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| **Check-Marking Report** |

**This assessment was marked at the required standard: Yes  No**

1. **Assessment details:** *(this section is to be completed by academic staff prior to check-marking occurring)*

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| **Assessment name:** | The name of the assessment. | | | | |
| **Course/standard code and title:** | e.g., ABCD1234 Business 101 | | | | |
| **Semester delivered (e.g., 1232)** | e.g., “Semester 1, 2023” or “1232” | | | | |
| **Programme code:** | The AcadProgCode – e.g., BASCI, NZCSP,etc. | | | | |
| **School/Ako Domain:** | Click or tap here to enter text. | | | | |
| **Assessor/s:** | The name of the assessment marker. | | | **Due date of assessment:** | Assessment due date |
| **Materials provided to the check-marker**: *(select all that apply – see* [Moderation Procedure](https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2018/09/AC-2.7-Moderation-of-Assessment-Procedure.pdf) *for more information)* | | | | | |
| Assessment tool/task | | Samples of ākonga work | | | |
| Instructions to ākonga and/or ākonga evidence guides | | Any other relevant information | | | |
| Marking guidance (Assessment schedules including evidence and judgement statements, model/sample answers, etc.) | | |  |  | |

1. **Check-marker details**

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| **Check-marker/s:** | First and Surname | **Date of check-marking:** | Date check marking completed. |

1. **Check-marking outcomes:** *(please delete or add rows depending on the number of ākonga samples)*

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|  | Is the overall mark or judgement made against the learning outcome(s) or standard, correct?[[1]](#footnote-2) | | Does the overall decision made by the assessor follow the criteria in the assessment schedule in assigning marks/grades? | | Is sufficient constructive feedback given to ākonga, including to justify (validate) marks/grades/judgements? | | |
| **Outcome** | **Yes** | **No** | **Yes** | **No** | **Yes** | | **No** |
| Ākonga A |  |  |  |  |  | |  |
| Ākonga B |  |  |  |  |  | |  |
| Ākonga C |  |  |  |  |  | |  |
| Ākonga D |  |  |  |  |  | |  |
| Ākonga E |  |  |  |  |  | |  |
| Ākonga F |  |  |  |  |  | |  |
| Ākonga G |  |  |  |  |  | |  |
| Ākonga H |  |  |  |  |  | |  |
| **Were marks allocated and calculated correctly?** | | | | **YES** **NO** | | | |
| **Overall, was the assessor’s judgements/marking fair and consistent?** | | | | **YES** **NO** | | | |
| **FOR UNIT STANDARD ASSESSMENT(S) ONLY** | | | | | | | |
| The assessment delivered aligns with the version of the unit standard in PeopleSoft  The unit standard number stated on the assessment is US number, version version number.  The unit standard number in PeopleSoft is US number, version version number. | | | | | | **YES NO** | |
| **Please tick ‘Yes’ if both the unit standard and version as printed on the assessment aligns to the version of the unit standard that will be awarded.** | | | | | | | |
| **Check Marker comments on assessor judgements/marking:**  Check Marker to provide constructive feedback - where an outcome above is “No”, include details of the issue/s identified as appropriate. If there are differences of opinion over marks and grades allocated, such as inconsistency or marks too low or high, the issue will need to be resolved before marks are finalised and released to students | ākonga.) | | | | | | | |

**Assessor’s / Academic Staff’s response to this report**: *(add date response was written)*

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| Academic staff member’s comments/response to this report. |

**Guidance**

Where a course is scheduled for Check-Marking, all summative assessments in the course are required to be check-marked (a separate report for each).

See the [Moderation](https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/assessment-and-moderation/moderation/) page on Te Aka | The Nest for the suggested process to follow.

Check-marking reports must be saved in the same location as moderation reports using the following file naming convention:

[Acad Prog Code]\_[CourseCode]\_CM[1, 2, 3, 4]\_[ YYYY\_Sem[1, 2, 3]\_date report finalised by check marker using the format ddMmmmyy].pdf

e.g., BASCI\_NSCI5000\_CM1\_2023\_Sem1\_30Jun23.pdf

The example above is interpreted as:

Bachelor of Applied Science, course NSCI5000, Check Marking of assessment 1 from Semester 1, 2023, check marking completed on 30 June 2023

**Glossary:**

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| **Ākonga** | Student/learner |
| **Assessor/s** | the individual/s who has marked/assessed the assessment |
| **Check Marker** | the ‘critical friend’ who conducts a review of another academic staff member’s (the assessor’s) marking to support consistency and good practice. |
| **Materials provided to the check-marker** | Collectively the documentation that is provided to the check marker |
| [Te Kawa Maiorooro](https://www.tepūkenga.ac.nz/our-work/our-pathway/academic-delivery-and-innovation/academic-regulatory-framework/) | Te Pūkenga’s Academic Regulatory Framework |
| [Te Pūkenga Moderation Policy](https://www.tepūkenga.ac.nz/assets/Policies/2023/TP-Moderation-Policy-Final-V23.1.pdf) | The Te Pūkenga National Moderation Policy |
| [Unitec AC 2.7 Moderation Procedure](https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2018/09/AC-2.7-Moderation-of-Assessment-Procedure.pdf) | Unitec’s moderation procedure which details how the Te Pūkenga Moderation Policy is enacted within the Te Pūkenga Business Division |

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1. On the ‘Review’ tab click on “Restrict Editing” (sometimes via “Protect”). This will open a side bar.
2. At the bottom right of the side bar will be a button “Stop Protection” – click on it.
3. You can now edit the form.

1. For Check-Marking we’re looking for alignment between assessor and check-marker, hence ‘mark’ rather than the ‘grade’. [↑](#footnote-ref-2)