



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

NZQA External Assessment Roles

This page outlines the key roles in external assessment: **panel leader, check marker, marker, and verifier**. Each role plays a critical part in ensuring assessment judgements are fair, consistent, and aligned with national standards.

Panel Leader

Overview

The New Zealand Qualifications Authority (NZQA) appoints panel leaders to lead and support marking panels for NCEA and New Zealand Scholarship assessments. Panel leaders ensure assessment decisions are valid, reliable, fair, and aligned with national standards.

Panel leaders are typically responsible for overseeing the marking of one achievement standard or scholarship subject. In some cases, the role may involve responsibility for more than one standard.

Key Responsibilities

- Leading and supporting a team of markers.
- Training markers in assessment and administrative requirements.
- Conducting Standardisation meetings to confirm assessment schedules.
- Monitoring marking progress and outcomes to ensure consistency.
- Marking candidate responses.
- Ensuring all markers meet required timelines and deadlines.
- Checking and confirming marker judgements.
- Preparing and submitting reports for NZQA.
- Reconsidering marks for candidate responses.
- Supporting the national assessment facilitator with marker recruitment, where required.
- Maintaining confidentiality throughout all aspects of the assessment process.

Appointment and Training

Panel Leaders are contracted to NZQA. Newly appointed Panel Leaders are required to attend a one-day training session. Teacher release days are provided to support attendance.

Check Marker

Overview

NZQA appoints and trains check markers each year to support the quality and consistency of external assessment. Check markers assess candidate responses and check the assessment decisions of an assigned team of markers to ensure decisions are valid, reliable, and align with the assessment schedule and panel leader guidance.

Key Responsibilities

- Attend marker meetings as required.
- Assess candidate responses within specified timeframes.
- Make valid and reliable assessment decisions in line with the assessment schedule and panel leader direction.

- Check the validity and reliability of assessment decisions made by an assigned team of markers.
- Ensure all administrative requirements and deadlines are met.
- Prepare and submit assessment reports to the panel leader.
- Reconsider or re-mark candidate responses when required.
- Maintain strict confidentiality throughout all aspects of the assessment process.

Professional and Personal Qualities

- Strong curriculum knowledge and relevant teaching experience at the appropriate level.
- A sound understanding of, and experience with, standards-based assessment.
- The ability to work collaboratively and professionally with others.
- The ability to work accurately and efficiently under stringent deadlines.

Marker

Overview

NZQA appoints and trains markers each year to assess candidate responses. Markers are responsible for making valid, reliable, and fair assessment judgements in line with the assessment schedule and panel leader guidance.

Key Responsibilities

- Attend marker meetings as required.
- Assess candidate responses within specified timeframes.
- Make valid and reliable assessment judgements in line with an assessment schedule and panel leader direction.
- Meet all administrative requirements and deadlines.
- Prepare and submit assessment reports to the panel leader.
- Reconsider or re-mark candidate work when required.
- Maintain strict confidentiality throughout the assessment process.

Professional and Personal Qualities

- Strong curriculum knowledge and relevant teaching experience at the appropriate level.
- A sound understanding of, and experience with, standards-based assessment.
- The ability to work collaboratively and professionally with others.
- The ability to work accurately and efficiently under stringent deadlines.

Verifier (Visual Arts Levels 1 and 2)

Overview

NZQA appoints verifiers to verify the assessment of NCEA Visual Arts achievement standards at Levels 1 and 2. Verifiers work in panels led by a national verifier to ensure assessment judgements are consistent with national standards. Verifiers confirm or adjust provisional grades for sampled candidate portfolios.

Key Responsibilities

- Work with the national verifier and other verifiers to ensure consistency with national standards.
- Attend meetings and contribute to activities at the verification venue.
- Follow agreed processes when making verification decisions.
- Contribute to reporting the outcomes of the verification process.
- Maintain confidentiality throughout all aspects of the verification process.
- Work to the timelines and demands of the verification process.

Professional and Personal Qualities

- Knowledge and understanding of the standards being verified.
- Experience and confidence with standards-based assessment.
- Clear and effective communication and negotiation skills.
- The ability to establish and maintain constructive working relationships with other professionals.