



Moderation Policy

Version 1 (drafted May 2008)
Revision Date : March 2015

1. Introduction

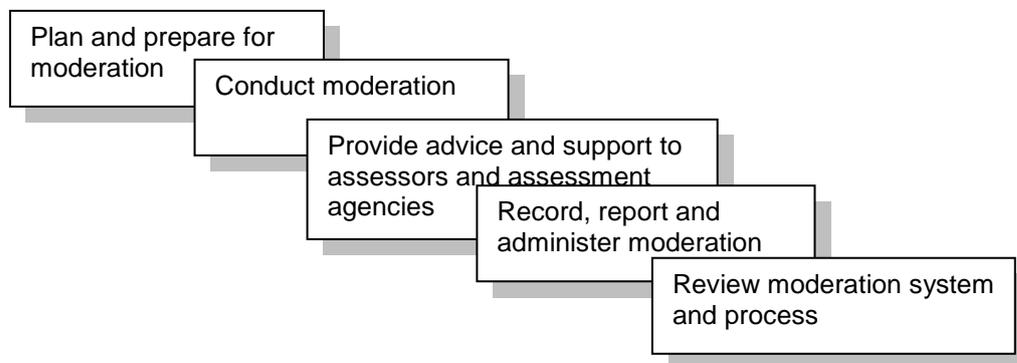
- 1.1. Moderation is the process that supports and evaluates the assessment environment, process and instruments with a view to confirming the reliability and authenticity of assessment results and improving the quality of assessments and assessors.
- 1.2. In a standards-based assessment system moderation is an essential part of the quality assurance process.

2. Aims and Objectives

- 2.1. To provide for consistent, fair and reliable moderation of assessments across all programmes offered, in line with the requirements of SAQA and the NQF

3. Moderation

- 3.1. The steps involved in conducting moderation are as follows:



- 3.2. All moderation actions across Footprint Media Academy will comply with these steps.

4. Planning

- 4.1. The moderation system is designed to comply with specific moderation requirements of the learning delivery system. Moderation techniques will be selected in terms of their strengths, weaknesses and applications in a particular context, and for their compliance with the principles of assessment and the need for manageable, credible and reliable moderation.
- 4.2. All planning and preparation activities will be aligned with moderation system requirements. The scope of the moderation will be confirmed with relevant parties. (Parties include the Assessors or assessment agencies, moderating and verifying bodies)
- 4.3. The scope and nature of the moderation activities will be planned in such a way as to:
 - 4.3.1. Ensure the moderation process is manageable and
 - 4.3.2. Enable a fair judgement to be passed on the assessments under review
- 4.4. During planning, the contexts of the assessments will be clarified with the assessor and special needs taken into consideration. Planning will confirm that moderation processes are sufficient to deal with all common forms of evidence including evidence gathered for recognition of prior learning.
- 4.5. Moderation documentation has been prepared in line with moderation system requirements and moderation decisions are clearly documented.

4.6. Physical and human resources requirements are available. All logistical arrangements will be confirmed with relevant role-players prior to commencement of the moderation.

5. Conducting moderation

5.1. Moderation is to be conducted in accordance with the moderation plan. Unforeseen events will be handled within the broad spirit of the plan and without compromising the validity of the moderation.

5.2. Moderation Checks:

- Assessment instruments and processes are to be judged in terms of their appropriateness, fairness, validity and sufficiency for assessment, in accordance with quality assurance requirements.
- The Assessor's interpretation of assessment criteria and correct application of assessment procedures.
- The moderation will confirm that special needs of candidates have been provided for but without compromising the required standards.

5.3. The moderation decision will:

- Confirm the assessment decisions where it is clear that requirements for fairness, reliability and consistency have been achieved or,
- Indicate where the assessment failed to meet the quality requirements
- The proportion of assessment decisions selected for moderation will be 10% of all summative assessments completed.
- Appeals against assessment decisions will be handled in accordance with the appeal procedures.
- Moderation findings will be reported to designated role-players within agreed time-frames and according to the ETDQA requirements for format and content.
- Records will be maintained in accordance with the ETDQA requirements.
- The confidentiality of information relating to candidates and assessors will be preserved in accordance with the requirements of the ETDQA requirements.

5.4. The registered moderators will perform moderation on the activities and results of all Footprint Media Academy's assessors. These moderators are subject to external verification by ETDQA appointed external verifiers.

6. Differences

6.1. Any disputes between the moderator and assessor will be referred to the external verifier.

7. Costs

7.1. Moderation costs are regarded as a normal cost of Footprint Media Academy's business activities and assessors will not be personally liable for these costs.

8. Scope and methodology

8.1. In order to achieve the assessment principles moderation covers design, pre-assessment, post-assessment, conduct of assessment as well as systems and procedures.

8.2. The range of moderation approaches comprise of:

- Documentary reviews (85% of 20%)
- Candidate interviews (7% of 20%)
- Moderation observations of assessments (6% of 20%)
- Moderation re-assessments (2% of 20%)

8.3. Actual methodologies being used include:

- Monitoring (on-going)
- Approval of key assessor decisions (ad-hoc)
- Audit, (annually) by Internal Stakeholders

8.4. Moderation takes place on a continuous basis with the miscellaneous approaches and methodologies at the discretion of the Moderator.

9. Non-conformance

9.1. Where moderation discovers non-conformance, advice will be provided in such a way as to facilitate a common understanding of the relevant standards and issues related to their assessment by assessors. Moderation advice will ensure that the nature and quality of advice promotes assessment in accordance with good assessment principles and enhances the development and maintenance of quality management systems in line with ETDQA requirements and best practice.

9.2. Advice will include recommendations on:

- Quality management systems;
- Issues such as planning, staffing, resourcing, training;
- Recording systems.

9.3. All communications will be conducted in accordance with relevant confidentiality requirements.

10. Reports

10.1. Moderation reports will be compiled on a quarterly basis and consolidated into the annual audit. Such reports will contain minutes of meetings and development interviews between the Moderator and Assessors, as well as statistical reports. The moderation reports will be forwarded to the ETDQA

11. Reviewing the moderation system

11.1. The moderation process will be reviewed annually under the responsibility of the Chief Executive. The review process will identify the strengths and weaknesses of moderation systems and processes in terms of their manageability and potential to make sound judgements on the consistency, fairness and validity of assessment decisions. Recommendations will facilitate the improvement of moderation systems and processes in line with ETDQA ETOA requirements and overall manageability.

11.2. The review will be conducted in a manner that enhances the credibility and integrity of the recognition system at provider, sector and national levels.

(Please refer to the Quality Management Policy)