
To	Te Poari Whai Kouna Quality Alignment Board (QAB)	From	Steve Marshall, Lead, Quality Partnering
Title	Centralised Oversight of Moderation Practices	Date	2020 / 10 / 06

Recommendation/s

That Te Poari Whai Kouna | Quality Alignment Board (QAB):

- Receive the update on centralised oversight and support of moderation practices memo; and
- Approve the proposed changes to the tracking and reporting of moderation activity for implementation for 2021.

Purpose

To seek QAB approval for the implementation of a centralised approach to the tracking and reporting of moderation progress and outcomes, to be implemented for 2021.

Commentary

Recent instances of non-compliance with moderation have identified the need to gain greater oversight of moderation processes. There is also an opportunity to enhance moderation reporting to gain institutional oversight, including on the outcomes of moderation.

Te Korowai Kahurangi have maintained a centralised system for tracking progress in the planning of moderation, however there have been gaps in our ability to track the outcomes of moderation, and more significantly, the value.

The tracking of completion of moderation activity against plans, and the resulting improvement activity has been the responsibility of academic staff, their managers and their local PAQC. The tracking of outcomes and value is currently provided through the following:

- Course evaluation and planning (CEP) reports provide a place for teachers to evidence the completion of moderation and the outcomes that contribute to course and teaching improvement.
- PAQC minutes record the activity of External Moderation.
- Applications for change to courses and programmes requires evidence (if relevant) of moderation activity and feedback to support any proposed changes.

Currently the above-mentioned activities are not linked, therefore there is no single source from which to gain a concise overview of progress against both moderation plans and moderation outcomes.

While programme evaluation and planning (PEP) reports provide a place for programme wide evaluation and evidencing of the moderation process and its contribution to programme outcomes, the lack of concise data does not support quality reporting.

Background

Te Korowai Kahurangi (TKK) has been responsible for tracking moderation plans across the whole Institute since May 2016 with a centralised process of reporting. The initial move to centralised tracking revealed inconsistencies in planning practice across the Institute including a wide range of partial and non-compliance of both internal and external moderation requirements. As a result of this a whole of organization audit of moderation practice was undertaken in 2017.

The audit required Programmes to provide evidence of past and current (Internal and External) moderation practices. Where practices were found to be sufficient, a standard moderation cycle plan was confirmed. Where practice was found to be either inconsistent, or non-compliant, then a remediation plan was developed.

Concurrent to this audit process, further evaluation by TKK recognised that Unitec systems were not sufficiently aligned in the new centralised structure for staff to easily access resources for moderation. Systems improvements were implemented to support moderation practice including improved forms and templates and reporting functions for outcomes through course reports (CEP) and localised programme academic quality committees (PAQC).

Similarly, it was recognised that there was a deficit in capability among some staff groups in moderation practice. As a result, staff capability improvements were developed in collaboration with Te Puna Ako (TPA) which included workshops and moodle on-line learning courses. These initially enjoyed a strong uptake by staff and increased the capacity of staff to better participate with confidence in quality moderation activity.

Advice around moderation practice and expectation has also been redrafted and published to the NEST to provide a significant resource of information and assistance for staff to understand compliance responsibilities, process and procedure for moderation.

Next Steps - Improvements in reporting

In order to create a more seamless method of tracking all moderation practice and providing concise data for evaluation, it is proposed that a single online moderation plan template be utilised across the institute. This will allow for a consistent approach and simplified reporting through Power BI.

In order to achieve this, the following will need to be undertaken:

Consolidated Tracking

- A single moderation template will be developed for use by all programmes;

- TKK quality administrators will migrate the current independent programme/school-based moderation plans into a consolidated tracker and ensure that it is maintained for all courses to meet the three-year cycle requirements;
- Updates to the tracker will be made regularly based on PAQC approved actions;
- Individual and School based plans will be readily available to PAQCs, school academic leadership and teaching staff to ensure that there is an awareness of the requirements;
- Where possible, a direct connection to the on-line CEPs will be used to inform the reporting of the completion and outcomes of moderation in the tracker.

Improving administrative support

- TKK quality administrators will work with staff who are responsible for moderation to ensure that they are aware of the schedule and are aware of their process obligations;
- Training to academic staff on how to access and interpret moderation data in the BI Tool will be provided.

Contributors

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