

Course Content

Moderator Workshop

Why attend?

This workshop will enable internal and external 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.

How long is this course? 4 Days

Who should attend?

This workshop will be beneficial to people within the fields of Education, Training and Development Practices and Human Resource Development.

What will be covered?

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

This course is accredited against SAQA US ID: 115759, NQF Level: 6, Credits: 10. It is interactive and includes role plays, group discussions, and practical activities to ensure a clear understanding. Learners are supplied with course material, refreshments, and lunch.