

APPLICATION FORM FOR ASSESSOR AND MODERATOR APPOINTMENT

A. ASSESSOR/MODERATOR INFORMATION

Title (Dr/Mr/Mrs/Ms/Prof)		
Name/s		
Surname		
ID or Passport no.		
Designation		
Gender (for equity purposes)		
Race (for equity purposes)		
Disability (for equity purposes)		
Postal Address		
Contact details	Tel.	
	Mobile	
	E-mail	

B. EMPLOYMENT VERIFICATION DETAILS

Employment status (<i>cross out relevant response</i>)	Unemployed	Employed	Self-employed
Position in Company (<i>if relevant</i>)			
Name of Employer (<i>if relevant</i>)			
Contact details of Employer (<i>if relevant</i>)	Address		
	Tel no.		
	Email address		

C. EXPERIENCE

Relevant Industry Experience	
How many years of experience do you have?	
Experience as an Assessor <i>(only those applying to be a moderator fill in)</i>	
How many years of experience do you have?	

D. QUALIFICATION VERIFICATION DETAILS

No.	Name of Educational Institution	Name of Qualification attained	Date conferred
1.			
2.			
3.			
4.			

Achievement of unit standards		
Do you have the unit standard "Conduct outcomes-based assessment" at NQF Level 5?	YES	NO
Do you have the unit standard "Design and develop outcomes-based assessment" at NQF Level 5?	YES	NO
As a moderator do you have the unit standard "Conduct moderation of outcomes-based assessments" at NQF 6?	YES	NO

I solemnly declare that, to the best of my knowledge, all the information contained in my application is true and correct.

Applicant's Signature: _____ **Date:** _____

For Office Use

Confirmation of supporting documents *(tick ✓ if submitted)*

Certified Copies of ID document	
Curriculum Vitae	
Supporting Documents (letters of reference which confirm the claims made in the CV, contact details of referees, service certificates, etc)	
Certified copies of all qualifications (including unit standards)	
Letter of Appointment as assessor (only required for moderator applicants)	
Registration Certificate	
Signed Code of Conduct	

Code of Conduct for Assessors

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

1. I shall conduct my work as a SACPCMP assessor with integrity, seeking at all times to create a positive environment for assessment and to take note of and respect the historical diversity of applicants' cultural, linguistic and educational backgrounds;
2. Any conflict of interest, existing between any applicant, and myself shall be declared in advance, and, if requested, I shall recuse myself from the process in such instances;
3. All information received during my work as an assessor 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. All relevant information about any irregularities in the assessment process of which I become aware will be included in my reports to the moderator; these will include:
 - a. unplanned environmental, personal or other problems which may have interfered with the performance of the applicant
 - b. suspected or proven irregularities committed by the applicant
 - c. suspected or proven irregularities committed by any other parties to the assessment
 - d. any suspected or proven bribery, threats or sexual or other harassment of or by applicants
 - e. any grounds for doubting the authenticity of the evidence presented during the assessment process;
5. If I have reason to believe the moderator is not addressing irregularities brought by myself to his or her notice, I shall draw these irregularities to the attention directly to the SACPCMP Education Operations Committee.

Names in full: _____ **ID No.** _____

Signed: _____ **Date:** _____

Code of Conduct for Moderators

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

6. I shall conduct my work as a SACPCMP 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 applicants' and assessors' cultural, linguistic and educational backgrounds;
7. Any conflict of interest, existing between any applicant or assessor, and myself shall be declared in advance, and, if requested, I shall recuse myself from the process in such instances;
8. All information received during my work as an 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;
9. 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;
10. 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 SACPCMP about this problem and ask the Council to take appropriate steps;
11. All relevant information about any irregularities in the assessment process of which I become aware will be included in my reports to the SACPCMP; these will include:
 - a. unplanned environmental, personal or other problems which may have interfered with the performance of the applicant
 - b. suspected or proven irregularities committed by the applicant
 - c. suspected or proven irregularities committed by any other parties to the assessment
 - d. any suspected or proven bribery, threats or sexual or other harassment of or by applicants or assessors
 - e. any grounds for doubting the authenticity of the evidence presented during the assessment process;
12. 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 SACPCMP Registration committee; 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.

Names in full: _____ **ID No.** _____

Signed: _____ **Date:** _____