

TRANSPORT EDUCATION AND TRAINING AUTHORITY

SOURCE DOCUMENT	Doc No.:	WDA009
Ref. ISO 9001	Rev No.:	003
	Page No.:	Page 1 of 6
MODERATION POLICY	Date Compiled: November 2003	Revision Date: November 2004

MODERATION POLICY

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TETA MODERATION POLICY



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1. OVERVIEW AND INTRODUCTION

The South African Qualifications Authority (SAQA) views assessment as one of the key elements within Education and Training. The Education and Training System is one in which learning attainment is based on achievement through appropriate assessment of learning outcomes specified in NQF registered standards and qualifications.

The SAQA regulations requires ETQAs as some of its functions to “evaluate assessment, facilitate moderation among constituent provides and register constituent assessors for specified registered standards or qualifications in terms of the criteria established for this purpose”. It is thus crucial for constituent providers and assessment centres to ensure the establishment of a well-defined Assessment Function that include an Internal Moderation System, as part of their Quality Management System.

Moderations ensure that the Assessments conducted by registered Assessors are credible, valid, fair, reliable and practical. It also ensures that Assessments are conducted in a consistent, accurate and well-designed manner.

The credibility of Learner achievements is dependent on the Assessment and Moderation Systems and is an important element of the total Provisioning Framework.

2. PURPOSE

The Purpose of this Policy is to provide clear guidelines to all those involved in the Moderation of Assessments conducted by registered Assessors for specific Nationally Recognised Qualifications and Unit Standards within the Primary Focus of TETA.

3. FUNCTIONS OF MODERATORS

The functions of Moderators are:

- To verify that Assessments are fair, valid, reliable and practical
- To evaluate the performance of registered Assessors
- To identify areas of improvements within the Assessment System
- To identify the need to redesign assessments, assessment tools/instruments if required
- To provide an appeals procedure for dissatisfied Learners
- To provide evidence for the de-registration of Registered Assessors
- To provide feedback to TETA ETQA on Unit Standards and Qualifications

4. MODERATION SYSTEM

4.1. Internal Moderation

It is TETA's Policy for TETA Accredited Providers to appoint Internal Moderators who should meet the following Criteria:

- **Be Registered Competent Assessor**
- **Have Assessment Experience**
- **Be qualified as a Moderator as per the outcomes defined within the Registered Unit Standard for Moderation.**
- **Be familiar with the Principles of Assessment and Moderation.**
- **Have knowledge and/or expertise of the Learning Area**

All internal Moderation Process shall be defined and documented within the Providers Assessment Policies and Procedures.

4.2. External Moderation

TETA ETQA will appoint external Moderators/Moderation Bodies who will meet the same criteria for Internal Moderators.

The External Moderators/Moderation Body shall:

- Verify that the systems required to support the provision of learning programmes are appropriate and work effectively
- Provide advice and guidance to Accredited Providers
- Verify that all staff members involved in assessments are suitable qualified, experienced and registered.
- Check the credibility of assessment methods and instruments
- Verify the existence and efficiency of the internal Moderation systems
- Sample the assessment processes and Learner's evidence to verify consistency across Assessments conducted within and across Providers.
- Check Assessor's decisions
- **Documents/Information Required:**
 - Candidate Assessment Portfolio's
 - Moderator (Internal) Reports
 - Project Report
 - Detailed Database of Learners/Assessor/Moderator

5. MODERATION FREQUENCIES

Internal Moderation will within the first year of Accreditation be conducted on 75% of all Assessments on a sampling basis as determined by the Accredited Provider and Agreed to by TETA ETQA on all batches of Assessments conducted by the Provider.

External Moderation will be conducted on 50% of all Assessments on a sampling basis as agreed between the External Moderators/Moderation Body and TETA ETQA in terms of the contractual agreement.

The cost for External Moderators appointed by TETA will be born by the Provider where the Learnership and/or Skills Programmes are funded by TETA

6. REGISTRATION OF MODERATORS

Moderators will be registered by TETA ETQA, based on the abovementioned Criteria. In Cases where the Applicant do not meet all the criteria for registration as a Moderator the QA Standing Committee may grant provisional registration for a limited period not exceeding 12 Months.

6.1 Evidence Required

Any certified certificate, qualifications or other evidence of training received in the occupational, assessment, moderation and the Education, Training and Development field.

CV which details both work and assessment experience. The CV needs to detail not only job positions, but also the level and categories of function undertaken within each job. These should relate to the specific competencies required in particular qualifications.

Evidence of assessment carried out prior to moderating. This can be in the form of a letter from a registered moderator or summary of assessment conducted. The TETA ETQA reserves the right to request further information in this regard.

Supporting documentation, such as letters of reference that confirms claims made in the CV, contact details of referees, service certificates etc.

7. DE-REGISTRATION OF MODERATORS

De-registration of Moderators will be as a result of one of the following:

- Moderators seeking voluntary de-registration.
- Non-conforming Moderators identified within the moderation system.
- De-registration resulting from non-compliance with legislative and/or regulations.

8. APPEAL PROCEDURE

Appeals against the denial of registration as a Moderator may be lodged with TETA ETQA who will make the necessary arrangements for the appeal to be heard.