Moderation Process 3 – External Moderation v1.0 20180901

Who	Process	Action	Timeframe
External Moderation			
Academic Leaders Te Korowai Kahurangi	**Propose Moderator and confirm with contract**	Academic Leader to: • Appoint moderator for each course to be moderated in the current cycle (other than assessment standards) in consultation with the Head of Practice Pathway [HoPP] and TKK • Complete any contractual arrangements required, including any remuneration requirements, in consultation with TKK • Incomplete plans (without External Moderators details) will not be accepted Quality Administrators will: • Communicate with appointed Moderator and confirm contact details for delivery of moderation materials	31st January 31st August Prior to deployment of materials

Teaching Staff	**Prepare moderation materials and assessment samples**
	
	For Assessment Standards
		Teaching staff will:
		• Prepare required moderation materials and lodge in the appropriate H:Drive folder, including:
		  – Assessment Standard document (Unit standard and Achievement standard)
		  – Completed coversheet (It may be different for different Standard Setting Bodies)
		  – Assessment activity, instructions to students
		  – Assessment Schedule and Judgement statement
		  – Model answer or marking scheme
		  – Internal moderation
		  – Verified photographs of practical tasks relating to the assessment (If any/relevant)
		  – Any additional information related to assessment provided to student or supporting evidence that you feel helpful to the moderator
		• Prepare student assessment samples for moderation as follows:
		  – 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 (2 – *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 Quality Administrator when materials and samples are ready for moderation
			No later than 10 working days following the completion of grading for the final assignment

Teaching Staff	**Prepare moderation materials and assessment samples**
	
	For Full Course Moderation
		Teaching staff will:
		• Prepare required moderation materials and lodge in the appropriate H:Drive folder, including:
		  – External Moderation Report Pack
		  – Current course descriptor
		  – Assessment brief/instructions with marking criteria
		  – Course Schedule
		  – Model answer or marking scheme
		  – Internal moderation evidence from CEP
		  – Any additional information related to assessment provided to student
		• 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
		• Lodge electronic assessment samples in the appropriate H:Drive folder for moderation review, or hard copies in an appropriate location
		• Inform Quality Administrator when materials and pack are ready for moderation
			No later than 10 working days following the completion of grading for the final assignment

Role	Step	Actions	Timeframe
Te Korowai Kahurangi	**Deploy Moderation materials**	Te Korowai Kahurangi will: • Deploy moderation materials to external moderator (incl. NZQA or ITO)	When materials are ready for deployment or by due date
External Moderator	**External Moderation takes place**	External Moderator will: • Review moderation materials and complete external moderation feedback for course or assessment standards using the designated External Moderation Report form or standardised NZQA or ITO formats • Return or dispose of moderation materials • Return completed report to Te Korowai Kahurangi	Within 5 working days of receipt of materials
Te Korowai Kahurangi	**Moderation Report Received**	Quality Administrators will: • Deploy completed moderation report in the appropriate H:Drive folder • Inform teaching staff that the material is available for their review • Update External Moderation tracking sheet	When report is received
Teaching Staff Academic Leaders	**Respond to Moderator feedback**	Teachers will: • Record evaluation of feedback from Moderator in Course Evaluation and Planning Report [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 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	Within 5 working days of receiving report
Teaching Staff Academic Leaders Te Korowai Kahurangi	**Provide evidence of compliance**	Teachers will: • Note any changes in the CEP • Report completion of moderation activity to Academic Leader Academic Leaders will: • Report on moderation activity against moderation plan at PAQC Quality Administrator will: • Update the moderation tracker • Link tracker to actual reports	At the conclusion of each Moderation cycle/semester Following notification at PAQC meeting