

TEMPLATES FOR MODERATION REPORTS

COMMENTS:

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Centre Manager/Satellite Supervisor:

Centre Manager's/Satellite Supervisor's Signature:

Date:



TEMPLATES FOR MODERATION REPORTS

2. GENERAL APPEARANCE OF FILE

Does the file have the following?

- Cover page with all the necessary information? **YES/NO**
- Index? **YES/NO**
- Comment on the general neatness of the file:

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- Do contents adhere to index? **YES/NO**
- If NO, which items are missing?

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3. UNIT STANDARD COVERAGE

- Has the Assessment Plan been adhered to? **YES/NO**

COMMENTS:.....
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- Have all the activities prescribed by the Regulations on Assessment Process and Procedures for AET NQF 1 (Gazette No. 36463) been covered? **YES/NO**

COMMENTS:.....
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- Are all activities marked, totalled and signed? **YES/NO**

COMMENTS:
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- Is mark allocation appropriate to questions asked? **YES/NO**

COMMENTS:
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TEMPLATES FOR MODERATION REPORTS

- Have total marks been correctly converted to percentage and appropriately recorded? **YES/NO**
- COMMENTS:

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4. FINDINGS

- Are Lesson Plans available? **YES/NO**
- Do activities in the Lesson Plans sufficiently cover the Unit Standard/subject matter content and the Specific Outcomes? **YES/NO**

COMMENT:

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- Do assessment activities sufficiently cover all the Assessment Criteria? **YES/NO**
- COMMENT:

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- Are activities pitched at the correct level for this AET Level (i.e. do assessment and learning activities adhere to the range statements?) **YES/NO**

5. GENERAL

5.1 COMMENTS:

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5.2 RECOMMENDATIONS:

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TEMPLATES FOR MODERATION REPORTS



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



CONTINUOUS ASSESSMENT MODERATION
DISTRICT/REGION REPORT

LEVEL: LEARNING AREA:

MODERATION PERIOD: SHEET No. ___ OF ___

1. STATISTICS

CLC/SLC NAME	NO. OF PORTFOLIOS

2. CONTENT COVERAGE:

TEMPLATES FOR MODERATION REPORTS

- Is the CLC/SLC report available? **YES/NO**
- Is there evidence of sufficient coverage of US/subject matter content in terms of the relatedness between Specific Outcomes and activities? **YES/NO**

COMMENT:

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- Have all Assessment tasks been sufficiently covered? **YES/NO**

COMMENT:

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- Is there sufficient coverage of tasks that are additional to Standard Assessment tasks? **YES/NO**

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COMMENT:

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3. FINDINGS:

QUALITY AND STANDARD OF WORK

Lecturer Portfolio:

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Student Portfolio:

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4. RECORD KEEPING

