



PROCEDURE: Moderation

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Procedure Owner	Dean: Teaching and Learning		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	30/06/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	30/06/2018	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
Review Date	June 2019		
Review History			

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Assessment and Moderation • Policy: Curriculum Design and the Development of Learning and Assessment Resources • SOP for Moderation Practices 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017
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Website address of this document:	www.davinci.ac.za
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Procedure Description

This procedure is part of the quality management system and the purpose is to moderate and confirm the assessors' judgment and feedback.

Step	Description	Notes
1	Moderation is done after the completion of the marking of summative assessments at the end of the module	Sample size: 20% of the group.
2	Programme Convener to send sample size to Moderator with the Summative assessment documentation	
3	Moderator has 10 working days to mark and give feedback through completing the moderators report, commenting on discrepancies and making recommendations	
4	Programme Convener to load Moderators Report along with other required documents for the marks meeting	
5	Programme Co-ordinator to sign off mark pack as per Assessment and Moderation Policy	
6	Programme Convener to provide Moderation feedback to the lecturer when needed	
7	Programme Convener to up date Academic Report and release marks	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Programme Co-ordinator
3	Programme Convener
4	Lecturer
5	Moderator

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching and Learning	001	30 June 2018	