

## POLICY FOR THE APPOINTMENT OF EXAMINERS & MODERATORS

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## 1. POLICY PURPOSE

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This policy establishes clear guidelines and procedures for examiners and moderators' selection, appointment, and responsibilities. It aims to ensure that individuals tasked with assessment and moderation are suitably qualified, experienced, and impartial, thereby maintaining the academic integrity, fairness, and quality of the institution's assessment process.

## 2. POLICY SCOPE

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This policy applies to all aspects of the selection, appointment, and responsibilities of moderators, and where applicable, examiners, within the institution. It ensures the integrity, fairness and quality assurance of assessment processes across all programmes and levels of study.

## 3. TERMINOLOGY

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The following terminology is defined:

- **Assessment:** The process of evaluating a student's knowledge, skills and competencies in a specific module.
- **Moderation:** Reviewing and ensuring assessments' consistency, fairness and quality and marking to maintain academic standards.
- **External Moderation:** An independent quality assurance process conducted by a suitably qualified external moderator, who may be an academic or subject matter expert, to verify the validity, reliability, fairness, and consistency of assessment practices and outcomes.
- **External Moderator:** A suitably qualified subject matter expert appointed by iQ Academy to conduct external moderation in accordance with institutional policy and regulatory requirements.
- **Internal Moderator:** An appropriately qualified academic or subject matter expert appointed by iQ Academy to ensure the consistency, fairness, and quality of assessment instruments and marking prior to and/or after assessment.

## 4. EXTERNAL EXAMINER

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iQ Academy does not offer research modules or programmes at NQF levels 9 and 10. Therefore, external examiners are not appointed to evaluate research proposals, dissertations or theses submitted by students. Independent oversight of assessment standards is achieved through the appointment of external moderators in accordance with this policy.

## 5. EXTERNAL MODERATOR

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The following outlines the process for appointing external moderators at iQ Academy:

### Eligibility Criteria for External Moderators

- The external moderator must be a subject matter expert in the relevant field.
- Possess a qualification one level higher than the assessed module.
- Have proven experience in assessment and moderation processes.
- Be affiliated with a public or private higher education institution or recognised as an industry expert with appropriate assessment and moderation experience.

### Documentation and Agreements

The identified external moderator is required to complete and sign the following:

- Non-Disclosure Agreement (NDA): Ensures confidentiality of the iQ Academy processes and student information.
- Service Level Agreement (SLA): Outlines the roles, responsibilities and terms of appointment.
- A current Curriculum Vitae (CV) must accompany the signed agreement.
- Declaration of independence and absence of conflict of interest.

### Preparation and Communication

- The Office Manager prepares the NDA and SLA documents.
- The Office Manager sends the prepared documents and detailed instructions to the identified external moderator for completion and signature.

This process ensures the selection of qualified, experienced and credible external moderators who align with institutional policies and uphold the integrity of the assessment process. The appointment of external moderators is approved by the Faculty Management Committee. Moderation reports are submitted to Faculty for review, with outcomes informing quality improvement and assessment review processes.