**Appendix 2.** This format could be developed into an on-line document that populates a spreadsheet

**DERIVED GRADE QUALITY ASSURANCE CHECK FOR HEADS OF DEPARTMENT/FACULTY**

**For each externally assessed SUBJECT in your department/faculty, complete to confirm that the:**

* assessment activity mirrors NZQA external assessment and allows students to provide authentic, standard-specific evidence
* grades submitted are consistent with the standard and have been subject to a quality assurance process including:
	+ critiquing of the assessment activity
	+ verification or justification of grades

|  |  |
| --- | --- |
| Head of Department / Faculty |  |
| Subject  |  |
| Levels and standards |  |
| **Source of assessment task / grades** |
| Y / N | Practice external assessment developed by: |
| Y / N | Modified past NZQA external assessment e.g. change of context or 3 question from 3 different papers  |
| Y / N | Self-developed assessment activity |
| Y / N | Formal in-class test on standard |
| Y / N | Other (specify) |
| Tasks critiqued by: |  |
| **Quality Assurance process for grades** |
| **Verification** Used for Levels 1, 2, 3 (circle as appropriate)A sample of grades from each teacher is verified by a suitably qualified ‘second pair of eyes’  |
| Y / N | Panel or strip marking |
| Y / N | Check marking of selected papers for each teacher by: |
| Y / N | Other (specify) |
| **Justification** Used for Levels 1, 2, 3 (circle as appropriate)***Use when another subject expert is not available for grade verification.*** *The evidence to justify the grades being consistent with the standard* |
| Y / N | The school’s practice external results and NZQA external results from previous years correlate |
| Y / N | The assessor is involved with external assessment marking for this standard / subject / level |
| Y / N | High rates of consistency in external moderation outcomes over time for this assessor |
| Y / N | The assessor’s use of assessment schedules, NZQA exemplars and past student external assessment as benchmarks is appropriate  |
| **Attestation by Head of Department / Faculty** |
| I confirm that:1. the derived grades submitted for the above subject :* are authentic and standard specific
* have been subject to a quality assurance process

2. copies of the assessment task and schedule are storedSigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_..../…../20\_\_**Return completed attestations to Principal’s Nominee by …/ …./20\_\_** |