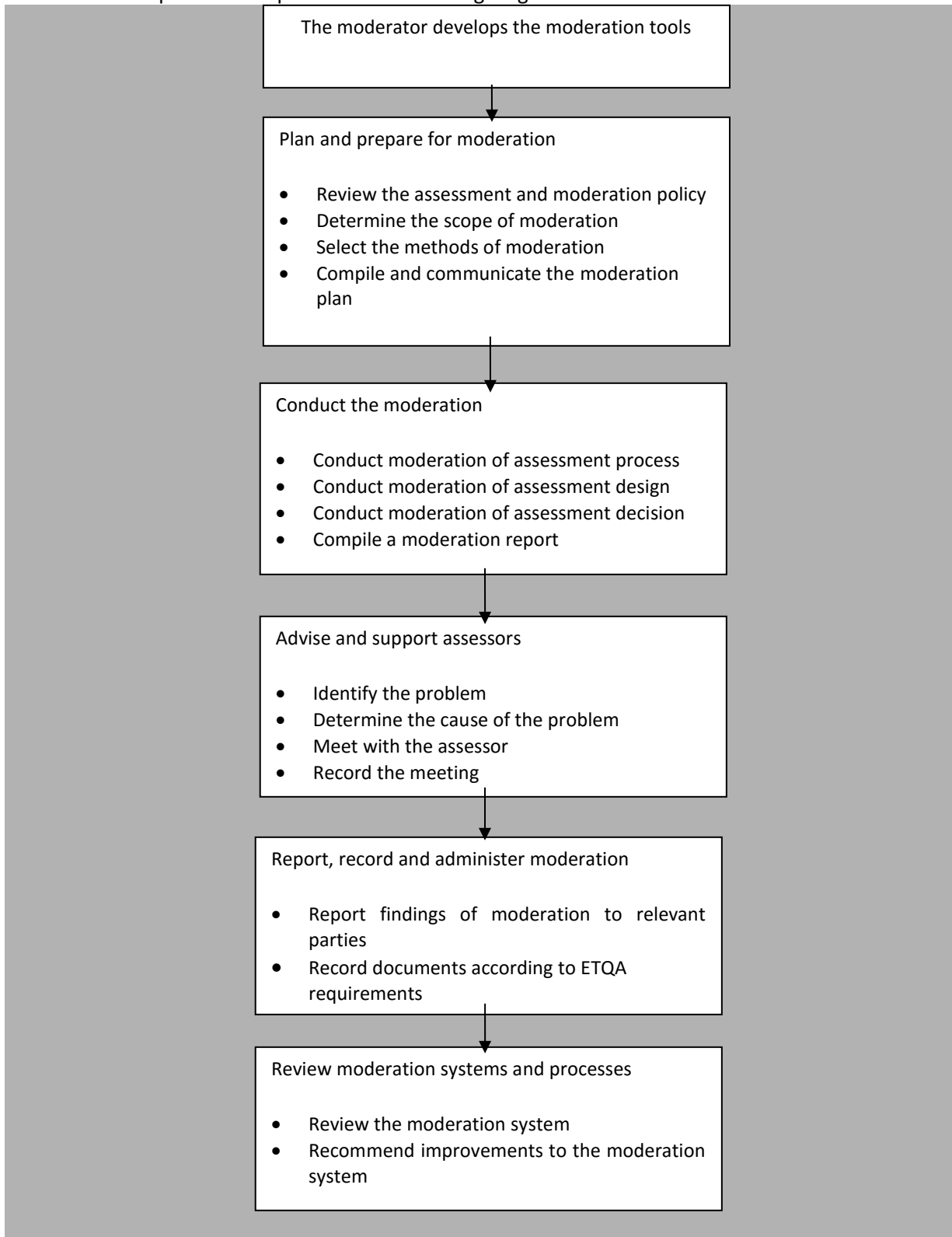**SPL MUNICIPAL MINIMUM COMPETENCY TRAINING PROGRAMMES: ASSESSMENT POLICY**

(Update 4 December 2017)

In the interest of ensuring quality and credibility, all Unit Standard moderations must comply with the Stellenbosch University "Regulation for Internal and External Moderation and the Processing of Results" (2014) (HEQC approved), LGSeta prescriptions and SPL subscribes to the purposes of moderation as contained in the National Qualifications Framework:

  a. Moderation serves as verification that assessments are fair, valid, reliable and practicable
  b. It serves as a resource for dissatisfied learners to appeal
  c. It provides an evaluation of performance of Assessors
  d. It identifies the need for a redesign of assessment if required
  e. It provides information for the regulation of the registration and deregistration of Assessors.
  f. The purpose of moderation is to ensure that:
  g. Assessments are fair, valid, reliable and practical
  h. To evaluate the performance of Assessors
  i. To moderate and ensure that quality standards of assessments are maintained
  j. To provide feedback to improve assessment practice and methods
  k. To provide an appeal opportunity for dissatisfied learners
  l. To make recommendations for the reassessment of learners
  m. To provide a procedure for the de-registration/re-registration of Assessors
  n. To provide feedback to relevant stakeholders involved in ETD

2. Moderation will be done by qualified ETQA Moderators on all unit standards where assessments were completed. In addition, moderation will also take place if all the learners in a particular group were marked not yet competent and/or when a new Assessor conducts the assessment for a group of learners.

3. The School of Public Leadership (SPL). appoints moderators according to ETQA requirements. Only accredited Moderators at the relevant SETA will be appointed. Assessors and moderators enter into an agreement with School of Public Leadership (SPL) with a formal Service Level Agreement, agreeing to the School of Public Leadership (SPL) tender and other terms and conditions for assessments and moderations and the School of Public Leadership (SPL) Code of Conduct for Assessors and Moderators.

4. Moderation will be conducted on the assessment guides and the assessment process before the assessments take place. Moderation will then be done on a random sample of at least 10 percent of learners' assessment products after the summative assessments have been completed.

5. The methods that the Moderator may use include:
  a. sampling
  b. observation
  c. document review
  d. questioning/interview

6. The moderation process is depicted in the following diagram:

The moderator develops the moderation tools

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Plan and prepare for moderation

- Review the assessment and moderation policy
- Determine the scope of moderation
- Select the methods of moderation
- Compile and communicate the moderation plan

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Conduct the moderation

- Conduct moderation of assessment process
- Conduct moderation of assessment design
- Conduct moderation of assessment decision
- Compile a moderation report

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Advise and support assessors

- Identify the problem
- Determine the cause of the problem
- Meet with the assessor
- Record the meeting

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Report, record and administer moderation

- Report findings of moderation to relevant parties
- Record documents according to ETQA requirements

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Review moderation systems and processes

- Review the moderation system
- Recommend improvements to the moderation system

7. A participant has the right to appeal against a finding of "not yet competent" if the required assessments have been completed and submitted on time and if the participant does not agree with the reasons provided for the finding. For participants registered for the Diploma in Public Accountability, the Stellenbosch University appeal process as prescribed in Part 1 of the University Calendar must be followed. In the case of MMC course participants, the appeal must be lodged with the SPL MMC Programme Head within 30 days after the release of results. The assessment papers, model answers provided by the assessor, learning material and any other evidence of relevance to the appeal will then be submitted to an independent accredited moderator for consideration. Should the findings of the moderator not be acceptable to the participant, all documentation as well as the findings of the moderator will be referred to the LGSeta Verifier. Should the findings of the moderator be upheld, an amount determined by the LGSeta is payable by the participant to the Seta. Should the findings of the moderator be overturned in favour of the participant, the moderator will pay the LGSeta.