

# Moderator Workshop

## What Can You Expect?

This workshop will enable moderators to conduct moderation of outcomes-based assessments. Learners 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. Learners should have evaluative expertise within the field in which they are moderating assessments and be competent in US ID: 115753 - Conduct outcomes-based assessments, and US ID: 115755 - Design and develop outcomes-based assessments.

## Who Should Attend?

Education, Training and Development and Human Resource Practitioners.

## 4 Day Course Content

### Understand Moderation in the Context of Outcomes Based Assessment

- ETQA requirements and quality assurance policy and procedures
- Understand how moderation contributes to quality assured assessment and recognition systems
- Moderation methods; techniques, processes and principles of best practice
- Key principles of assessment
- Moderation and assessment methods and activities

### Plan and Prepare for Moderation

- Plan and prepare activities in line with moderation system requirements
- Confirm the scope of moderation with relevant parties
- Plan the extent of moderation and methods of moderation
- Clarify the context of the assessments under review
- Ensure moderation methods and processes are sufficient
- Prepare documentation to ensure moderation decisions are clearly documented
- Ensure that physical and human resources are ready and available

### Conduct Moderation

- Conduct moderation in accordance with the moderation plan
- Check and make judgements on the assessment instruments and process

Confirm that special needs of learners have been provided for

- Selecting a proportion of assessments for checking
- Handling appeals against the assessment decision
- Moderating recognition of prior learning
- Making the moderation decision

### Advise and Support Assessors

- Facilitating a common understanding
- Developing and maintaining the QMS (Quality Management System)
- Supporting assessors towards further development
- Communicating in accordance with confidentiality requirements

### Report, Record and Administer Moderation

- Reporting the moderation findings
- Maintaining moderation records
- Preserving confidentiality of information

### Review Moderation Systems and Processes

- Identifying strengths and weaknesses of moderation systems and processes
- Making recommendations
- Enhancing the credibility and integrity of the recognition system

## Unit Standard Alignment

**SAQA ID:** 115759      **NQF Level:** 6  
**US Title:** Conduct moderation of outcomes-based assessment

**Credits:** 10



ETDP Seta Accreditation No: Acc2007/07/071



**ACHIEVE IT.**  
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