Quick guide to internal standardisation for project qualifications

What is internal standardisation?

Internal standardisation for the project qualifications is the process by which centres ensure that all supervisors are assessing projects to the same standard. It should not be confused with internal moderation. Internal standardisation takes place before marking is undertaken, whereas internal moderation is carried out by the centre coordinator and comes after projects have been marked by supervisors.

Standardisation helps make sure that assessment is accurate and consistent. Accurate marking helps avoid adjustments being made to centre assessment following AQA moderation. Consistent assessment, where every supervisor applies the assessment criteria in the same way, is also very important.

The centre coordinator is responsible for internal standardisation. If you are a new coordinator, or if assessment at your school or college has previously been adjusted following moderation by AQA, you should:

- Attend one of our standardisation meetings. These are designed to ensure that centres understand the standard before communicating it to their supervisors.
- Review the JCQ guidance on standardisation which offers generic tips on conducting internal standardisation.

How to deliver internal standardisation

Internal standardisation should be done before supervisors begin to mark live work. One way to deliver internal standardisation is for supervisors to:

- review the assessment objectives and criteria
- assess a number of example projects that have been used at our standardisation meetings. Example projects can be found on e-AQA
- make notes that refer to the assessment criteria and underpin the reasoning behind the marks awarded
- discuss the marks they have awarded, identify any differences and discuss them to achieve a common understanding and application of the marking criteria.

Our coordinators report that they usually spend a morning or afternoon standardising their supervisors.
What evidence should I give of internal standardisation

Internal standardisation does not have to be evidenced in the Production Log, however by signing the centre declaration form the centre coordinator is confirming that internal standardisation has taken place. There is space in the Production Log to provide comments on internal moderation, and it is expected that the supervisor will provide clear annotations and notes in support of their assessment that refer directly to the assessment criteria. Where a project has been sampled for internal moderation the centre coordinator should also provide clear annotations in support of their adjustments.

What support is there to help me to deliver internal standardisation?

There are a number of ways in which AQA can support you in delivering internal standardisation meetings:

- consult the professional development section of our website to find out when our free standardisation meetings are taking place
- on e-AQA you will find example projects and commentaries from a number of standardisation meetings
- ask your project adviser. If you do not know who your project advisor is, or you do not yet have one, then please email projects@aqa.org.uk to request one.