**Moderation Checklist**

**Name of Qualification:** Click or tap here to enter text.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA/ACTIVITY** | | | | **YES** | **NO** | **N/A** | **Comments/**  **Recommended Action(s)** |
| Assessors, Internal & External Verifiers & Instructor(s) present at moderation meeting | | | |  |  |  |  |
| Assessment activities were conducted at an Approved Centre | | | |  |  |  |  |
| Assessments were conducted by certified assessor(s) | | | |  |  |  |  |
| Internal & External verification audits/checks conducted, signatures affixed to relevant templates and dated & reports submitted | | | |  |  |  |  |
| Performance criteria, underpinning knowledge and critical employability skills were assessed using (please tick relevant box):   * Unit clustering * Practical * Short Answer Questions * (Oral assessments) -Questioning/interviews * Projects * Portfolios * Role Play * Simulations * Multiple Choice | **Yes** | **No** | **N/A** |  |  |  |  |
|  |  |  |
| Assessment performance criteria- questions and tasks evaluated & discussed for validity & reliability | | | |  |  |  |  |
| Appropriateness of evaluation templates –evaluated & discussed | | | |  |  |  |  |
| Rubrics/checklists for all practical tasks, role play, simulations and oral assessments prepared when used as assessment strategies- evaluated & discussed for accuracy | | | |  |  |  |  |
| Feedback to trainees & assessment outcomes for each unit of competence evaluated and discussed | | | |  |  |  |  |
| Suitability of training materials & equipment relevant to the assessment activities evaluated & discussed | | | |  |  |  |  |
| The appropriate communication methods used by Instructor/Assessor in planning & conducting the assessment activities evaluated & discussed | | | |  |  |  |  |
| Appropriate **Verification** activities conducted and signatures of assessors, candidates & verifiers affixed & templates dated. | | | |  |  |  |  |

**Name of Lead Moderator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_