

Step-by-step guide to using the Unitec Moderation Report form

Lecturer/marker: Download the Word doc template from [Te Aka moderation page](#). The link is at the bottom of the webpage.

Templates/Forms

Moderation Planning and Tracking Tool

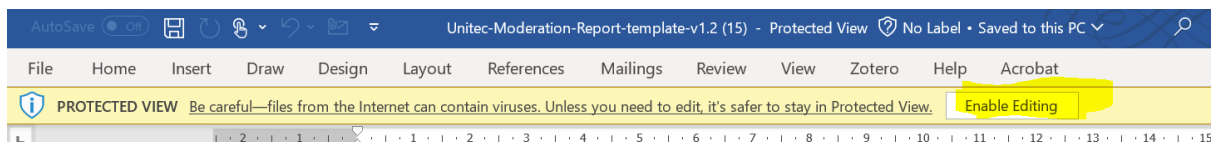
[Check Marking Report template v1.1](#)

[Moderation Report template v1.2](#) (for internal & external moderation)

[Moderation – MOU Moderation Services template](#)

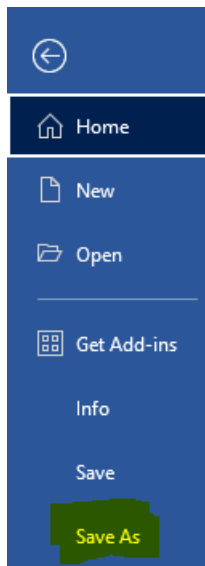
[Moderation – PAQC Response form](#)

It will open in Word; enable editing in order to complete it



Scroll to page 8 of the form for guidance and definitions.

Save the document and name it.



Section A

Section A1 should be completed by the **lecturer/marker** (referred to as the **assessor** in this form).

Select the moderation type by clicking on the arrow:

Moderation Type:	Select moderation type 
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The **moderator** can enter the date and their name.

Section A2 should be completed by the **lecturer/marker**. Select the type of moderation. Click on the arrow to choose from:

- Assessment Materials
- Assessor judgements
- Assessment Materials and Assessor Judgements

▲ A2. Scope

This report includes the moderation of:

Scope of moderation	Select scope of moderation 
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Note – pre-moderation only includes the assessment materials; internal or external course moderation includes both assessment materials and assessor judgements.

A3 – to be completed by the **moderator** with the outcome of the moderation of assessment materials (all assessments should be moderated at the same time)

A4 – to be completed by the **moderator** with the outcome of the moderation of assessor judgements (when included in the scope)

A5 – to be completed by the **assessor (lecturer)** when the moderator has completed A3 and/or A4

Section B


Completed by the **assessor**.

The moderation pack provided to the moderator should include the course descriptor, the assessment map (from the programme document approved by NZQA), the assessment tasks, instructions, marking guidance, rubrics, etc.

Section C


Moderator to complete statement by clicking on the arrow:

Section C: Moderation of Assessment Materials

I (the moderator) have been provided with all documentation and evidence required to moderate this submission.	Choose 
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C1. Moderator to choose relevant option and make comments in the table for numbers 1 – 12:

C1. Assessment task(s)

Assessment tasks are fit for purpose:	Y / N / n/a	Comments
1. The assessment methods, grading approach, and weightings align with those specified in	Choose 	Comments

Moderator to complete overall comments section:

Overall comments, commendations, recommendations about the **assessment tasks**

Moderator comments on assessment tasks.

Section D:

Moderator to complete if it is within scope. Enter akonga (student) ID numbers, not names.

Moderator to complete comments section/s.

Section E:

E1. **Assessor** (lecturer) to complete comment section & enter date.

E2. Course Co-ordinator to complete follow-up actions. Tap inside the box to type.