
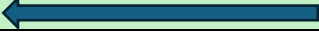


Unitec Moderation Report 2025 Process

LECTURER (ASSESSOR)		MODERATOR
1. Lecturer (Assessor) completes A1, A2 & B		
	2. Lecturer shares report with moderator and student samples (names redacted) assessment details, etc. 	
		3. Moderator completes Section C (premod)/ D (postmod)
		4. Moderator completes A3 and/or A4
	5. Moderator returns Report to Lecturer 	
6. Lecturer reviews outcome(s) A3/A4		
7. Lecturer responds to findings & completes action plan (E)		
8. Lecturer completes A5 to show whether they agree/disagree with report outcomes.		
9. Lecturer saves final Moderator Report & student samples etc. to appropriate programme moderation folder in HDrive		
10. Lecturer informs SQA that the reports have been filed so SQA can update the tracker.		