

## Moderation Process 1 – Moderation Planning v1.0 20180901

Who	Process	Action	Timeframe
Moderation of all assessments in a course			
Te Korowai Kahurangi	Establish three-year Moderation plan	Quality Administrators will: <ul style="list-style-type: none"><li>Create a tracker which includes all approved courses</li></ul> Academic Leaders will: <ul style="list-style-type: none"><li>Establish a three-year cycle of moderation for all courses in each programme which includes Internal Pre-, Internal Post- and External moderation milestones in accordance with Moderation Policy and Procedure (this may already be established in the recently approved programme document)</li><li>Ensure that any new or changed courses are fully moderated at their first iteration</li></ul>	Prior to the start of the initial teaching cycle for a course or programme
Academic Leaders			
Academic Leaders	Update three-year Moderation plan	Academic Leaders will: <ul style="list-style-type: none"><li>Revise moderation plan following each cycle of moderation and update planner with any changes</li><li>Confirm Internal moderators for each course ensuring that they have the appropriate expertise and experience</li><li>Ensure that relevant staff are informed of any changes</li></ul> Quality Administrators will: <ul style="list-style-type: none"><li>Update moderation plan with any requirements for additional or changed moderation planning as a result of Programme Improvements</li></ul>	31 <sup>st</sup> January 31 <sup>st</sup> August
Te Korowai Kahurangi			
Te Korowai Kahurangi	Approve Moderation plan	Quality Administrators will: <ul style="list-style-type: none"><li>Publish revised moderation plan in agenda of PAQC</li><li>Ensure that relevant staff are informed of any changes</li><li>Maintain tracking of progress against plan</li></ul>	1 <sup>st</sup> meeting following any update of plan
Moderation of individual Assessment Standards			
Academic Leaders	Gain consent to assess Assessment Standards	Academic Leaders will: <ul style="list-style-type: none"><li>Ensure that consent has been obtained from NZQA to award any assessment standards (AS) in accordance with Policy and Procedure</li></ul>	Prior to Teaching any course that involves AS
Te Korowai Kahurangi	Check updates to Assessment Standards	Quality Administrators will: <ul style="list-style-type: none"><li>Check for any changes to assessment standards (versions, credit values, etc.) and update records accordingly</li><li>Generate updated reports that lists existing Assessment Standards</li><li>Ensure that relevant staff are informed of any changes</li></ul> Academic Leaders will: <ul style="list-style-type: none"><li>Ensure that version is current and students are assessed based on new version</li><li>Ensure that credits for Assessment Standards embedded in courses are correct</li></ul>	Prior to the start of each teaching cycle
Academic Leaders			
Te Korowai Kahurangi	Confirm Assessment Standards Moderation Plan	Te Korowai Kahurangi will: <ul style="list-style-type: none"><li>Receive advise from NZQA or an ITO with the yearly schedule for assessment standard moderation</li><li>Advise affected programmes of the moderation requirements</li></ul> Academic Leaders will: <ul style="list-style-type: none"><li>Produce a moderation plan that lists each standard to be moderated</li><li>Confirm moderators for each assessment, ensuring that they have the appropriate expertise and experience</li><li>Ensure that relevant staff are informed of requirements</li></ul>	Various times throughout the year
Academic Leaders			
Note: All assessment standard items will be subjected to pre- and post-event internal moderation			
Te Korowai Kahurangi	Confirm Assessment Standards Plan	Quality Administrators will: <ul style="list-style-type: none"><li>Publish moderation plan in agenda of PAQC</li><li>Maintain tracking of progress against plan</li><li>Ensure that relevant staff are informed of plan requirements</li></ul>	1 <sup>st</sup> meeting following any update of plan