

REPORT OF THE INTERNAL MODERATOR

**(To be submitted on completion of the June examinations, first**

**and second opportunities, November examination, first**

**opportunity, November examination, second opportunity, and**

**January examination)**

**Request to internal moderators**:

a. Kindly examine 10% of the assessment products (answer scripts, essays, etc.) in full, and conduct a cursory examination of a further sample of at least 20%.

b. Please focus attention on the positive and negative aspects of the modules which you moderated so that the academic quality of the latter may be identified and continually improved.

c. Your comments could include the following: module content; organisation of learning opportunities (as contained in the module framework); the quality of the module framework; the extent to which the assessment assignments adhere to the learning outcomes; methods of assessment and the appropriateness of these to the assessment of the learning outcomes; the quality of the candidates; the administration of the assessment (examinations, assignments, etc.); and/or any other matter you may regard as relevant.

d. Departmental/module chairpersons will consider these comments, take appropriate steps in reaction, and also bring them to the attention of the Dean.

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| **1.** | **Name of internal moderator** |  |
| **2.** | **Qualifications of internal moderator** |  |
| **3.** | **Department of internal moderator** |  |
| **4.** | **SU department whose assessment assignments have been internally moderated** |  |

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| **5. I confirm that I have received the following documents:** | **√** |
| 5.1 a copy of Stellenbosch University’s Regulation for internal and external moderation and the processing of results; |  |
| 5.2 module framework; |  |
| 5.3 assessment assignments (e.g. question papers, assignments); |  |
| 5.4 assessment products (e.g. answer scripts, essays); |  |
| 5.5 class registers (including names and marks); |  |
| 5.6 information on the comments of internal moderators during previous assessment opportunities and, where applicable, information on any follow-up steps taken; |  |
| 5.7 other (supply details). |  |

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| **6. Names of the modules internally examined** | **Module number** |
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| **7. Are you satisfied with the standard of the module(s)? If not, please supply comment.** |
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| **8. Are you satisfied that the appropriate standards of assessment have been maintained? If not, please supply comment.** |
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| **9. Observations / matters for attention / suggestions** |
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| **10. I confirm that I have met the responsibilities of internal moderators (as specified in the *Regulation for internal and external moderation and the processing of results*).** |

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| **Signature of the internal moderator** |  |
| **Date** |  |

**Comment of the departmental/module chairperson**

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**Comment of the Dean**

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