

## Moderation Process 3 – External Moderation v1.0 20180901

Who	Process	Action	Timeframe
External Moderation			
Academic Leaders	Propose Monitor and confirm with contract	<p>Academic Leader to:</p> <ul style="list-style-type: none"> <li>Appoint moderator for each course to be moderated in the current cycle (other than assessment standards) in consultation with the Head of School [HoS] and TKK</li> <li>Complete any contractual arrangements required, including any remuneration requirements, in consultation with TKK</li> <li>Incomplete plans (without External Moderators details) will not be accepted</li> </ul>	31 <sup>st</sup> January 31 <sup>st</sup> August
Te Korowai Kahurangi		<p>Quality Administrators will:</p> <ul style="list-style-type: none"> <li>Communicate with appointed Moderator and confirm contact details for delivery of moderation materials</li> </ul>	Prior to deployment of materials
Teaching Staff	<p>Prepare moderation materials and assessment samples</p> <p>For Assessment Standards</p>	<p>Teaching staff will:</p> <ul style="list-style-type: none"> <li>Prepare required moderation materials and lodge in the appropriate H:Drive folder, including: <ul style="list-style-type: none"> <li>Assessment Standard document (Unit standard and Achievement standard)</li> <li>Completed coversheet (It may be different for different Standard Setting Bodies)</li> <li>Assessment activity, instructions to students</li> <li>Assessment Schedule and Judgement statement</li> <li>Model answer or marking scheme</li> <li>Internal moderation</li> <li>Verified photographs of practical tasks relating to the assessment (If any/relevant)</li> </ul> </li> <li>Any additional information related to assessment provided to student or supporting evidence that you feel helpful to the moderator</li> <li>Prepare student assessment samples for moderation in accordance with the requirements as dictated by the external moderation body <ul style="list-style-type: none"> <li>* Check with your Quality Administrator if unsure</li> </ul> </li> <li>Lodge electronic assessment samples in the appropriate H:Drive folder for moderation review, or hard copies in an appropriate location</li> <li>Inform Quality Administrator when materials and samples are ready for moderation</li> <li>Check with TKK if you are unsure</li> </ul>	No later than 10 working days following the completion of grading for the final assignment
Teaching Staff	<p>Prepare moderation materials and assessment samples</p> <p>For Full Course Moderation</p>	<p>Teaching staff will:</p> <ul style="list-style-type: none"> <li>Prepare required moderation materials and lodge in the appropriate H:Drive folder, including: <ul style="list-style-type: none"> <li>External Moderation Report Pack</li> <li>Current course descriptor</li> <li>Assessment brief/instructions with marking criteria</li> <li>Course Schedule</li> <li>Model answer or marking scheme</li> <li>Internal moderation evidence from CEP</li> <li>Any additional information related to assessment provided to student</li> </ul> </li> <li>Prepare student assessment samples for moderation in accordance with the requirements as dictated by the external moderation body:</li> <li>Lodge electronic assessment samples in the appropriate H:Drive folder for moderation review, or hard copies in an appropriate location</li> <li>Inform Quality Administrator when materials and pack are ready for moderation</li> </ul>	No later than 10 working days following the completion of grading for the final assignment
Te Korowai Kahurangi	Deploy Moderation materials	<p>Te Korowai Kahurangi will:</p> <ul style="list-style-type: none"> <li>Deploy moderation materials to external moderator (incl. NZQA or ITO)</li> </ul>	When materials are ready for deployment or by due date

External Moderator	External Moderation takes place	<p>External Moderator will:</p> <ul style="list-style-type: none"> <li>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</li> <li>Return or dispose of moderation materials</li> <li>Return completed report to Te Korowai Kahurangi</li> </ul>	Within 5 working days of receipt of materials
Te Korowai Kahurangi	Moderation Report Received	<p>Quality Administrators will:</p> <ul style="list-style-type: none"> <li>Deploy completed moderation report in the appropriate H:Drive folder</li> <li>Inform teaching staff that the material is available for their review</li> <li>Update External Moderation tracking sheet</li> </ul>	When report is received
Teaching Staff	Respond to Moderator feedback	<p>Teachers will:</p> <ul style="list-style-type: none"> <li>Record evaluation of feedback from Moderator in Course Evaluation and Planning Report [CEP]</li> <li>Discuss outcomes with Academic Leader including any disagreements or conflict with Moderators feedback</li> <li>Consider any changes that may arise from moderation feedback, along with other evaluation feedback, to course assessments in CEP</li> <li>Complete an application for programme improvement to enact agreed improvements</li> </ul> <p>Academic Leader will:</p> <ul style="list-style-type: none"> <li>Consult with Teacher to discuss any disagreements or conflict with Monitors feedback</li> <li>Ensure that there is a process for dealing with disagreements/conflict between assessment developer and moderator</li> </ul>	Within 5 working days of receiving report
Teaching Staff	Provide evidence of compliance	<p>Teachers will:</p> <ul style="list-style-type: none"> <li>Note any changes in the CEP</li> <li>Report completion of moderation activity to Academic Leader</li> </ul> <p>Academic Leaders will:</p> <ul style="list-style-type: none"> <li>Report on moderation activity against moderation plan at PAQC</li> </ul>	At the conclusion of each Moderation cycle/semester
Te Korowai Kahurangi		<p>Quality Administrator will:</p> <ul style="list-style-type: none"> <li>Update the moderation tracker</li> <li>Link tracker to actual reports</li> </ul>	Following notification at PAQC meeting