

CODE OF CONDUCT FOR MODERATORS

I, the undersigned, am applying to become a registered PSETA moderator. I agree that, if my application is successful, I hereby commit myself to abide by the PSETA Code of Conduct in relation to all my work conducted as a PSETA moderator. The Code of Conduct to which I agree is as follows:

1. I shall conduct my work as a PSETA moderator with integrity, seeking at all times to create a positive environment for assessment and moderation and to take note of and respect the historical diversity of candidates' and assessors' cultural, linguistic and educational backgrounds;
2. Any conflict of interest such as a financial or family relationship between myself and any candidate or assessor shall be declared in advance, and, if requested, I shall recuse myself from the process in specific instances;
3. All information received during my work as a moderator about individuals or organisations will be treated with the strictest confidentiality unless it is relevant to the fairness, reliability and validity of the assessment process;
4. Any unevenness in the standards of different assessors will be noted, and every effort will be made through feedback and constructive support to achieve a common standard amongst all assessors under my moderation; in this way I shall try to promote quality assessments and avoid standards drift;
5. If I identify a particular assessor as unreliable and am unable to correct his or her weaknesses through a supportive and transparent process I shall inform the PSETA ETQA about this problem and ask them to take appropriate steps;
6. All relevant information about any irregularities in the assessment process of which I become aware will be included in my reports to the PSETA ETQA; these will include:
 - unplanned environmental, personal or other problems which may have interfered with the performance of the candidate
 - suspected or proven irregularities committed by the candidate
 - suspected or proven irregularities committed by any other parties to the assessment

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

* effective coordination of skills development interventions based on occupationally directed qualifications;

* focusing on learning programmes; and

* promoting learner placement and absorption within the public sector.

- any suspected or proven bribery, threats or sexual or other harassment of or by candidates or assessors

- any grounds for doubting the authenticity of the evidence presented during the assessment process;

7. Any constructive comments about the standards or qualifications which I receive from assessors or note in my own work shall be collated and included in my reports to the PSETA ETQA. These will be forwarded to the relevant SAQA for inclusion in the review process;

8. Any constructive comments about the assessment guides, instruments or procedures which I can make by reflecting on their use on the ground shall be collated and sent to the PSETA ETQA Manager; this feedback will be used to improve old guides and instruments and develop new ones in a continuing process of renewal and improvement of quality.

9. I shall conduct my work in line with the vision and mission of the PSETA, particularly in relation to improving the quality of education, training and assessment for all learners and assessors in the sector, giving guidance and support to all involved to achieve their full potential.

| | | |
|----------|-----------|------|
| INITIALS | SIGNATURE | DATE |
| SURNAME | | |

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

* effective coordination of skills development interventions based on occupationally directed qualifications;

* focusing on learning programmes; and

* promoting learner placement and absorption within the public sector.