

Learning Programme Name	Moderation Course Code – MT - SusanC
Qualification Title	
Unit Standard Title	Conduct Moderation of outcomes-based assessments.
NQF Level	6
Number of Credits	10
NLRD ID	115759
Learner Target Group	Registered Assessors
Purpose of the Programme	To accredit registered assessors to conduct internal moderation within the relevant companies.
Module/Unit	Module 1 - Introduction
Specific Outcomes	Understand the forms of assessment
Module/Unit Outcomes	<ol style="list-style-type: none"> <li>1. Conduct a practical exercise on what is quality.</li> <li>2. Understand forms of assessment in terms of underlying philosophies, advantages and disadvantages.</li> </ol>
Delivery Method	Facilitation, Group Interaction and presentation, Study and discuss a Resource Note.
Learning Activities	<ol style="list-style-type: none"> <li>1. Group practical exercise on what is quality.</li> <li>2. Group discussion and presentation on key differences on forms of assessment as well as the advantages and disadvantages.</li> </ol>
Module Duration	3 hours 30 minutes
Assessment Method	Oral
Assessment Activities	Group interaction and presentation.
Assessment Instruments	Presentation, Oral questioning.

Module/Unit	Module 2 – An understanding of Moderation
Specific Outcomes	Demonstrate an understanding of moderation within the context of an outcomes-based assessment system.
Module/Unit Outcomes	<ol style="list-style-type: none"> <li>1. Moderation in terms of its contribution to quality assured assessment.</li> <li>2. Moderation systems and methods.</li> <li>3. Key principles of assessment.</li> <li>4. How moderation activities could verify fairness and appropriateness of assessment methods.</li> </ol>
Delivery Method	Facilitation, Question and answer session, Group exercise, case study and presentation, Study and discuss a Resource Note.
Learning Activities	<ol style="list-style-type: none"> <li>1. Question and answer session on quality assurance. Study and discuss Resource Note relevant to this aspect. Study and discuss the relevant companies Policies related to this aspect. Complete a case study and present findings.</li> <li>2. Facilitate and discuss moderation systems and methods. Study and discuss Resource Note relevant to systems and methods. Conduct a practical exercise on strengths, weaknesses, opportunities of the systems. Examine a case study and present outcome in groups.</li> <li>3. Question and discussion session on key principles of assessment. Study and discuss Resource Note.</li> <li>4. Practical exercise to determine if assessment methods used by assessor are appropriate. Study Resource Note.</li> </ol>
Module Duration	3 hours 45 minutes
Assessment Method	Oral, Written
Assessment Activities	Group interaction and presentation, Examine and discuss, Case Study, Conduct exercise and present outcomes.
Assessment Instruments	Presentation, Oral questioning, Case Study, Exercise, POE
Module/Unit	Module 3 – Plan and prepare for moderation
Specific Outcomes	Plan and prepare for moderation.

Module/Unit Outcomes	<ol style="list-style-type: none"> <li>1. Planning and preparation activities are aligned with moderation systems.</li> <li>2. The scope of moderation is confirmed with parties.</li> <li>3. Planning and method of moderation activities ensure</li> </ol>
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	<p>manageable moderation.</p> <ol style="list-style-type: none"> <li>4. The contexts of the assessment are clarified with assessors.</li> <li>5. Moderation methods and processes are sufficient to deal with all forms of evidence.</li> <li>6. Physical and human resources.</li> </ol>
Delivery Method	Facilitation, Group interaction and discussion.
Learning Activities	<ol style="list-style-type: none"> <li>1. Group discussion on planning and preparing for moderation. Study and discuss Resource Note.</li> <li>2. Discuss scope of moderation. Examine relevant company policies on this aspect.</li> <li>3. Facilitate and discuss planning and methods of moderation. Examine Resource Note and discuss.</li> <li>4. Facilitate and discuss the context of an assessment under review. Study a checklist to help with the review of the internal moderation process.</li> <li>5. Facilitate and discuss a moderation method and processes to determine if it is sufficient to deal with common forms of evidence including RPL. Study and discuss Resource Note.</li> <li>6. Discussion of relevant moderation documents in use.</li> <li>7. Facilitate discussion of physical and human resources in moderation.</li> </ol>
Module Duration	2 hours 20 minutes
Assessment Method	Oral, Written
Assessment Activities	Group interaction and discussion, Questioning to determine understanding.
Assessment Instruments	Oral questioning, POE
Module/Unit	Module 4 –Conduct Moderation
Specific Outcomes	Conduct Moderation.
Module/Unit Outcomes	<ol style="list-style-type: none"> <li>1. Conduct moderation in accordance with the moderation plan.</li> <li>2. Assessment instruments and processes are checked and judged in terms of assessment principles.</li> <li>3. Moderation confirms special needs of candidates.</li> <li>4. Preparation of assessments checked meets requirements of the quality assurance body.</li> </ol>
Module/Unit Outcomes, continued	<ol style="list-style-type: none"> <li>5. Appeals handled in accordance with appeals procedure.</li> <li>6. Moderation decisions are consistent with quality assurance body's requirements</li> </ol>

Delivery Method	Facilitation, Question and discussion session, Study policies and Resource Notes, Examine case study and presentation.
Learning Activities	<ol style="list-style-type: none"> <li>1. Facilitation and discussion session on how to conduct moderation in accordance with moderation plan.</li> <li>2. Facilitation and discussion session on how to judge and check assessment instruments and processes.</li> <li>3. Facilitation and discussion session on verify special needs in an assessment.</li> <li>4. Facilitation and discussion session on portions of the assessments that are checked. Examine a form to assist the moderator with consistency. Study and examine Resource Note.</li> <li>5. Study and examine Resource Note on appeals. Study and examine company policies on appeals.</li> <li>6. Study and examine Resource Note on moderation decision that needs to be consistent with the quality assurance body requirements. Complete a case study and present the outcome.</li> </ol>
Module Duration	4hours 45 minutes
Assessment Method	Oral, Written
Assessment Activities	Discussion and questions on relevant aspects to ensure understanding, Present outcome of case study.
Assessment Instruments	Oral questioning, Case study, Presentation, POE
Module/Unit	Module 5 – Advise and support assessors.
Specific Outcomes	Advise and support assessor.
Module/Unit Outcomes	<ol style="list-style-type: none"> <li>1. Nature and quality of advice facilitates a common understanding of relevant standards and related issues.</li> <li>2. Nature and quality of advice promotes assessment in accordance with good assessment principles.</li> <li>3. Communication conducted in confidentiality.</li> </ol>
Delivery Method	Facilitation, Discussion session, Study and examine Resource Notes, Individual exercise.
Learning Activities	<ol style="list-style-type: none"> <li>1. Discussion and question session on nature and quality of advice to ensure a common understanding of standards and related issues. Study and discuss Resource Note.</li> <li>2. Discussion and question session on nature and quality of advice in accordance with good assessment principles. Study and discuss Resource Note. Conduct an individual exercise and share conclusions.</li> </ol>
Learning Activities, continued	<ol style="list-style-type: none"> <li>3. Facilitation on how to communicate to ensure confidentiality. Examine a case study and share outcomes.</li> </ol>

Module Duration	4 hours
Assessment Method	Oral, Written
Assessment Activities	Discussion and questions to ensure learners understand concepts, Individual exercise, Group case study and presentation.
Assessment Instruments	Oral questioning, Case study, Presentation, POE, Exercise.
Module/Unit	Module 6 – Report, record and administer the process.
Specific Outcomes	Report, record and administer the process.
Module/Unit Outcomes	<ol style="list-style-type: none"> <li>1. Informing relevant parties.</li> <li>2. Monitoring of records.</li> <li>3. Confirmation of information.</li> </ol>
Delivery Method	Facilitation, Group discussion and questioning session, Individual exercise.
Learning Activities	<ol style="list-style-type: none"> <li>1. Discussion and question session on reporting moderation findings.</li> <li>2. Discussion and question session on maintaining records. Study and discuss Resource Note with relevant aspects. Conduct an individual exercise and share findings.</li> <li>3. Discussion and questioning session on confidentiality of information. Study and discuss relevant Resource Note.</li> </ol>
Module Duration	50 minutes
Assessment Method	Oral, Written
Assessment Activities	Group interaction, discussion and questioning to test understanding, Individual exercises.
Assessment Instruments	Oral questioning, POE, Exercise.
Module/Unit	Module 7 – Review moderation systems and processes.
Specific Outcomes	Review moderation systems and processes.
Module/Unit Outcomes	<ol style="list-style-type: none"> <li>1. Strengths and weaknesses of the moderation system.</li> <li>2. Recommendations towards improvements of moderation.</li> <li>3. Review enhances credibility and integrity.</li> </ol>
Delivery Method	Facilitation, Question and discussion session.

Learning Activities	<ol style="list-style-type: none"> <li>1. Discussion and questioning session on strengths and weaknesses of the process.</li> <li>2. Discussion session on how to make recommendations towards improvements.</li> <li>3. Discussion session on how review enhances credibility and integrity.</li> </ol>
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Module Duration	25 minutes
Assessment Method	Oral, Written
Assessment Activities	Group questioning and discussion.
Assessment Instruments	Oral questioning, POE
Module/Unit	Module 8 – Close
Specific Outcomes	Complete a POE. Revisit course contents.
Module/Unit Outcomes	1. How to go about completing a POE. 2. Revisit the contents of the course to test for understanding.
Delivery Method	Facilitation, Question and discussion session.
Learning Activities	1. Facilitation, discussion and questioning session on how to complete a POE. 2. Discussion and questioning session to test for understanding in summary of the contents of the course.
Module Duration	60 minutes
Assessment Method	Oral
Assessment Activities	Discussion and questioning session to test for understanding of the learners.
Assessment Instruments	Oral questioning, POE.