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|  | **WHAKAŌRITE IHO |**  **INTERNAL Post-MODERATION**  **Course template** | **ernal Moderation Checklist** |

For information about policies and procedures relating to the completion of this form, refer to  
[AC 2.0 Assessment Moderation and Grades Policy](https://thenest.unitec.ac.nz/TheNestWP/policies-and-forms/policies-and-procedures/) and [AC 2.7 Moderation of Assessment Procedure](https://thenest.unitec.ac.nz/TheNestWP/policies-and-forms/policies-and-procedures/).

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| Course Code | *[ABCD####]* | | Course Name |  |
| Peoplesoft Code | *[ABCDE]* | | Programme Name |  |
|  |  | | School |  |
| Course Co-ordinator | |  | | |
| Moderator | |  | | |

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| Prepare required moderation materials for EACH assessment (ALL are compulsory):  Course Descriptor Last Moderators report (if available) All assessment briefs/instructions with marking criteria  Model answer or marking scheme/marking criteria for all assessments  Moderation samples 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 |

Complete one panel for each assessment in this course (duplicate or delete as required)

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| Assessment No. |  | Assessment Weighting % | |  | |
| |  |  |  |  | | --- | --- | --- | --- | | Student ID | Lecturer Mark | Moderator Mark | Moderators Comments | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | |
| The feedback given to the student was appropriate and constructive | | | Yes | | No |
| Marks/results awarded to students were appropriate | | | Yes | | No |
| Additional Moderators Comments for this assessment item (If any): | | | | | |

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| Assessment No. |  | Assessment Weighting % | |  | |
| |  |  |  |  | | --- | --- | --- | --- | | Student ID | Lecturer Mark | Moderator Mark | Moderators Comments | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | |
| The feedback given to the student was appropriate and constructive | | | Yes | | No |
| Marks/results awarded to students were appropriate | | | Yes | | No |
| Additional Moderators Comments for this assessment item (If any): | | | | | |

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| --- | --- | --- | --- | --- | --- |
| Assessment No. |  | Assessment Weighting % | |  | |
| |  |  |  |  | | --- | --- | --- | --- | | Student ID | Lecturer Mark | Moderator Mark | Moderators Comments | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | |
| The feedback given to the student was appropriate and constructive | | | Yes | | No |
| Marks/results awarded to students were appropriate | | | Yes | | No |
| Additional Moderators Comments for this assessment item (If any): | | | | | |

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| Signed by Internal Moderator |  | Date |  |

Response by the Lecturer

I hereby confirm that assessment is complete and issues identified have been considered and an action plan reported in the Course Evaluation and Planning Report [CEP].