

MODERATOR COURSE (2 Days)



11th- 12th July 2019 (Randburg, Johannesburg)

Title: **Conduct moderation of outcomes-based assessments**
Unit Standard ID: 115759
NQF Level: 6
Credit Value: 10



INTRODUCTION

The **Moderator** workshop has been developed as part of our Train the Trainer series to prepare professionals with the skills they need to be effective in their fields of expertise.

WHAT THIS COURSE CAN DO FOR YOU:

- Helps you understand moderation within the context of an outcomes-based assessment system,
- Planning and preparing for moderation,
- Conducting moderation,
- Advising and supporting assessors,
- Reporting, recording and administering moderation, and
- Reviewing moderation systems and processes.

INTRODUCTION

This course is designed to prepare you for a variety of challenges faced when dealing with learners in a school or the workplace environment. Knowing how to handle difficult situations objectively, and with tact, is as important as being knowledgeable about the training and development of workplace skills. The course is very practical and allows you time to internalise your learning through activities, so you are able to complete your POE easily on the last day.

COURSE OUTLINE

- The Purpose of Moderation in assuring quality assessments
- The Principles and methods of Moderation
- Review Moderation Systems and procedures
- Co-Operative / OBE Learning
- Plan & prepare for Moderation including assessment instruments
- Recording and writing a Moderation report
- Develop and support the assessors

COURSE MODULES

MODULE 1:

- Moderation within the context of an OBE system
- Moderation and assessment methods and activities
- The moderator's role and responsibilities

MODULE 2:

- Plan and prepare for Moderation
- Planning the extent of moderation and methods of moderation
- Clarifying the context of the assessments under review
- Considering special needs
- Planning the moderation methods and processes
- Moderation techniques and processes
- Sampling of assessments

MODULE 3:

- Conduct moderation
- Checking and judging the assessment instruments and process
- Confirming that special needs of learners have been provided for
- Handling appeals against assessment decisions
- Moderating recognition of prior learning
- Making the moderation decision
- Moderation checklists
- Confirming the assessment decisions

MODULE 4:

- Advise and support assessors
- The varccs report
- Giving feedback to assessors

MODULE 5:

- Report, record and administer moderation

MODULE 6:

- Review moderation systems and processes
- Using a Swot Analysis
- Management Systems and Policies