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|  | **WHAKAŌRITE IHO |** **INTERNAL Pre-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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| --- |
| Documents submitted for EACH assessment (ALL are compulsory):[ ]  Course Descriptor**[ ]** Student facing Assessment material/briefs for each assessment[ ]  Marking/Judgement guide with clear Judgement Statements for each assessment |

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

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| --- | --- | --- | --- |
| Assessment No. |       | Assessment Type |       |
| Assessment Weighting % |       | Associated L/O’s |       |
| The assessment information matches the approved course descriptor | Yes [ ]  | No [ ]  |
| Assessment task(s)/question(s) are clear and easy to understand | Yes [ ]  | No [ ]  |
| Assessment task(s)/question(s) are appropriate to level of course | Yes [ ]  | No [ ]  |
| The assessment is culturally responsive - the assessment includes no language, material or activity that is likely to cause offence | Yes [ ]  | No [ ]  |
| Assessment covers all Outcomes/Evidence Requirements to effectively measure the associated learning outcome(s) | Yes [ ]  | No [ ]  |
| The marking/judgement guide and associated mark allocations are appropriate | Yes [ ]  | No [ ]  |
| The conditions of assessment are fair: (eg. resources, time allowed etc.) | Yes [ ]  | No [ ]  |
| Moderators Comments for this assessment item (If any): |

|  |  |  |  |
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| The conditions of assessment are fair: (eg. resources, time allowed etc.) | Yes [ ]  | No [ ]  |
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| Moderators Comments for this assessment item (If any): |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by Internal Moderator |  | Date |       |

Response by the Lecturer

I hereby confirm that assessment is complete and issues identified have been addressed and resolved and reported in the Course Evaluation and Planning Report [CEP].