



ETQA MODERATION REPORT

Note: **Each Moderator** to complete their own Moderator Reports (for multiple moderators)

SECTION A

Skills Development Skills Development Provider:

Name of the Skills Development Skills Development Provider	
Accreditation Number	
Accreditation Scope	
Accreditation End Date	
Address	
Contact Person	
Telephone	
E-mail address	

Moderator Details:

Name of the Moderator	
INSETA Registration Number	
Scope with INSETA	
INSETA Registration End Date	
ID Number	
Telephone	
E-mail address	

Assessor Details:

Name of the Assessor	
INSETA Registration Number	
Scope with INSETA	
INSETA Registration End Date	
ID Number	
Telephone	
E-mail address	

Employer (if applicable):

Name of the Employers	
Contact Person	
Telephone	
E-mail address	

Learnerships/Qualification/Skills Programme Detail:

What training is being reported on	Learnership		Qualification		Skills Programme	
Learnership/Qualification/Skills Programme Name						
LGA Number / SP ID Code						
Learnership / Skills Programme Start Date						
Learnership / Skills Programme End Date						

Learner Selection

Was the Learners in the Moderation Sample selected in accordance to ensure a Comparison Sample? (All Assessors / Programmes / Competency Decisions)	YES		NO	
Declare any other sampling criteria, you may have used:				
Was any special needs reported by the learners and a medical practitioner, that you needed to take into consideration?	YES		NO	
Were any other special needs identified in the sample learner portfolios, which you needed to take into consideration?	YES		NO	
If yes, what action or method of special assessment was undertaken to assist the learner during the moderation process?				

SECTION B:

Moderation Implementation

Have you checked that the Assessor/s are Registered with INSETA, has Relevant Scope and is Current	YES		NO	
Have you received a copy of the Assessor Report	YES		NO	
Did you validate the assessment implementation	YES		NO	
Were learners provided with the remediation opportunities in line with the Skills Development Provider's Policies?	YES		NO	
Did the Assessment Implementation meet the relevant requirements and standards?	YES		NO	
All Learners provided a Natural Occurring Evidence Logbook	YES		NO	
Were the logbooks assessed?	YES		NO	
Additional Comments / Guidance				

Portfolios of Evidence:

Note: Portfolios consist of Formative and Summative Assessments inc Workbooks, Logbooks, etc)

Assessor Name (1)					
Number of learner portfolios assessed					
Moderation Sample – Learner Details					
NLRD #	SURNAME	FIRST NAME	ID NUMBER	COMPANY	PROGRAMME

Assessor Name (2)					
Number of learner portfolios assessed					
Moderation Sample – Learner Details					
NLRD #	SURNAME	FIRST NAME	ID NUMBER	COMPANY	PROGRAMME

RECOMMENDATIONS AND IMPROVEMENTS	
Assessment Tools and Instruments	
Assessment Practice	
General Comments	

MODERATOR INVESTIGATIONS

Were you informed about any Plagiarism that needs your attention	YES		NO	
Were you involved in any Plagiarism investigations or Appeal Procedures? If Yes, provide details				

PLAGIARISM				
Were there any fraudulent, irregularities or plagiaristic observations made?	YES		NO	
If yes,	Formative		Summative	
Learner Details				
What action was taken?				

APPEALS				
Were there any Appeals Received?	YES		NO	
If yes,	Formative		Summative	
Learner Details				
What action was taken?				

MODERATOR OVERALL COMMENTS

Indicate number of portfolios being upheld or overturned				
Nr. of Portfolios Competent:	Upheld		Overtuned	
Nr. of Portfolios Partially Competent (Certain Unit Standards Achieved):	Upheld		Overtuned	
Nr. of Portfolios Not Yet Competent	Upheld		Overtuned	

If any portfolios were overturned, please complete the table below:

Learner Name	Reason for Overturn
	•

By signing this report, I the moderator confirm that I Uphold the entire Cohort, excluding the stipulations above.

SECTION C:

MODERATOR COMMENTS ON THE ASSESSOR

Note: Moderator to complete this section per assessor – Number C1, C2, etc. for multiple assessors.

Moderator Comments	Yes/ No	Comments/Recommendations
Detailed Assessor report available?		
What strengths does the assessor have?		
What areas for development did you identify w.r.t. the assessor?		
Is there evidence of appropriate and sufficient assessment planning taken place?		
Have appropriate assessment methods been used?		
Have the all the necessary learning objectives and assessment criteria been assessed?		
Has the evidence presented been clearly referenced and gathered over a sufficient period of time?		
Did the assessor give clear information on the assessment process to the learner?		

Did the assessor ensure that the evidence could be reliability attributed to the learner?		
Did the assessor clarify and resolve inconsistencies in evidence where necessary?		
Did the assessor accurately judge evidence against the requirements of the qualification?		
Has the assessor justified their assessment decision?		
Did the assessor confirm the outcome of the assessment and feedback as soon as practicable?		
Did the Assessor ensure that the learner was provided with developmental and constructive feedback after each assessment attempt?		
Did the assessor record evidence and assessment decisions to meet INSQA requirements?		

ASSESSOR COMMENTS ON THE MODERATION

Assessor Comments	Yes/No	Comments/Recommendations
Did the assessor receive signed copies of moderation feedback on this assessment intervention?		
Does the assessor agree with the moderation decision?		
Does the assessor agree with the moderator on overturned portfolios?		
Did you validate the Unit Standards on the NLRD after Moderation?		
Did the assessor sign the NLRD upload forms before or after Moderation?		

MODERATOR COMMENTS

Moderator Comments	Yes/No	Comments/Recommendations
Moderator submitted Moderator report to INSQA?		
Moderation was fair and transparent?		
Any issues that needs further action / investigation?		
Did you validate the Unit Standards on the NLRD?		
Did you sign the NLRD upload forms after Moderation?		

SECTION E:
SIGNATURES

PARTY TO THE REPORT	Signature	Date
Training Skills Development Provider CEO/Training Manager:		
Moderator:		