AGRICULTURAL TRAINING INSTITUTES MODERATION AND PROCEDURE POLICY

DIRECTORATE: SECTORAL COLLEGES

agriculture,
forestry & fisheries

Department:
Agriculture, forestry & fisheries
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1. PREAMBLE

The purpose of the policy is to ensure that all certifications awarded are of the same standard and that the assessment of the candidate is fair, valid and reliable.

2. ABBREVIATIONS

2.1 ATIs   Agricultural Training institutess

2.2 FET   Further Education and Training

2.3 SAQA   South African Qualifications Authority

3. PRINCIPLES

3.1 The moderation function will be carried out in a manner that ensures that the assessment of candidates is fair, valid and reliable. Measures will be included to ensure the integrity and security of assessment. The moderation process will:

3.1.1 Verify assessment decisions and ensure that the assessment procedures were current and appropriate.

3.1.2 Ensure that requirements for assessment are adhered to.

3.1.3 Ensure that there is compliance with national and industry standards/requirements.

3.2 Moderation may include but is not limited to:

3.2.1 Discussions with the Candidate

3.2.2 Discussions with the Assessor

3.2.3 Discussion with any other relevant persons that have been involved in the assessment process

3.2.4 Issuing of questionnaires to Candidates.

4.   MODERATORS

4.1   All moderators should have achieved a relevant moderation qualification (SAQA). The moderator will ensure that assessments performed have been fair, valid and reliable and that the award of certificates is of the same standard.

4.2   The moderator will make a decision based on the examination of evidence collected during the assessment process, the assessment documentation, the assessment process followed and feedback from the candidate.

5.   MODERATION PROCESS

5.1   Plan moderation

5.1.1   The moderator will use the appropriate moderation tools for moderation.

5.1.2   Moderation will occur on all assessments.

5.2   Perform moderation

During moderation the moderator will:

5.2.1   Ensure that assessment is fair, reliable and valid.

- ❖ Check assessment documentation for validity, reliability, sufficiency and consistency.
- ❖ Determine whether the assessment activities or tools used produced reliable results.
- ❖ Determine if the decision taken is appropriate to the evidence.

5.2.2   Ensure that assessment documents are appropriately used.

- ❖ Check that the assessments are carried out with direct reference to expected outcomes.
- ❖ Check that the assessment documentation has been completed according to the requirements.

5.2.3   Ensure that assessment evidence is stored for moderation purposes in a manner that protects the integrity of the evidence.

- ❖ Check that assessments records are accurate, complete and up to date.
- ❖ Check that assessment records are stored in a safe and secure manner.
- ❖ Check that candidate's records are accurate, complete and up to date.
- ❖ It is required that all appropriate documentation is available to the moderator(s).

6.   REVIEW OF MODERATION PROCESS

The ATI moderators will review the moderation process annually; identify areas for improvement and note areas in which the moderation policies and procedures should be amended to ensure continuous improvement.

7.   AMENDMENTS OF POLICIES AND PROCEDURES

It is the responsibility of Academic Head to ensure that all the necessary changes that are to be made to the policies and procedures are communicated to assessors.

8.   APPEALS PROCEDURE

An appeals process will be in place for Assessors who feel that they have been judged unfairly. Appeals may include but are not limited to:

8.1   Competence of moderators

8.2   Process followed

8.3   Disputes around sufficiency of evidence.

9.   CODE OF CONDUCT

It is expected that the moderators conduct themselves in a courteous and professional manner at all times.

10.   REQUIREMENTS OF MODERATORS

10.1   Hold a recognised moderation qualification

10.2   Have a full understanding of various assessment methods and evidence requirements

10.3   Know the different methods of gathering valid, fair and consistent evidence

10.4   Know the ATI's requirements for making and completing submissions for certificates

10.5   Knowledge of ATI's requirements for validity, reliability, sufficiency and consistency

10.6   Have a complete understanding of the assessment process

10.7   Able to provide advice and support to assessors

10.8   Be a recognised subject matter expert in the field being moderated.