

Moderation Process 2 – Internal Moderation v1.0 20180901

Who	Process	Action	Timeframe
Internal Pre-Moderation			
Teaching Staff	Prepare moderation materials and assessment samples	<p>Teaching staff will:</p> <ul style="list-style-type: none"> • Prepare materials for moderation and lodge in the appropriate H:Drive folder, including: <ul style="list-style-type: none"> – A Course Moderation Pack or Standards Assessment Form for the current iteration of the course/assessment – Latest course/standard descriptor – Last moderation report (Internal/External if any) – Assessment briefs/instructions with marking criteria – Model answer or marking scheme/marketing criteria for all assessments • Inform designated moderator when materials and pack are ready for moderation 	No later than 10 working days prior to the deployment to students of the assessment materials
Internal Moderator	Review assessment materials	<p>Internal Moderator will:</p> <ul style="list-style-type: none"> • Review assessment materials and complete internal pre-moderation feedback for each assignment in the designated Moderation Pack • Inform teacher when moderation is complete 	Within 5 working days of notification that materials ready for review
Note: Moderation may be conducted in a number of ways including autonomous review of materials or in designated meetings with teacher(s).			
Teaching Staff	Respond to Moderator feedback	<p>Teachers will:</p> <ul style="list-style-type: none"> • Review feedback from Moderator and propose any changes that may result • Consult with Academic Leader to discuss any disagreements or conflict with Monitors feedback • Make any changes that arise from agreed outcomes of feedback to course assessment materials • Consult with TKK if changes are substantial and require approvals from PIC <p>Academic Leader will:</p> <ul style="list-style-type: none"> • Consult with Teacher to discuss any disagreements or conflict with Monitors feedback • Ensure that there is a process for dealing with disagreements/conflict between assessment developer and moderator 	Within 5 working days of notification of completion of moderation
Academic Leaders			
Teaching Staff		<p>Teachers will:</p> <ul style="list-style-type: none"> • Note any changes in the Course Evaluation and Planning Report [CEP] • Report completion of moderation activity to Academic Leader 	Immediately following completion of moderation process
Academic Leaders	Provide evidence of compliance	<p>Academic Leaders will:</p> <ul style="list-style-type: none"> • Report on moderation activity against moderation plan at PAQC 	At the conclusion of each Moderation cycle/semester
Te Korowai Kahurangi		<p>Quality Administrator will:</p> <ul style="list-style-type: none"> • Update the moderation tracker • Link tracker to actual reports 	Following notification at PAQC meeting

Who	Process	Action	Timeframe
Internal Post-Moderation			
Teaching Staff	Prepare moderation materials and assessment samples	<p>Teaching staff will:</p> <ul style="list-style-type: none"> • Prepare required moderation materials and lodge in the appropriate H:Drive folder, including: <ul style="list-style-type: none"> – The Course Moderation Pack or Standards Assessment Form used to complete internal pre-moderation – Latest Course Descriptor – Last moderation report – All assessment briefs/instructions with marking criteria – Model answer or marking scheme/marketing criteria for all assessments • Prepare student assessment samples for moderation as follows: <ul style="list-style-type: none"> – Whole course 'achievement based' assessment (11point or 4point) requires four student samples (1 - <i>Good</i>, 2 - <i>Average</i>, 1-<i>poor</i>) with constructive feedback – Assessment standards (Competency based CBA – 3point) requires six student samples (2 – <i>Merit</i>, 2 - <i>Pass</i>, 2- <i>Not Yet Competent</i>) with constructive feedback – Assessment standards (Competency based CBA – 4point) requires eight student samples (1 – <i>Excellent</i>, 2 - <i>Merit</i>, 2 - <i>Pass</i>, 2- <i>Not Yet Competent</i>) 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 designated moderator when materials and samples are ready for moderation 	No later than 10 working days following the completion of grading for each assignment
Internal Moderator	Review assessment materials	<p>Internal Moderator will:</p> <ul style="list-style-type: none"> • Review moderation materials and complete internal post-moderation feedback for each assignment in the designated Moderation Pack or Standards Assessment Form • Inform teacher when moderation is complete <p>Note: Moderation may be conducted in a number of ways including autonomous review of materials or in designated meetings with teacher(s).</p>	Within 5 working days of notification that materials ready for review
Teaching Staff	Respond to Moderator feedback	<p>Teachers will:</p> <ul style="list-style-type: none"> • Record evaluation of feedback from Moderator in 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 <p>Academic Leader will:</p> <ul style="list-style-type: none"> • Consult with Teacher to discuss any disagreements or conflict with Monitors feedback • Ensure that there is a process for dealing with disagreements/conflict between assessment developer and moderator 	Within 5 working days of notification of completion of moderation
Teaching Staff	Provide evidence of compliance	<p>Teachers will:</p> <ul style="list-style-type: none"> • Note any changes in the CEP • Report completion of moderation activity to Academic Leader <p>Academic Leaders will:</p> <ul style="list-style-type: none"> • Report on moderation activity against moderation plan at PAQC 	At the conclusion of each Moderation cycle/semester
Te Korowai Kahurangi		<p>Quality Administrator will:</p> <ul style="list-style-type: none"> • Update the moderation tracker • Link tracker to actual reports 	Following notification at PAQC meeting