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PORT ELIZABETH
TVET COLLEGE

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NAME and TITLE	SIGNATURE	DATE
Policy owner Mrs. J. Figg DP ACADEMIC		4/07/2025
Mrs. K. Matikinca ACTING PRINCIPAL		04/07/2025
Mr. L. Buku COUNCIL CHAIRPERSON		07/07/2025

Table of Contents

1	Preamble	3
2	Key objectives	3
3	Guideling principles	3
4	Definitions	4
5	Scope	4
6	Moderations guidelines	5
7	Moderation	6
8	Function of moderation	7
9	Appointment of Moderators	7
10	Procedure for Moderation	7
10.1	Pre-assessment moderation process	7
10.2	Post-assessment moderation process	8
11	Levels of Moderation	8
12	Behaviour contrary to the policy	8
13	Revision of this policy	9
14	Governance Issues	9
14.1	Development and Review	9
14.2	Policy Implementation	9
15	Assessment and Moderation Committee	9
16	Policy and Legislation Framework	9

1. Preamble

Moderation is a process to determine the standard applied in setting of tasks and in assessing learners. It involves a judgement of the quality of the task and the learners' performance and is carried out before, during and after administration of the task. Monitoring ensures that assessments are planned, administered and conducted according to the college internal assessment policy and assessment plans.

The process of moderation provides an additional assessment (as a quality control measure), to establish that learners are being assessed in a consistent, accurate and well-designed manner, and that assessors themselves are adhering to required methods and prescripts of operation and assessment.

2. Key Objectives

This policy intends to provide Port Elizabeth TVET College with a moderation system that will ensure that the following objectives are met:

- To verify that assessments are fair, valid, reliable and practicable and that they have been conducted according to the UMALUSI Assessors Code of Conduct. DHET: UMALUSI
- To evaluate the design of the assessment and assessment instruments. Indicating the need for re-design where necessary.
- To identify and investigate any trends of inconsistencies.
- To evaluate the performance of assessors and to establish whether the methods used are comparable and that judgment are consistent.
- To provide an appeals procedure for dissatisfied manner.
- To provide feedback to the UMALUSI on unit standards/skills programmes and qualifications.

3. Guiding Principles

This policy is based on the fundamental principles of equity and fairness

Moderators will treat all assessors fairly and equitable and will conduct moderation in line with standard policy and practice.

4. Definition

Assessor	<p>The person who is registered by the relevant Education and Training Quality Assurance Body in accordance with criteria established for this purpose.</p> <p>A lecturer employed by DHET/College under the Ministerial programmes and required to perform assessor duties by virtue of employment as a lecturer under the employment prescripts and the CET Act of 2006 as amended.</p>
Moderation	<p>The process which ensures that assessment of the outcomes described in National Qualifications Framework standards or qualification is fair, valid and reliable.</p>
Moderator	<p>A lecturer appointed through the DHET and TVET College prescripts to conduct moderation and performs to their competency to conduct a moderation process.</p>
Monitoring	<p>The process of determining whether the minimum requirements for Teaching and Learning, ICASS, ISAT and external assessments in a particular subject have been complied with.</p>

5. Scope of Internal Moderation

The scope of internal moderation includes:

- 5.1. The design of the assessment itself to ensure that the choice and design of assessment methods are appropriate for the standards being measured by the assessment.
- 5.2. The implementation of the assessment process to ensure that assessors are using feedback to develop their assessment procedures.
- 5.3. The verification and review of the assessment process to ensure that assessors are using feedback to develop their assessment procedures and skills.
- 5.4. Moderate at least 10% or not less than five marked scripts where there are less than 50 scripts. Moderation for accuracy should be performed by a person who is familiar with the subject content or a subject specialist. During the moderation selection process, the moderator should select a range of poor, medium and top performance.
- 5.5. Moderation should be done in green pen ONLY.
- 5.6. Moderators should re-mark the entire script.

6. Moderation Guidelines

6.1. The Moderation guide allows for a targeted scope of moderation:

	Purpose of moderation	Scope of moderation
Moderation of assessment instruments	To verify that the learning material and assessment instruments meet the requirement of the unit standard and assessment principles.	<ul style="list-style-type: none">• Subject requirements are met in terms of:• Unit standard purpose and range• Specific outcomes and associated range statements• Assessment criteria and related range statements• Critical cross-field outcomes• Embedded knowledge• Assessment principles of validity, authenticity, sufficiency, fairness and reliability
Moderation of assessments	To verify assessment practices in terms of assessment principal	<ul style="list-style-type: none">• Assessor validation• Assessment practice in terms of assessment principles of sufficiency, consistency, fairness and reliability

7. Moderation

7.1. Internal Moderation

7.1.1. Campus Moderation may be done by the Campus Moderation team per term, or bi-annually, for all tasks written for the year, in NCV. The Campus Moderation team must perform internal moderation at least once in a trimester or semester for report 191.

- 7.1.2. College Moderation shall be done once per academic cycle by a College Moderation team.
- 7.1.3. A minimum of 10% of student portfolios and all lectures' portfolios per subject must be moderated.
- 7.1.4. The academic Manager/HoD/Senior Lecturer shall be consulted in the planning phase regarding the scope of Moderation, evidence requirements as well as the timing, venue and resources required two weeks prior to moderation.
- 7.1.5. The Campus Moderation team shall consist of Lecturers who are subject experts in their respective subjects
- 7.1.6. Prescribed Moderation tools shall guide the process, where quality of evidence of assessments and all its aspects, portfolios of lecturers and students shall be monitored.
- 7.1.7. The College Moderation schedule will be drawn up by the Academic Manager/ HoD's and the execution thereof will be controlled by the Academic Manager and distributed to staff timeously.
- 7.1.8. The Moderation plan will include the Campus, date, venue, numbers and names of moderators.
- 7.1.9. All relevant documentation will be completed by the parties concerned.
- 7.1.10. Feedback to the Academic staff shall include recommendations on the developmental needs.
- 7.1.11. The Academic Manager/ Campus Manager may carry out a varied number of random checks on the assessment process throughout the calendar year without notice.
- 7.1.12. The above process should be carried out with minimal disturbance to teaching and learning.

8. Function of Moderation

- 8.1. Conducting moderation of assessment on any occasion in which these are first used or revised, including documenting proof of individual learners' competence status.
- 8.2. Identifying areas of improvement within the assessment process.
- 8.3. Providing guidance and support to assessment tools/ instruments.
- 8.4. Identifying the need to redesign assessment, assessment tools/ instruments.
- 8.5. Initiating strategies to continuously improve the quality of assessment.
- 8.6. DHET and UMALUSI must also monitor the implementation of internal and external assessment practices at Provincial and College level.

9. Appointment of Moderators

Port Elizabeth TVET College appoints moderators who:

- Are qualified as moderators.
- Are subject matter experts on the assessments to be moderated.
- Are not the same persons who conducted the assessments.
- Have no actual or perceived interest in the outcome of the assessment.

10. Procedure for Moderation

10.1. Pre-assessment moderation process

- Pre-assessment moderation is an evaluation of a task prior to administration in the classroom. Such process shall be conducted by a subject moderator.
- Pre-moderation of tasks should be done within two days of receipt of the examiner. In the event of amendments, the examiner should return the corrected task to the moderator within two days.
- A lecturer who is a subject expert must moderate and approve the task/test before it is administered to the learners. This internal moderation of an assessment task must be conducted according to the subject assessment plan.
- A moderator must conduct the moderation of all ICASS assessment/assignments/internal examination within 2 days and give feedback to the assessor. The assessor must make the necessary changes to the paper within 2 days and submit to the moderator for verification.
- The pre-moderation process must be completed within 5 working days.

10.2. Post-assessment moderation process

- Post-assessment moderation is an evaluation of the quality of the assessment process, marking and recording of learner results, undertaken by the lecturer, which is conducted by a subject moderator.
- The moderator shall complete the post moderation process within three days of receiving the scripts.
- The post moderation process includes and is not limited to the accuracy of the marking and the verification of loaded marks.
- The post-assessment moderation process must be completed within 5 days of receipt of the scripts from the examiner.

11. Levels of Moderation

The following diagram indicates the different levels of moderation:



12. Behaviour contrary to this policy

Disciplinary action will be taken in line with the code of conduct of Port Elizabeth TVET College against any employee who deliberately contravenes the rules and regulations stipulated in this moderation policy.

13. Revision of this Policy

This policy will be reviewed every three years, or as required. Notice of intention to review this policy will be sent to the management of PEC TVET College three weeks in advance.

14. Governance Issues

14.1 Development and Review

The College council will ensure that this policy is reviewed yearly and at earlier intervals as may be deemed appropriate required.

14.2 Policy Implementation

All lecturers, Head of Programmes, Assessors and Moderators will be required to familiarise themselves with this policy to ensure involvement and correct application within their various capacities.

15. Assessment and Moderation Committee

An assessment and moderation committee will meet at least twice a year to review assessment practice challenges. It will also meet during the appeals process should this required.

16. Policy and Legislation Framework

The following legislation is applicable to the Moderation Policy:

- South African Qualifications Authority Act ,58 of 1995
- Skills Development Act No 97 of 1998 and related ETQA Bodies Regulations 1998.