



DANSA COMBINED SCHOOL

395 Francis Baard Street

PO BOX 56565

Arcadia 007

Tel:(012) 883 7447

WhatsApp: 079 587 8699

Email: dansacollege395@gmail.com

EMIS No: 700232371

MODERATION POLICY

Pre-Moderation

1. Teachers must refer to the Management Plan per term to see when tests must hand in for moderation.
2. Teachers must submit:
 - a neatly written question paper
 - Barrett's Taxonomy to indicate levels in the question paper.
 - a neatly written memorandum
3. All moderated papers must be filed – with the relevant corrections as proof that moderation has taken place.
4. Educators must refer to the Management Plan to check for submission for typing.

Post-Moderation

1. A memo discussion with all the relevant educators must be held directly after the test has been written.
2. At least 10% of learners' scripts must be marked and submitted the following day for moderation.
3. Problems in marking must identified and discussed with the relevant teacher(s).
4. The rest of the answer scripts must be marked within 3 days after the first three answer scripts have been moderated.
5. The whole batch must then be handed into the principal to verify that:
 - All the answers scripts have been marked.
 - Three answer scripts have been moderated.
 - Comments were written on each learner's question paper.
 - The teacher wrote the date the paper was marked.
 - The statistical and diagnostic analyses have been completed.
 - The marking moderation form has been completed.
6. Marks must be handed in for capturing 2 days after the marking/ moderation process has been completed.
7. Question papers and memoranda must be filed.

Written and reviewed: January 2018, 2020, 2022, & 2024

Will be reviewed again in January 2026

Sign Principal: _____ Date: _____

Sign Teacher: _____ Date: _____

Board Chairperson: _____