valid and fit for purpose.

Minimum requirements

UCE ensures that the arrangements which it has in place to undertake standards scrutiny meet at least the following minimum requirements;

Annual activities

Annual activities undertaken either face-to-face or remotely, including;

- (a) consideration of marking undertaken since the last such scrutiny
- (b) where appropriate, observation of one or more assessments being taken
- (c) where appropriate, observation of the marking of the assessments.



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Sampling

UCE ensures that marking undertaken in respect of all components for a qualification is subject to scrutiny, although each component does not need to be the subject of scrutiny every year. UCE must ensure that it scrutinises an appropriate sample of marking by the assessors.

(a) In considering what sample size is appropriate must have regard to

- (i) any specific risks that relate to the assessor, assessment or qualification
- (ii) the number of Learners registered for the qualification with UCE
- (iii) the number of Assessors involved in marking the relevant assessment
- (iv) the number of persons involved in internal quality assurance in relation to marking.

(b) Where it considers it necessary in light of any risks that it has identified, UCE must select for scrutiny examples of marking by the Assessor which go beyond those suggested by the Assessor itself.

Training and competence

UCE Assessment Standards Scrutiny is carried out by persons who have;

- (a) appropriate competence
 - (b) been provided with appropriate training,
- and
- (b) have no personal interest in the outcome of the assessment.

UCE provides effective guidance to assessors in relation to its Assessment Standards Scrutiny including the minimum expectations that the assessor must meet.

Risk-based approach

UCE takes a risk-based approach to Assessment Standards Scrutiny and must put in place arrangements which go beyond our minimum requirements, where it considers it appropriate to do so both as part of its



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obligation under Condition D3.1 to keep its approach under review and, under Conditions A6 and A7, in response to any particular risk identified or incident which has occurred.

9. Standardisation

UCE conduct standardisation for the following reasons:

- Required as part of UCE standards for Internal Quality Assurers
- Following outcomes, finding and actions identified during the Moderation process
- Applying procedures to standardise delivery, assessment and quality
- Comparing assessment decisions
- Looking for improvements to be made.

One of the ways UCE do this is to run standardisation events and record their outcome. If required by regulators UCE are able to record moderation and standardisation events using Office 365 (Stream),

10. Policy review

This policy and procedure will be reviewed, and updated as required but not less than annually, by the UCE Senior Team.

The review of the policy and procedure aims to ensure that lessons are learnt following moderation activities and standardisation events, opportunities for continuous improvement are identified and that the procedure continues to be consistent with regulatory criteria (Ofqual, ESFA, Skills England).



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APPENDIX 1 - Moderation Recording Form

Commented [SB1]: spelling error

Date (From – To)

Moderation recording form completed by

Standard under moderation Level

Assessor (s) under moderation

Apprentice sampled.

The record is to be completed by the moderator following “Y” is satisfactory, “N” requires improvement. This is completed in conjunction with the UCE moderation and standardisation policy GP21

To Be completed by the moderator		
Please confirm the following	Y/N	Comments
Were the assessments completed timely?		
Presentation and Questions		
Have the controlled documents for the presentation and questions been used?		
Have the controlled documents for the presentation been completed and legible?		
Is the evidence of the learner valid and genuine, (no replication)		
Have the documents been saved on ACE360?		
Did the records reflect the grades attained?		
Professional discussion		
Have the controlled documents		



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for the Professional discussion been used?		
Have the controlled documents for the Professional discussion been completed and legible?		
Is the evidence of the learner valid and genuine, (no replication)		
Have the documents been saved on ACE360?		
Did the records reflect the grades attained?		
General points		
Was feedback given on the documents?		
Are improvements required?		
If improvements are required, do they need to be added to the standardisation?		



APPENDIX 2 – Standardisation Form

QA Staff Name:

Date of event:

Qualification Title:

form should be completed by the Quality Assurer and filed in the google docs, so that details of standardisation activities can be recorded. A copy should be retained as part of the Quality Assurer's records.

Who is at the event:

What evidence was reviewed?

Review of a sample of videos.



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Consistency across Candidates/Learners?

Consistency across Assessors?

Outcome/Actions?



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Date of next Standardisation event?

This policy has been updated to align with the Ofqual General Conditions of Recognition (2025), particularly Conditions H1, H2, and D3, and incorporates best practices in internal quality assurance (IQA) for moderation and standardisation.

This policy ensures compliance with Ofqual's Conditions H1.1-H1.2 and D3.1, and supports a risk-based approach to moderation and standardisation.

UCE applies a risk-based approach to moderation and standardisation, ensuring that sampling strategies are proportionate to the level of risk identified in assessment delivery (Condition D3.1, A6.1).

Standardisation events are documented and reviewed to ensure consistency and comparability of assessment decisions across assessors and over time (Condition H2.1).

This policy is reviewed annually in accordance with Condition B3.2 to ensure it remains fit for purpose and reflects current regulatory requirements.



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