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## LQA ASSESSMENT AND MODERATION

Assessment and moderation (internal and external) are central to the recognition of achievement and the quality of assessment and moderation practices is important to provide a basis for credible certification.

The practices of assessment and moderation, including the design of assessment and moderation methods and instruments, as well as the kind of evidence required of learners is under-pinned by the South African Qualifications Authority's (SAQA's) principles of good assessment and moderation, namely

- Fairness
- Validity
- Reliability
- Practicability

The following terms, defined by SAQA, are cornerstones in the implementation of the SABPP LQA Assessment and Moderation Policy:

**Assessment.** A process in which evidence of performance is gathered and evaluated against agreed criteria, in order to make a Competent or Not Yet Competent judgment.

**Internal moderation.** A process of making judgments on the quality and the result of assessments, for the purpose of upholding assessment judgments or not. The process is geared towards the maintenance and improvement of the internal assessment system.

**External moderation.** A process of gathering information and obtaining findings relating to the quality of internal moderation. It aims to validate the internal moderation processes and/or moderation system of an HR provider.

The SABPP LQA evaluates the assessment and internal moderation policies and practices of all HR providers and facilitates external moderation as follows:

**Confirm that the following aspects of assessment are implemented:**

HR unit standards and/or qualifications to which the assessment/moderation refers are clearly stated

Assessment methods, instruments and evidence requirements are appropriate and relevant and informed by the requirements specified in the unit standards and/or qualifications

The assessment cycle includes opportunities for formative and summative assessment, feedback to learners and re-assessment.

All assessment documentation is properly completed and signed off by the relevant parties. In the case of full HR qualifications (including HR Learnerships), the assessment cycle also includes a Final Integrated Summative Assessment (FISA) against the exit level outcomes of the HR qualification.

Appropriate and relevant assessment design and processes

Opportunities for learners to give feedback on the assessment practices

**Confirm that the following aspects of internal moderation are implemented:**

Moderation planning and preparation

Appropriate and relevant moderation processes

Feedback is given in accordance with confidentiality requirements, in the appropriate sequence and within agreed timeframes.

All moderation documentation is properly completed and signed off by the relevant parties.

Certification procedures are clearly communicated

The appeals procedure is spelled out.

**Facilitate external moderation**

**NB:** Evaluating assessment and internal moderation practices and facilitating external moderation will be undertaken by different External HR Moderators, where applicable, to ensure that the processes are valid, reliable and unbiased.