



POLICY

MODERATION OF SCHOOL BASED ASSESSMENT Grades 8 – 12

INTRODUCTION:

1. The details and directives stipulated in the IEB Manual for the Moderation of School Based Assessment for the GETC and National Senior Certificate are to be followed.
2. Moderation should ensure that the quality and standards of the internal assessment as outlined in the ACADEMIC policy are adhered to.
3. Moderation of school based assessment confirms the validity and fairness of all assessments from planning, to the assessment task, to the marking process.
4. Moderation is an essential tool to ensure that equitable standards are kept in place and to scaffold teaching within the classroom. It also becomes an excellent tool to evaluate the teaching process and to feed back into the classroom.
5. Moderation should not be a one way channel, but include discussion and agreement within all parties concerned.

FOCUS

Moderation of the assessment task should focus on the following:

1. the assessment task is aligned to the assessment criteria for each subject
2. the assessment task is free of past assessment(past papers)
3. assessment tasks and marking guidelines are valid and fair.
4. the analysis grid represents the taxonomy of learning
5. the instructions relating to the assessment are clear and precise
6. the content is sufficiently grounded in the curriculum but has taken cognisance of application and high order thinking that is accessible.
7. the task must be free of any bias
8. the language of the assessment task is in keeping with the language level of the pupils for which it is designed.
9. the assessment must be visually clear and showcase the focus and philosophy of the department concerned.

MODERATION PROCESS: ASSESSMENT TASK

It is a requirement that all evidence of moderation (including emails and the SAHETI Moderation form) be kept by the subject teacher.

Pre-moderation:

1. Each test or examination must be planned and discussed with the teachers teaching the subject at that specific grade.
2. Consensus must be reached by the teachers concerned that all material has been sufficiently covered in the weekly work schedule.

Moderation:

1. Examinations/tests need to be moderated first by the teacher(s) responsible for the teaching.
2. Once the teachers have reached consensus, the examination/test is forwarded to the HOD/ Subject Head/ external mentor for moderation.
3. Marking Guidelines and Analysis Grids must accompany all assessments/examinations for moderation.
4. It may be necessary for consultation and refinement of questions to occur prior to the paper being approved for photocopying.
5. Each department will set its own time frame for the moderation process but careful consideration must be given to the rigour of the task to ensure that the relevant deadlines are met. The time frame is to be agreed upon by the department in consultation with the HOD/Subject Head and should be fair and manageable.

Post-Moderation

1. Once the assessment/exam has been written and marked there should be a reflection on the task and the support required for further development of the assessment.

MODERATION PROCESS: MARKING

1. In order to offer support to new academic staff, moderation of marking may occur as frequently as required.
2. In general, a minimum of 10% of scripts is to be moderated.
3. Winter and end of year examination answer scripts need to be moderated. Should a subject write more than one paper both answer scripts need to be moderated.
4. Agreement and discussion from moderation may be an integral part of in service training. Where necessary, discussions arising from the moderation must feed back into the teaching process and assist those teachers in need of support.
5. Cluster meetings(Grade 12) are compulsory for all teachers concerned.
6. November examination moderation process will include moderation of scripts of:
 - a. 10% of the group (random)
 - b. any candidate who has failed the subject
 - c. any candidate whose mark has dropped more than 10%
 - d. a pupil requested moderation.
7. Checkers in November examination moderation also takes place.
8. The moderation process for end of year examinations will be arranged by the Director of Academics