

**Moderation Policy
Madzivhandila**

REF: S.6/P

First Edition – 2015

Date of approval: 23 June 2015

Recommended by

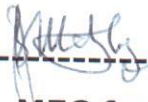


**Head of Department
(Maisela RJ)**

2015-06-23

Date

Approved by



**Hon MEC for Agriculture
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2015/6/23

Date

Madzivhandila Agricultural College	Moderation Policy and Procedure for Agricultural College	Effective Date 2015
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Document Information and Revision Log

File Name	Moderation Policy and Procedure
Original Author (s)	Sectoral Colleges
Current Revision Author (s)	Madzivhandila Agricultural College
Next Review Date	After 24 months (2 years)

Version	Date	Authors	Revision Notes
0.1	16/10/2014	Sectoral Colleges	
0.2	12/03/2015	Madzivhandila Agricultural College	
0.3			
0.4			

Approval of Policy

Approved this Date	:	
Approved By	:	
Signature	:	

Please note that the implementation of the policy contained in this document is subject to approval and signature of the delegated authority.

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ABBREVIATIONS

DAFF	Department of Agriculture, Forestry and Fisheries
FET	Further Education and Training
LDA	Limpopo Department of Agriculture
SAQA	South African Qualifications Authority

1. INTRODUCTION

Agricultural Colleges are committed to offering excellent and high quality curricula in the agricultural training field, using an approach of moderation that aims at improving the content of the curricula.

This policy document provides a framework, guidelines, norms and standards that will ensure that proper moderation of programmes is coordinated in an effective and efficient manner.

2. PURPOSE

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.

3. SCOPE

This policy applies to all employees and students registered for higher education qualifications at the College.

4. AUTHORITY OF POLICY

The Moderation Policy is issued under the authority of both the Member of the Executive Council (MEC) for Agriculture as the Executive Authority of the LDA and the Head of Department (HOD) as the Accounting Officer of the Limpopo Department of Agriculture.

5. APPLICABLE LEGISLATION

- Green Paper on Agricultural Training Institutes
- Approved Norms and Standards for Agricultural Training Institutes

6. PRINCIPLES

6.1 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:

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

6.1.2 Ensure that requirements for assessment are adhered to.

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

6.2 Moderation may include but is not limited to:

6.2.1 Discussions with the Candidate

6.2.2 Discussions with the Assessor

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

6.2.4 Issuing of questionnaires to Candidates.

7. MODERATORS

7.1 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.

7.2 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.

8. POLICY PROVISIONS: MODERATION PROCESS

8.1 Plan moderation

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

8.1.2 Moderation will occur on all assessments.

8.2 Perform moderation

During moderation the moderator will:

8.2.1 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.

8.2.2 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.

8.2.3 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).

9. REVIEW OF MODERATION PROCESS

The Agricultural College 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.

10. AMENDMENTS OF POLICIES AND PROCEDURES

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

11. 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:

11.1 Competence of moderators

11.2 Process followed

11.3 Disputes around sufficiency of evidence.

12. CODE OF CONDUCT

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

13. REQUIREMENTS OF MODERATORS

13.1 Hold a recognised moderation qualification.

13.2 Have a full understanding of various assessment methods and evidence requirements.

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

13.4 Know the Agricultural College requirements for making and completing submissions for certificates.

13.5 Knowledge of Agricultural College requirements for validity, reliability, sufficiency and consistency.

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- 13.6 Have a complete understanding of the assessment process.
- 13.7 Able to provide advice and support to assessors.
- 13.8 Be a recognised subject matter expert in the field being moderated.

14. MONITORING AND EVALUATION

Monitoring and evaluation of this policy would be conducted by the Agricultural College.

15. DISPUTE RESOLUTION

Any disputes in relation to this policy, its application and implementation shall be managed in line with the ATI's dispute resolution and grievance mechanisms.

16. DEVIATION FROM THE POLICY

This Moderation Policy will be applicable in all relevant cases and under no circumstances will any deviation of the Moderation Policy be allowed. Should any deviation be deemed necessary, it will only be done with the written consent of the HOD of the Limpopo Department of Agriculture

17. INCEPTION DATE

The inception date is the date of approval of this document.

18. TERMINATION AND REVIEW CONDITIONS

The Moderation Policy will be reviewed every 24 months (2 years) or as and when a need arise and may be replaced by the Policy from DAFF.

19. ENQUIRIES

All enquiries regarding this policy should be directed towards the Limpopo department of Agriculture at 015 294 3000/Madzivhandila Agricultural College at 015 962 7200.

Recommended by:

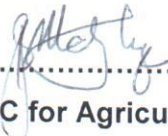


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