

KHA RI GUDE MODERATION AND VERIFICATION 2015

GENERAL GUIDE TO NEW PROCESSING REQUIREMENTS

This year we are hinging the moderation and verification entirely on a sample of 300 site visits.

This approach considerably reduces the number of learner achievement portfolios (LAPs) being engaged with.

The new approach should enhance the reliability and validity of the moderation and verification.

There is, however, a heightened need for maximum rigor and productivity. This will require:

1. An understanding by all involved that the site visits are expensive and valuable interventions, and that accuracy of data, good data management, and the fit of site visit records with LAPs are essential
2. A near 100% completion of sample site visits.
3. Full returns from all sites: ideally each set of site visit records should have 18 learners' records. In reality we might expect an average of 12, with no site visit yielding fewer than 6 records.
4. Reports on each site visit must record key data and observations exactly.
5. There must be a fit of at least 90% of site visit records with completed and submitted LAPs
6. The marking of LAPs and site visit records must yield high levels of comparability.
7. Data gathering and processing must be highly efficient and yield clearly interpretable information.

General steps to fulfill these requirements

Established processes for the site visits have worked well, but need to be tightened up. This will need, in general:

1. A greater degree of specification of procedures.
2. More substantial training of site visit teams with higher levels of participation by senior verifiers.
3. Signed commitment by visitors and markers of understanding and acceptance of task specifications.
4. Minor format changes to the site visit forms to enable exact processing.
5. Very clear logistics and procedures for marking and data capture.

Specific steps

1. Increasing returns from sample visits

- a. Ensure that the Coordinator concerned understands clearly that the performance of a site visited has no disciplinary or punitive consequences, BUT that there are serious consequences in the case of a site which turns out not to exist, or where the learners cannot be located or mostly don't turn up, or where the people who turn up are not the registered learners.
- b. Ensure that the site (Supervisor and VE) is informed of the visit a week before the visit (but preferably not earlier)
- c. Ensure that the site does not feel threatened by the visit; the visit is to help make KRG better, not to punish or discipline the site or people at it because they are not yet fully literate
- d. Ensure that the site management encourages all the learners to come on the day of the visit and at the time of the visit
- e. Ensure that the learners come with ID numbers, LAPs (if these are not held at the site, or have been submitted already) and reading glasses
- f. Ensure that the site visitor is at the right place at the appointed time (or has given due warning of being late / lost etc.)

2. Site records data management

- a. The site visitor must be prepared and practiced in procedures and information management
- b. All information added by the visitor to the individual record must be in green ink.
- c. During the testing the site visitor must manage a complex responsibility:
 - i. Ensure that the learners know what is expected of them
 - ii. Ensure that the learners are at ease, but are doing their own work and are not being assisted or copying from prepared material (highly unlikely)
 - iii. Ensure that each learner's personal information is correctly filled in. Where the learner cannot or does not complete this accurately it should be corrected in green ink.
 - iv. Quickly test each learner's reading aloud of the list of words provided, and accurately record the result
 - v. Establish from the learner the current status of their LAP and record this on the individual record: (Completed and submitted; completed and being submitted; not yet complete, but will be submitted; not completed and not being submitted). Where possible the site visitor should (appreciatively) inspect the LAPs with the VE
 - vi. Securely pack the site visit records in the cover and bind with an elastic band

- d. Before and after the testing the site visitor must fill in the information required by the cover sheet. All specified data must be provided, including the questions requiring a value judgement.
- e. It is particularly important that the VE's unique KRG identity number is recorded accurately. (This gives the identity of the site.) The learner's unique KRG number should appear in the space provided at the top of the site visit record.

3. Ensuring fit with LAPs

- a. The issue of previous limited fit must be explored and resolved in a meeting with Morvest
- b. Morvest must be informed in advance of the sites whose LAPs must be inspected
- c. Morvest must take responsibility for extracting and submitting these sets of LAPs to the SAQA team
- d. Morvest must be able to account for cases where LAPs relating to a site visit are not forthcoming
- e. The SAQA team, together with Morvest, should have a session during which sets of site visit records and sets of LAPs are matched and discrepancies are recorded

4. Tightening up the marking, moderation and verification procedures

- a. Process management logistics must be strictly routine. Verifiers must sign on a register for each pack taken. On return the sets must be signed in by the administrator. The key identifying figures and numbers of records involved should be pre-recorded on the register.
- b. Each individual record set goes through four steps in the process
 - i. Site visit information recorded on the cover sheets is transferred to the summary sheet provided.
 - ii. The site visit records are marked according to specific guides and a rubric developed in the preparatory session. Marks are recorded on the site visit records in the spaces provided and are transferred carefully to the data analysis sheet provided.
 - iii. The corresponding LAP is freshly marked by the verifier. Raw marks are extracted for the items that correspond with the items on the site visit record. (The rubric in the LAP is disregarded.) The fresh mark is noted in the LAP and is transferred accurately to the data analysis sheet.
 - iv. The LAP is moderated according to the procedures used in previous years and the result is recorded on the data analysis sheet.
- c. The record sets will be recorded immediately in a pre-designed spreadsheet. The spreadsheet will be created in consultation with Morvest, who will provide a person to capture the data.

5. Data analysis and interpretation

- a. The data will be analysed by Prof Aitchison as soon as the full set is available
- b. Provisional results, observations and guidelines will be submitted by SAQA to the DoE / DHET within the first week after the completion of moderation and data capturing
- c. The report will be completed for submission to the SAQA Board by xx.xx.2015