

# New Horizons: Moderation Checklist

|                              |  |                                  |  |
|------------------------------|--|----------------------------------|--|
| Centre name:                 |  | Centre co-ordinator:             |  |
| Learner name:                |  |                                  |  |
| Date of internal moderation: |  | Signature of internal moderator: |  |

## A. Learner portfolio

|   |                            |             |
|---|----------------------------|-------------|
| <b>Requirements:</b> There is evidence to demonstrate how the learner has accessed <b>at least two</b> activities in each module undertaken                               | <b>Evidence exists</b> ✓ ✕ |             |
|   | Internal moderator         | EM use ONLY |
|   |                            |             |
| <i>Examples of evidence: action plans related to the activities, worksheets, photographs, witness statements, audio/video recordings. Additional comments (optional):</i> |                            |             |

## B. Summative recording: completion of the student book

|  |                            |             |
|--|----------------------------|-------------|
| <b>Requirements:</b><br>The New Horizons student book reflects completion of the activities. All of the following must be completed. | <b>Evidence exists</b> ✓ ✕ |             |
|  | Internal moderator         | EM use ONLY |
| <b>Record of Activities completed</b> – check <b>at least two</b> activities completed in each module undertaken                     |                            |             |
| <b>Evidence reference boxes completed</b>  |                            |             |
| <b>Levels of Support boxes completed</b> – check appropriate levels of support have been indicated                                   |                            |             |
| <b>Verified by and date boxes completed</b>  |                            |             |
| <b>Personal Skills pages completed</b> – for each completed module   |                            |             |
| <b>My Challenge pages completed</b> – for each completed module  |                            |             |

## C. Certificate type

|  |                            |             |
|--|----------------------------|-------------|
| <b>Choose one of the following:</b>  | <b>Evidence exists</b> ✓ ✕ |             |
|  | Internal moderator         | EM use ONLY |
| <b>Silver certification</b> – <b>at least two</b> activities completed in <b>one or more</b> modules |                            |             |
| <b>Gold certification</b> – <b>at least two</b> activities completed in <b>all five</b> modules      |                            |             |

Please complete the **Special Consideration** section on the following page.

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### D. Special Consideration

|  |  |
|--|--|
| Please explain why you feel a special consideration should be granted for this learner |  |
|  |  |
| Signature of member of SLT   |  |
| Signature of external moderator:   |  |
| Date of external moderation:   |  |