

Moderation Policy

Tompi Seleka College of Agriculture

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Recommended by:

[Signature]

Head of Department

(Maisela, RJ)

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Date

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Hon MEC for Agriculture and Rural Development

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1. Acronyms and abbreviations

DAFF	Department of Agriculture, Forestry and Fisheries
FET	Further Education and Training
HOD	Head of Department
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council
SAQA	South African Qualifications Authority

2. Executive summary

This Moderation Policy deals with all moderations matters at Tompi Seleka College of Agriculture and includes moderator, the moderation process, review of the moderation process, moderation performance and planning, requirements of moderators, etc.

3. Introduction

Colleges of Agriculture in the country (including Tompi Seleka College of Agriculture), 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.

Due to the national directive that Colleges of Agriculture should take the approved Norms and Standards for Agricultural Training Institutes into consideration when developing Policies, alignment to these Norms and Standards has been applied to this Policy.

4. Purpose and objectives

The purpose of this Moderation 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.

5. Authority

This Moderation Policy for Tompi Seleka College of Agriculture is issued under the custodianship of the Hon MEC for Agriculture and Rural Development in Limpopo and the Head of Department (HOD) as Accounting Officer of the Limpopo Department of Agriculture and Rural Development (LDARD).

6. Legal framework

- Constitution of the Republic of South Africa, 1996
- Green Paper on Agricultural Training Institutes

7. Scope of application

This Moderation Policy applies to all work of all students registered at Tompi Seleka College of Agriculture and have to be practices and applied by all persons involved in moderation of papers.

8. Definitions

For the purpose of this Moderation Policy, the following terms will have the following meaning:

Moderators: Refer to all persons who are engaged in the moderation of papers, i.e. exercising quality control

College: Refer to Tompi Seleka College of Agriculture

Students:	Refer to all persons registered for training at Tompi Seleka College of Agriculture
Department:	Refer to the LDARD
Assessors:	Refer to lecturers doing the assessment of papers
Candidates:	Refer to students who were involved in examinations/tests/practical
College of Agriculture:	For the purpose of this policy, College of Agriculture (to replace Agricultural Training Institute) will be used until such time when the approved Norms and Standards document for Agricultural Training Institutes is fully implemented.

9. Policy Pronouncements

9.1 Principles

9.1.1 Function

The moderation function will be carried out in a manner that ensures that the assessment of candidates are fair, valid and reliable. Measure will be included to ensure the integrity and security of assessment.

The moderation process will:

- a) Verify assessment decisions and ensure that the assessment procedures were current and appropriate.
- b) Ensure that requirements for assessment is adhered to.
- c) Ensure that there is compliance with the national and industry standards/requirements.

Moderation may include (but is not limited to):

- i) Discussions with the candidate
- ii) Discussions with the assessor
- iii) Discussions with any other relevant person/s that have been involved in the assessment process
- iv) Issuing of questionnaire to candidates

9.1.2 Moderators

All moderators should have achieved a relevant moderation qualification form 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.

9.1.3 Moderation process

A) Plan moderation

- i) The moderator will use the appropriate moderation tools for moderation
- ii) Moderation will occur on all assessments

B) Perform moderation

During moderation, the moderator will:

- i) Ensure that assessment is fair, reliable and valid
 - a) Check assessment documentation for validity, reliability, sufficiency and consistency
 - b) Determine whether the assessment activities or tools used produced reliable results
 - c) Determine if the decision taken is appropriate to the evidence
- ii) Ensure that assessment documents are appropriately used
 - a) Check that the assessments are carried out with direct reference to expected outcomes
 - b) Check that the assessment documentation has been completed according to the requirements
- iii) Ensure that assessment evidence is stored for moderation purposes in a manner that protects the integrity of the evidence
 - a) Check that assessment records are accurate, complete and up to date
 - b) Check that assessment records are stored in a safe and secure manner
 - c) Check that candidate's records are accurate, complete and up to date
 - d) It is required that all appropriate documentation is available to the moderator/s

9.1.4 Review of moderation process

The College of Agriculture will review the moderation process annually and identify areas for improvement and note areas in which the moderation policies should be amended to ensure continuous improvement.

9.1.5 Requirements of moderators

All moderators should:

- i) Hold a recognised moderation qualification
- ii) Have a full understanding of various assessment methods and evidence requirements
- iii) Know the different methods of gathering valid, fair and consistent evidence
- iv) Know the College of Agriculture requirements for making and completing submissions for certificates

- v) Have knowledge of College of Agriculture requirements for validity, reliability, sufficiency and consistency
- vi) Have a complete understanding of the assessment process
- vii) Be able to provide advice and support to assessors
- viii) Be a recognised subject matter expert in the field being moderated.

9.2 Amendments of Policies and Procedures

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

9.3 Appeal Procedure

An appeal process will be in place for students who feel that they have been moderated unfairly.

Appeals may include (but is not limited to):

- i) Competence of Moderators
- ii) Process followed
- iii) Disputes regarding sufficiency of evidence

9.4 Code of conduct

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

9.5 Monitoring and evaluation

Monitoring and evaluation of this Moderation Policy should be conducted by the College itself.

9.6 Dispute resolution

Any disputes in relation to this Moderation Policy, its application and the implementation shall be managed in line with the College of Agriculture dispute resolution and grievance mechanisms.

10. Default

This Moderation Policy is issued under the custodianship of the Hon MEC and HOD of the LDARD and therefore no deviation from this Moderation Policy will be allowed – unless permitted in writing by the HOD of the Department.

11. Inception date

The date of inception of this Moderation Policy, is the date of approval (as indicated on the cover of this Policy document).

12. Termination and review

This Policy will be reviewed every three years (or as and when a need arise) and may be replaced by a transversal Policy presented by Department of Agriculture, Forestry and Fisheries (DAFF) at any time.

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

13. Enquiries and reporting

All enquiries regarding this Moderation Policy, should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

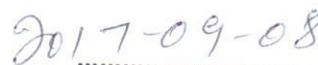
The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended by:



Head of Department

(Maisela, RJ)



Date

Approved by:



Hon MEC for Agriculture and Rural Development

Mapula Mokaba-Phukwana (MPL)



Date