**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 stored  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_..../…../20\_\_  **Return completed attestations to Principal’s Nominee by …/ …./20\_\_** | | |