

Moderation FAQ ideas

Q. Where can I find the moderation forms?

A. *There is a link to the forms at the bottom of [the page on Te Aka](#)*

Q. Who is the assessor?

A. *The lecturer who marked the assessments which are being moderated.*

Q. How is internal course moderation different to external moderation?

A. *Internal moderation is completed by Unitec kaimahi. External moderation is completed by somebody not employed by Unitec. Both internal and external moderation utilise the same Moderation Report template.*

Q. How often must check marking occur?

A. *A minimum of once every two years (except for exams which must always be check marked). Check marking must happen before assessment results are given back to students. Check marking can occur more frequently (i.e., for new staff). The frequency of check marking is approved in the Moderation Plan approved by PAQC.*

Q. How many samples need to be check marked?

A. *For check marking, there must be a minimum of three samples. The sample would typically be top, middle, bottom (A, B, C- & any fail grades). Staff can also self-identify samples they'd like check-marked (e.g., where a result is borderline and a second opinion would be useful).*

Q. Do check marking and course moderation happen in the same semester?

A. *Not typically. There is a moderation plan approved by the PAQC at the start of each year which confirms the frequency of check marking and course moderation for each course.*

Q. What happens if the assessor and the moderator disagree about the assessment marks after check marking?

A. *If the assessor and the moderator disagree about the marks, they should discuss the differences. If necessary, a third opinion can be sought. The final decision is made by the assessor. The report is not changed as a result of any kōrero between the assessor and the check marker.*

Q. What happens if the assessor and the moderator disagree about the assessment marks after internal moderation?

A. *If the moderator disagrees with the marks during internal course moderation, a discussion with the assessor/s is recommended. One of the outcomes of the course moderation will be that the moderator's comments about the marking are taken into account when the assessment is used again. However, as course moderation takes place after grades have been released to students, student marks cannot be changed for the cohort being moderated.*

Q. When does moderation of assessment materials need to be carried out?

A. *Moderation of assessment materials must always happen before the course begins when assessments are first designed OR following any changes to any of the assessments. It is also part of internal and external moderation.*

Q. When does course moderation happen?

A. *Once course grades are confirmed (typically after grade approval) – at least once every two years.*

Q. What does course moderation involve?

A. *Course moderation requires the moderation of the assessment materials AND the moderation of assessor judgements.*

Q. Where are the moderation report and samples filed afterwards?

A. *Follow your school's filing conventions. Moderation reports must be named as per the instructions on page 8 of the Moderation Report template.*

Q. What does IR stand for on the moderation plan?

A. *Improvement required.*