

## Moderation Process 2 – Internal Moderation v1.0 20180901

Internal Pre-Moderation			
Teaching Staff	Prepare moderation materials and assessment samples	<p>Teaching staff will:</p> <ul style="list-style-type: none"> <li>• Prepare materials for moderation and lodge in the appropriate H:Drive folder, including: <ul style="list-style-type: none"> <li>– A Course Moderation Pack or Standards Assessment Form for the current iteration of the course/assessment</li> <li>– Latest course/standard descriptor</li> <li>– Last moderation report (Internal/External if any)</li> <li>– Assessment briefs/instructions with marking criteria</li> <li>– Model answer or marking scheme/marketing criteria for all assessments</li> </ul> </li> <li>• Inform designated moderator when materials and pack are ready for moderation</li> </ul>	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"> <li>• Review assessment materials and complete internal pre-moderation feedback for each assignment in the designated Moderation Pack</li> <li>• Inform teacher when moderation is complete</li> </ul>	Within 5 working days of notification that materials ready for review
<p><b>Note: Moderation may be conducted in a number of ways including autonomous review of materials or in designated meetings with teacher(s).</b></p>			
Teaching Staff	Respond to Moderator feedback	<p>Teachers will:</p> <ul style="list-style-type: none"> <li>• Review feedback from Moderator and propose any changes that may result</li> <li>• Consult with Academic Leader to discuss any disagreements or conflict with Monitors feedback</li> <li>• Make any changes that arise from agreed outcomes of feedback to course assessment materials</li> <li>• Consult with TKK if changes are substantial and require approvals from PIC</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 notification of completion of moderation
Academic Leaders			
Teaching Staff		<p>Teachers will:</p> <ul style="list-style-type: none"> <li>• Note any changes in the Course Evaluation and Planning Report [CEP]</li> <li>• Report completion of moderation activity to Academic Leader</li> </ul>	Immediately following completion of moderation process
Academic Leaders	Provide evidence of compliance	<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

Who	Process	Action	Timeframe
<b>Internal Post-Moderation</b>			
Teaching Staff	Prepare moderation materials and assessment samples	<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>The Course Moderation Pack or Standards Assessment Form used to complete internal pre-moderation</li> <li>Latest Course Descriptor</li> <li>Last moderation report</li> <li>All assessment briefs/instructions with marking criteria</li> <li>Model answer or marking scheme/marketing criteria for all assessments</li> </ul> </li> <li>Prepare student assessment samples for moderation as follows: <ul style="list-style-type: none"> <li>Whole course 'achievement based' assessment (11point or 4point) requires four student samples (1 - Good, 2 - Average, 1-poor) with constructive feedback</li> <li>Assessment standards (Competency based CBA – 3point) requires six student samples (2 – Merit, 2 - Pass, 2- Not Yet Competent) with constructive feedback</li> <li>Assessment standards (Competency based CBA – 4point) requires eight student samples (1 – Excellent, 2 - Merit, 2 - Pass, 2- Not Yet Competent) with constructive feedback</li> <li>Assessment standards (Competency based CBA – 2point) requires four student samples ( 2 - Competent, 2 - 2- Not Yet Competent) with constructive feedback</li> <li>Check with TTK if you are 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 designated moderator when materials and samples are ready for moderation</li> </ul>	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"> <li>Review moderation materials and complete internal post-moderation feedback for each assignment in the designated Moderation Pack or Standards Assessment Form</li> <li>Inform teacher when moderation is complete</li> </ul> <p><b>Note: Moderation may be conducted in a number of ways including autonomous review of materials or in designated meetings with teacher(s).</b></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"> <li>Record evaluation of feedback from Moderator in 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 notification of completion of moderation
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 Kōwhiri 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