

MEMORANDUM

SAQA Kha ri Gude Moderation Workshop

Two day Induction of Senior Verifiers

24-25 March 2014 at SAQA House, Hatfield

PRESENT

David Adler
Lindiwe Bara
Edward French
Elizabeth Mokotong
Rakgadi Sebothoma

New structures / approaches

In order to refine and refresh processes and tighten up on the accuracy of the work the following will be put in place:

1. Standard moderation

- 1.1. Most of the moderators will work on checking the marking as in the previous 5 years. These moderators will be referred to as **Moderator 1**
- 1.2. A smaller group in each set of moderators will conduct a detailed check of some of the LAPs processed by Moderator 1s. These will be called **Moderator 2**.
- 1.3. The **Verifier** in each set will sign off the work of both groups of Moderators and will keep a check
- 1.4. The three new **Senior Verifiers** will share out the task of support and oversight for the different sets of Moderators / Verifiers
- 1.5. About 40 of the approx 240 people present will be new to the tasks and will need special induction by the **Senior Verifiers**

2. Special focus groups (pre-selected by Senior Verifiers)

- 2.1. **In-depth group:** Selected moderators will look at a small sample of LAPs throughout the event, with a focus on their educational meaningfulness. They will need to show insight into qualitative aspects of what they see, and will write open-ended observations on each set of LAPs they handle.
- 2.2. **Handwriting group:** This group will seek to work through as many sets of LAPs as possible, and will look only at what the handwriting tells them (consistency, plausibility etc).
- 2.3. **Site visit / LAP comparison group:** This will do close analysis and recording of the matching sets of LAPs and site visit records

3. Roles and responsibilities of Senior Verifiers during the event

3.1. Oversight, support, pacing of moderation groups to ensure quality of work and equity in distribution of working (i.e. managing slackers)

1. Ms Bara: isiXhosa and isiZulu
2. Ms Mokotong: Sepedi, xiTsonga, chiVenda
3. Ms Sebothoma: seTswana, seSotho, siNdebele, siSwati
4. Mr French: English and Afrikaans
5. Mr Adler: Deaf and blind

3.2. **Initiation, training and support of novices:** Separate session as soon as experienced moderators are under way with brief overview of procedures and a dry run of LAP sets. Mr Adler and Mr French. (Ms Bara, Mofokeng and Sebothoma will be focusing on initial running of standard groups.)

3.3. **Special focus groups:** These will be pre-selected. The Site Visit / LAP group will be briefed and supported by Mr French and Ms Sebothoma. The handwriting group will be briefed and supported by Ms Mokotong and Ms Bara. The in-depth group will be briefed and supported by Mr Adler and Ms Bara

4. **Actions after the moderation event:** The three new Senior Verifiers have been contracted for one day each after the event. They will share in tallying the moderator comments (1/2 day), and will be asked to comment on new narrative in the emerging report (1/2 day). Mr Adler and Mr French will support Prof Aitchison in the actual data analysis and writing of the report.