



IMSIMBI

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Imsimbi Training proudly presents
Moderator Training – 4 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the ETDP Seta and the material covers unit standard 115759 at NQF level 6 worth 10 credits



COURSE OBJECTIVES

Moderation is a process ensuring that assessments, done by registered assessors, confirms the specific outcomes, as specified in the NQF standards and qualifications as fair, valid and reliable.

To moderate efficiently is a profession (a system with specific principles and practices) that must be learnt and used correctly. It is the aim of this training: to learn the applicable process and principles of moderation that gives reliable and fair results.

Moderators must be able to, where necessary, moderate the assessment instrument or assessment plan, including the instructions to the assessor, instructions to the candidate, format of records, etc. This set of instructions are known as an assessment guide.

The credit calculation assumes that learners have previous assessment experience when starting to learn towards this unit standard and can: "Conduct outcomes-based assessments" (115753) and "Design and develop outcomes-based assessment" (115755).

COURSE OUTCOMES

Upon completing this course, the learner should be 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
- Report, record and administer moderation
- Review moderation systems and processes.

COURSE OUTLINE

Module 1: Moderation Within the Context of An OBE System

- Review moderation systems and processes
- Moderation and assessment methods and activities
- The moderator's role and responsibilities



Module 2: Plan and Prepare for Moderation

- Planning the extent of moderation and methods of moderation
- Clarifying the context of the assessments under review
- Considering special needs
- Planning the moderation methods and processes
- Moderation techniques and processes
- Sampling of assessments
- Planning the physical and human resources required
- Preparing moderation documents

Module 3: Conduct Moderation

- Checking and judging the assessment instruments and process
- Confirming that special needs of learners have been provided for
- Handling appeals against assessment decisions
- Moderating recognition of prior learning
- Making the moderation decision
- Moderation checklists
- Confirming the assessment decisions

Module 4: Advise and Support Assessors

- The varccs report
- Giving feedback to assessors

Module 5: Report, Record and Administer Moderation

- 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
- Records are maintained in accordance with organisational quality assurance and ETQA requirements
- Confidentiality of information relating to candidates and assessors is preserved in accordance with organisational quality assurance and ETQA requirements



Module 6: Review Moderation Systems and Processes

- Using a swot analysis
- Management Systems and Policies

NOTE:

It is imperative that the skills development officer and/or employer is aware that NO candidate can undergo moderator training without being a **qualified assessor** in possession of an ETDP SETA statement of result and with assessment experience in their field of expertise.

