

# FIETA PROCEDURES FOR THE REGISTRATION OF MODERATORS

## **INTRODUCTION**

Moderators play an important role in monitoring assessment activities and ensuring that they are fair, valid and reliable. Moderation ensures that the actual conduct and “marking” of the assessment is consistent regardless of who is being assessed. Furthermore, moderation also serves to ensure that the assessment tools and methods are suitable and actually measure the outcomes as stated in the unit standard or qualification.

## **REQUIREMENTS**

FIETA has adopted criteria for the registration of moderators.

## **PROCEDURE**

1. Receive the application for registration.
2. Evaluate the application.
3. Confirm the registration recommendation.
4. Communicate the results of application.
5. Register successful moderators.

## **RESPONSIBILITIES**

1. The ETQA Manager is responsible for:
  - Overseeing the registration of moderators;
  - Reviewing reports on the registration of moderators;
  - Analysing data on the registration of moderators.
2. The Accreditation & Provider Support Manager is responsible for:
  - Receiving applications for registration;
  - Inputting data relating to the registration of moderators;
  - Communicating with providers regarding registration of moderators.
3. The Accreditation Committee is responsible for:
  - Confirming reports on the registration of moderators.

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