



**ELADA**  
INSTITUTE

**MODERATION POLICY**  
**POLICY NO: C5ELSA-HE**

## Document Metadata

DOCUMENT				
<b>Number</b>	C5ELSA-HE			
<b>Version</b>	1			
<b>Document Type</b>	Policy			
RELEVANT INTERNAL REFERENCES <i>(Related policies, procedures, manuals, guidelines, and protocols)</i>				
<b>Policies</b>	1. Assessment policy 2. Examination policy			
<b>Procedures</b>	Moderation Process			
<b>Manuals/Guidelines</b>	Quality Assurance Manual			
ROLE-PLAYERS				
<b>Policy Owner</b>	Dean of Faculties			
<b>Author</b>	Academics			
<b>Entity of Author</b>	Chief Operations Officer			
<b>Contributors</b>	Programme and Policy Committee Members			
RECOMMENDING AUTHORITY				
<b>Name of Committee/s</b>	Elada Institute Programme and Policy Committee			
<b>Name of Executive Portfolio Holder</b>				
APPROVING AUTHORITY				
<b>Name of Committee (Senate, Executive Management or Board)</b>	Elada Institute Academic Board			
APPROVED BY	NAME	DESIGNATION	SIGNATURE	DATE
APPROVED BY	CHRISTIAN NKANGOLO	CHAIRPERSON		
DATE OF APPROVAL/REVIEW				
<b>Effective Date</b>	02 July 2023 (Approved by Academic Board)			
<b>Date Last Amended</b>	02 July 2023			
<b>Review Cycle</b>	Three years			
<b>Review Dates</b>	As and when required.			
<b>Review History</b>	N/A			
REVOCAATION/CANCELLATION DATE				
<b>RETENTION DURATION</b>	Permanent – current version with revision history			

## TABLE OF CONTENTS

1. BACKGROUND / PREAMBLE / POLICY STATEMENT .....	3
2. PURPOSE.....	3
3. ORGANISATIONAL SCOPE / APPLICATION .....	3
4. POLICY STATEMENT .....	3
5. DEFINITIONS / ABBREVIATIONS / ACRONYMS / GLOSSARY .....	4
6. POLICY PRINCIPLES.....	4
7. POLICY IMPLEMENTATION.....	7
8. PROCEDURES .....	7
9. SUPPORTING DOCUMENTS .....	7
10. POLICY LIFE CYCLE .....	7
11. REFERENCES .....	7

## 1. BACKGROUND / PREAMBLE / POLICY STATEMENT

Quality Assurance requirements are meticulously checked and quality assured to ensure adherence to the Institution's policies and processes.

## 2. PURPOSE

The purpose of moderation as implemented by Faculties at Elada Institute is to ensure and assure that judgments about standards in assessment:

1. Are fair and consistent (equitable);
2. Provide the necessary confidence and corroborating evidence that assessment standards and assessment judgements are valid and reliable;
3. Are aligned to both regulatory and systemic requirements (accountability); and
4. Build a Community of Practice.

## 3. ORGANISATIONAL SCOPE / APPLICATION

This Policy applies to all assessment processes and must be read in conjunction with the following Elada Institute policies: -

- D1 Assessment Policy
- D2 Examination Policy

### 3.1 Responsibility for Moderation

The responsibility for moderation processes lies with each Head of Faculty. The faculty heads and Academic Staff are supported by the Dean of Faculties and the Assessment Chairperson in the moderation process and with moderation practices.

## 4. POLICY STATEMENT

Elada Institute commits to complying with all Higher Education requirements in respect of the programmes it offers and qualifications it awards, as prescribed by legislation. The moderation of assessments is a fundamental, ongoing and cyclical process that ensures and assures continuous improvement in assessment standards and academic quality.

Assessment requirements are meticulously checked and quality assured to ensure adherence to the Institution's policies and processes.

## 5. DEFINITIONS / ABBREVIATIONS / ACRONYMS / GLOSSARY

The terms defined below are applicable to this Policy:

- **Assessment instrument:** Assignment, exam, project or performance based on the level of student learning to be evaluated.
- **External moderation:** Assessment developed by a qualified and competent person or body not directly involved in the development and/or delivery of the learning being assessed.
- **Internal moderation:** A process conducted internally by a person directly involved in the development and/or delivery of the learning being assessed.
- **Moderation:** In assessment, moderation refers to the internal and external verification that an assessment system is credible, that assessors and learners behave in an ethical way, and that judgements of assessment instruments and assessment grading adhere to the following criterion: 1) fairness and consistency; 2) validity and reliability; 3) accountability; and 4) assists in engendering a Community of Practice.
- **Moderator:** An independent expert in a specified field who is qualified at a level at least one higher than the qualification being examined. The moderator is appointed on a three-year cyclical period, is not appointed as part of a reciprocal arrangement, and is approved by the Academic Board and Senate.
- **Reliability:** The overall consistency of a measure. A measure is said to have high reliability if it produces similar results under consistent conditions. In assessment, reliability refers to the extent to which, in similar contexts, the same assessment-related judgments can be made.
- **Statistical moderation:** A large scale assessment of assessment results to compare the mean and standard deviations of a current examination with those of the previous year(s) to minimise sources of measurement error in assessment.

## 6. POLICY PRINCIPLES

The policy principles cover the instructions that explain to or direct the College's Academic Staff on how the policy works and how it should be applied.

Internal and external moderation processes are prescribed for formative and summative assessment.

The following applies to formative assessment: –

- All formative assessment instruments are moderated, either by internal or external moderators;
- All formative assessment instruments are checked and signed off internally;
- All formative assessment instruments for exit-level programmes are moderated externally; and

- All assignment scripts are subjected to moderation (as prescribed further in this document).

The following applies to summative assessment: –

- All summative assessment instruments are moderated, either by internal or external moderators;
- All summative assessment instruments are checked and signed off internally;
- All summative assessment instruments for exit-level programmes are moderated externally; and
- All examination scripts are subjected to moderation (as prescribed further in this document).

### **6.1 Internal Moderation of Assessment Instruments**

After an assessment instrument has been set, it is referred to the moderator for moderation. The moderator is appointed in advance by the Head of Faculty. The appointment of moderators is aligned to the recruitment and appointment criteria of the College.

After an assessment instrument has been moderated, any recommended amendments (except for minor amendments) are forwarded to the examiner to effect the proposed changes. Once the changes have been made, the assessment instrument is sent back to the moderator for verification. Moderation at this level involves a detailed analysis of the content that is being assessed, as well as the overall quality of the instrument (mark allocation, level descriptor and outcomes).

After the moderator and examiner have agreed on both the quality and standard of the assessment instrument and all of the respective amendments have been made, the assessment instrument is subjected to editing. It is then referred to the Head of Faculty who conducts a final evaluation of the assessment instrument for final approval. Moderation at this level involves a detailed analysis of the quality of the assessment instrument. If the Head of Faculty believes certain parts of a paper do not satisfy the College's assessment standards, a discussion is held with both the moderator and the examiner so as to finalise the assessment instrument.

Once all the assessment instruments have been signed off by the Head of Faculty, they are uploaded in a secure and safe digital folder in the Micro-Office Suite. Only the Senior Lecturers, Heads of Faculty, Dean of Faculty, Head of Academic Operations and Moodle Administrator have access to this digital folder. The assessment instruments are saved per Faculty for the Moodle Administrator to upload into Moodle.

### **6.2 Internal Moderation of Scripts**

After examination scripts have been marked, a minimum of 10% of the total number of scripts (or 10 scripts in cases where modules have student enrolments less than 100) is sent for moderation. The 10% percent (or minimum of 10 scripts), include scripts with a range of assessment grades, ranging from the highest result obtained, to average results, to the lowest results.

The average difference in assessment grades between the original grade and the grade obtained after the examination script was moderated may then be added to the grades of all students who completed the specific examination paper, should the moderator recommend such an adjustment. Moderators may also propose that all the marks of candidates in that module be adjusted. Moderators' reports must be considered during the proceedings of the Assessment Committee. The Assessment Committee Chairperson, supported by the Dean of Faculties, ensures that the recommendations of the moderators are implemented through a consultative process with the relevant Heads of Faculties.

The Quality Assurance Manager is responsible for conducting randomised quality assurance checks of all moderation processes and the capture of final marks onto the College's Learner Management System.

The Dean of Faculties ensures that a double-entry system is applied by teaming a Senior lecturer in each Faculty with an Assessment Team member. This is done for assessment quality assurance purposes.

### **6.3 External Moderation**

External moderation is applicable to all exit-level modules and supplementary examinations.

### **6.4 Appointment of External Moderators**

Suitably qualified academics from both public and private Higher Education Institutions or industry experts independent of the Educor Group with the appropriate qualifications are appointed as external moderators. The qualification of the moderators must be at least one NQF level higher than the exit-level of the qualification being moderated.

External moderators are appointed as independent contractors for the duration of one (1) year, with a three-year cyclical period. The contract is renewed or reviewed annually.

A maximum of 4 to 5 subjects can be allocated to an external moderator, depending on the scarcity of their qualification of expertise.

### **6.5 Review of Internal and External Moderation**

Moderation processes are reviewed by the College's Assessment Committee. Moderators' reports are filed in the electronic database for reference purposes.

## 7. POLICY IMPLEMENTATION

Elada Institute is responsible for supporting, developing, enhancing, monitoring and reviewing its set standards against legislative requirements and the requirements of regulatory authorities. The strategies, systems and resources allocated towards the achievement of these standards are as follows:

- Systems – The system of moderation shall be as prescribed above.
- Strategies – To monitor the assessment standards applied by the College to ensure that they comply with the minimum requirements predicated by the Higher Education Act, the Regulations promulgated in terms of the Act, SAQA, and general best practice guidelines.
- Resources – The academics and assessment staff appointed to execute moderation processes.

## 8. PROCEDURES

Policies and procedures are designed to influence and determine all major decisions and actions, and all activities that take place within the parameters set by them. Procedures are the specific methods used, or to be used, to express policies in action in the day-to-day operations of the College. The procedures and processes which govern this policy are listed under “Supporting Documents”.

## 9. SUPPORTING DOCUMENTS

The following documents (resources) support the operational implementation of this Policy and serve to direct the implementation of the Policy:

Document No:	Document Name:
Annexure A	Pre-Examination - External Moderator’s Report
Annexure B	Post-Examination - External Moderator’s Report
Annexure C	Post-Examination - External Moderator’s Report- Portfolio of Evidence (POE)
Annexure D	Internal Moderator’s Report
	Statistical Moderation Report
PC_D5-ELSA	Moderation Process

## 10. POLICY LIFE CYCLE

The Policy will be reviewed within a three-year cyclical review process.

## 11. REFERENCES

- Bloxham, S., Hughes, C. & Adie, L. (2016) What’s the point of moderation? A discussion of the purposes achieved through contemporary moderation practices. *Assessment and Evaluation in Higher Education*, 41(4):638-653.
- Elada Institute Moderation Policy



- Elada Institute Assessment Policy
- Ministry of Higher Education and Training (2017) *Public Universities – External Moderation and Examination Processes are in Place*. Media Statement.
- SAQA (n.d.) *National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa*.
- Umalusi (2014) *Understanding Statistical Moderation*. [online] Available at: <http://www.umalusi.org.za/show.php?id=2989>