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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 |
| 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 |