ABOUT MODERATION

AN OVERVIEW OF THE COURSE

The course will begin with a four-day workshop during which you will begin to acquire the competencies listed below. After the workshop has ended you will spend a further 198 hours (approximately) completing follow-up assignments and workplace-based activities. In other words, you will be required to devote a total of about 230 hours to this course, either in the workshop or carrying out follow-up assignments. Please note that, in line with Pitt Institute's RPL policy, informal and non-formal learning will be credited.

ENTRY-LEVEL REQUIREMENTS

The credit calculation is based on the assumption that learners have previous assessment experience when starting to learn towards this unit standard, and in particular, recognition for the unit standard: NLRD 115753: "Conduct outcomes-based assessments".

It is further assumed that the person has evaluative expertise within the field in which they are moderating assessments.

THE TARGET AUDIENCE

This unit standard is for people who conduct internal or external moderation of outcomes-based assessments. The assessments could be in terms of outcomes defined in a number of documents, including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. This unit standard will contribute towards the achievement of a variety of qualifications particularly within the field of Education Training and Development Practices and Human Resource Development.

THE PURPOSE AND SCOPE OF THIS COURSE

Those who have achieved this unit standard will be able to moderate assessments in terms of the relevant outcome statements and quality assurance requirements. The candidate-moderator will be able to use the prescribed Quality Assurance procedures in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

In particular, people credited with this unit standard are able to:
- Demonstrate understanding of moderation within the context of an outcomes-based assessment system,
- Plan and prepare for moderation,
- Conduct moderation,
- Advise and support assessors,

o   Report, record and administer moderation, and

o   Review moderation systems and processes.

RELEVANT UNIT STANDARD

This course will be based around the following Unit Standard:

115759: Conduct moderation of outcomes-based assessment. Level 6. 10 credits

The Registration End Date for this Unit Standard is: 30 June 2015

LEARNING OUTCOMES

By the end of this workshop you will be able to:

SO1: Demonstrate understanding of moderation within the context of an outcomes-based assessment system

AC01: Moderation is explained in terms of its contribution to quality assured assessment and recognition systems within the context of principles and regulations concerning the NQF

AC02: A variety of moderation methods are described and compared in terms of strengths, weaknesses and applications. The descriptions show how moderation is intended to uphold the need for manageable, credible and reliable assessments

AC03: Key principles of assessment are described in terms of their importance and effect on the assessment and the application of the assessment results. Examples are provided to show how moderation may be effective in ensuring the principles of assessment are upheld

AC04: Examples are provided to show how moderation activities could verify the fairness and appropriateness of assessment methods and activities used by assessors in different assessment situations

SO2: Plan and prepare for moderation

AC01: Planning and preparation activities are aligned with moderation system requirements

AC02: The scope of the moderation is confirmed with relevant parties

AC03: Planning of the extent of moderation and methods of moderation ensures manageability of the process. Planning makes provision for sufficient moderation evidence to enable a reliable judgment to be passed on the assessments under review

AC04: The contexts of the assessments under review are clarified with the assessors or assessment agency, and special needs are taken into consideration in the moderation planning.

AC05: Moderation methods and processes are sufficient to deal with all common forms of evidence for the assessments to be moderated, including evidence gathered for recognition of prior learning

AC06: The documentation is prepared in line with the moderation system requirements and in such a way as to ensure moderation decisions are clearly documented

AC07: Required physical and human resources are ensured to be ready and available for use. Logistical arrangements are confirmed with relevant role-players prior to the moderation

SO3: Conduct moderation

AC01: The moderation is conducted in accordance with the moderation plan. Unforeseen events are handled without compromising the validity of the moderation

AC02: The assessment instruments and process are checked and judged in terms of the extent to which the principles of good assessment are upheld

AC03: Moderation confirms that special needs of candidates have been provided for but without compromising the requirements specified in the relevant outcome statements

AC04: The proportion of assessments selected for checking meets the quality assurance body`s requirements for consistency and reliability. The use of time and resources is justified by the assessment history or record of the assessors and/or assessment agency under consideration

AC05: Appeals against assessment decisions are handled in accordance with organisational appeal procedures

AC06: The moderation decision is consistent with the quality assurance body`s requirements for fairness, validity and reliability of assessments to be achieved

SO4: Advise and support assessors

AC01: The nature and quality of advice facilitates a common understanding of the relevant outcomes and criteria, and issues related to their assessment by assessors

AC02: 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 ETQA requirements

AC03: Support contributes towards the further development of assessors as needed

AC04: All communications are conducted in accordance with relevant confidentiality requirements

SO5: Report, record and administer moderation

AC01: Moderation findings are reported to designated role-players within agreed time-frames and according to the quality assurance body`s requirements for format and content

AC02: Records are maintained in accordance with organisational quality assurance and ETQA requirements

AC03: Confidentiality of information relating to candidates and assessors is preserved in accordance with organisational quality assurance and ETQA requirements

SO6: Review moderation systems and processes

AC01: Strengths and weaknesses of moderation systems and processes are identified in terms of their manageability and effectiveness in facilitating judgements on the quality and validity of assessment decisions

AC02: Recommendations contribute towards the improvement of moderation systems and processes in line with ETQA requirements and overall manageability

AC03: The review enhances the credibility and integrity of the recognition system

Duration of Course: 4 days

Cost of Training per Learner: R6 300 (All Inclusive)

Training Venue: Pitt Institute, 44 Summit Road, Beacon Bay, East London, 5241