THE LEARNING DEVELOPMENT GROUP

Introduction

This practical course, which is unit standard based, is aimed at internal and external moderators of Outcomes-Based assessment. Individuals who perform assessment quality assurance will develop an understanding of, and skills in, moderation and planning, preparing and conducting moderation. Individuals will learn how to advise and support assessors and administer and review moderation in an unbiased, fair, valid, reliable and practical manner.

It is suitable for those who wish to moderate assessment or who are involved in Education, Training and Development (ETD). It is ideal for those who wish to moderate assessment in their own field of expertise and who want to gain an accredited unit standard.

The Unit Standard can be used towards qualifications in the fields of ETD and Human Resources Development.

Target Audience

The course is aimed at educators, facilitators, assessors, trainers, coaches, HR Managers, Managers and assessment designers of OBE who wish to moderate assessment in the South African workplace and education sector.

Entry Requirements

To qualify, delegates must be competent in Communication and Mathematical Literacy at NQF Level 5 as well as in the subject area in which they will moderate learning. We recommend that individuals have achieved the unit standard "Design and Develop Outcomes-Based Assessment".

Additional Requirements

• You will need access to appropriate workplace activities and organisational assessment and moderation polices, procedures and systems, to complete the practical components of the course.

• Access to a PC, software and the internet for course assignments.

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

• Attend all scheduled sessions.

• Demonstrate theoretical and practical understanding of course content.

• Complete and present practical assignments.

• Participate in group activities and discussions.

• Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results: Conduct Moderation of Outcomes-Based Assessment, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the course, you will be able to:

• Demonstrate understanding of moderation.

• Plan, prepare for and conduct moderation.

• Advise and support assessors.

• Report, record and administer moderation.

• Review moderation systems and processes.

• Identify and solve problems using critical thinking.

• Work effectively in a team.

• Organise and manage self and own activities responsibly and effectively.

• Collect, analyse, organise and critically evaluate information.

• Communicate effectively.

• Understand the impact of moderation on individuals and organisations.

• Give feedback in a culturally sensitive manner.

Course **Content**

US: **Conduct Moderation of Outcomes-Based Assessment**
Accreditation Body: ETDP SETA

| US ID: **115759** | NQF Level: **6** | Credits : **10**

Module 1: Understand Moderation of Outcomes-Based Assessment

- Explain moderation and its contribution to quality-assured assessment and the principles of NQF
- Describe and compare moderation methods
- Describe how moderation ensures the key principles of assessment are upheld
- Provide examples of activities that verify moderation fairness and appropriateness

Module 2: Plan and Prepare for Moderation

- Plan and prepare activities aligned to moderation system requirements
- Confirm scope of moderation with relevant parties
- Plan moderation and methods of moderation to ensure reliable judgement of assessment
- Clarify the context of assessment under review with assessors or assessment agency
- Plan moderation methods and processes, including evidence gathered for RPL
- Prepare moderation documentation aligned to moderation system requirements
- Plan required physical and human resources prior to moderation

Module 3: Conduct Moderation

- Conduct moderation according to a plan
- Check and judge assessment instruments and processes and confirm moderation has met special needs without compromising requirements
- Select correct proportion of assessments to meet quality assurance's consistency and reliability requirements
- Handle assessment appeals according to procedures
- Ensure moderation decisions are consistent with quality assurance's requirements

Module 4: Advise and Support Assessors

- Ensure nature and quality of advice facilitates common understanding and promotes good assessment principles in the quality assurance system aligned to ETQA requirements

Module 5 : Report, Record and Administer Moderation

- Report and record moderation findings within agreed timeframes and quality assurance and ETQA requirements
- Preserve confidentiality of information on learners and assessors

Module 6 : Review Moderation Systems and Processes

- Identify strengths and weaknesses, make recommendations and review moderation systems and processes for effectiveness, improvement and integrity enhancement

Our **Accredited Organisations**