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| Moderation Process 2 – Internal Moderation v1.0 20180901 |
| Who | Process | Action | Timeframe |
| **Internal Pre-Moderation** |
| Teaching Staff | **Prepare moderation materials and assessment samples** | Teaching staff will:* Prepare materials for moderation and lodge in the appropriate H:Drive folder, including:
* A Course Moderation Pack or Standards Assessment Form for the current iteration of the course/assessment
* Latest course/standard descriptor
* Last moderation report (Internal/External if any)
* Assessment briefs/instructions with marking criteria
* Model answer or marking scheme/marking criteria for all assessments
* Inform designated moderator when materials and pack are ready for moderation
 | No later than 10 working days prior to the deployment to students of the assessment materials |
| Internal Moderator | **Review assessment materials** | Internal Moderator will:* Review assessment materials and complete internal pre-moderation feedback for each assignment in the designated Moderation Pack
* Inform teacher when moderation is complete
 | Within 5 working days of notification that materials ready for review |
| ***Note: Moderation may be conducted in a number of ways including autonomous review of materials or in*** ***designated meetings with teacher(s).*** |
| Teaching Staff | **Respond to Moderator feedback** | Teachers will:* Review feedback from Moderator and propose any changes that may result
* Consult with Academic Leader to discuss any disagreements or conflict with Moderators feedback
* Make any changes that arise from agreed outcomes of feedback to course assessment materials
* Consult with TKK if changes are substantial and require approvals from PIC
 | Within 5 working days of notification of completion of moderation |
| Academic Leaders | Academic Leader will:* Consult with Teacher to discuss any disagreements or conflict with Moderators feedback
* Ensure that there is a process for dealing with disagreements/conflict between assessment developer and moderator
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| Teaching Staff | **Provide evidence of compliance** | Teachers will:* Note any changes in the Course Evaluation and Planning Report [CEP]
* Report completion of moderation activity to Academic Leader
 | Immediately following completion of moderation process |
| Academic Leaders | Academic Leaders will:* Report on moderation activity against moderation plan at PAQC
 | At the conclusion of each Moderation cycle/semester |
| Te Korowai Kahurangi | Quality Administrator will:* Update the moderation tracker
* Link tracker to actual reports
 | Following notification at PAQC meeting |

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| Who | Process | Action | Timeframe |
| **Internal Post-Moderation** |
| Teaching Staff | **Prepare moderation materials and assessment samples** | Teaching staff will:* Prepare required moderation materials and lodge in the appropriate H:Drive folder, including:
* The Course Moderation Pack or Standards Assessment Form used to complete internal pre-moderation
* Latest Course Descriptor
* Last moderation report
* All assessment briefs/instructions with marking criteria
* Model answer or marking scheme/marking criteria for all assessments
* Prepare student assessment samples for moderation as follows:
* Whole course ‘achievement based’ assessment (11point or 4point) requires four student samples (*1 - Good, 2 - Average, 1-poor)* with constructive feedback
* Assessment standards (Competency based CBA – 3point) requires six student samples (*2 – Merit, 2 - Pass, 2- Not Yet Competent*) with constructive feedback
* Assessment standards (Competency based CBA – 4point) requires eight student samples (*1 – Excellent, 2 - Merit, 2 - Pass, 2- Not Yet Competent)* with constructive feedback
* Check with TKK if you are unsure
* Lodge electronic assessment samples in the appropriate H:Drive folder for moderation review, or hard copies in an appropriate location
* Inform designated moderator when materials and samples are ready for moderation
 | No later than 10 working days following the completion of grading for each assignment |
| Internal Moderator | **Review assessment materials** | Internal Moderator will:* Review moderation materials and complete internal post-moderation feedback for each assignment in the designated Moderation Pack or Standards Assessment Form
* Inform teacher when moderation is complete
 | Within 5 working days of notification that materials ready for review |
| ***Note: Moderation may be conducted in a number of ways including autonomous review of materials or in*** ***designated meetings with teacher(s).*** |
| Teaching Staff | **Respond to Moderator feedback****Respond to Moderator feedback** | Teachers will:* Record evaluation of feedback from Moderator in CEP
* Discuss outcomes with Academic Leader, including any disagreements or conflict with Moderators feedback
* Consider any changes that may arise from moderation feedback, along with other evaluation feedback, to course assessments in CEP
* Complete an application for programme improvement to enact agreed improvements
 | Within 5 working days of notification of completion of moderation |
| Academic Leaders | Academic Leader will:* Consult with Teacher to discuss any disagreements or conflict with Moderators feedback
* Ensure that there is a process for dealing with disagreements/conflict between assessment developer and moderator
 |
| Teaching Staff | **Provide evidence of compliance** | Teachers will:* Note any changes in the CEP
* Report completion of moderation activity to Academic Leader
 | At the conclusion of each Moderation cycle/semester |
| Academic Leaders | Academic Leaders will:* Report on moderation activity against moderation plan at PAQC
 |
| Te Korowai Kahurangi | Quality Administrator will:* Update the moderation tracker
* Link tracker to actual reports
 | Following notification at PAQC meeting |