

# Guide to the NZQA External Moderation Application for Schools & TEOs

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## Overview

### Login and Access

Access to functions within the application is restricted based on roles. Which roles you have is determined by your Education Sector Login (a.k.a. ESAA) set-up, according to the roles your organisation has granted you.

For a full list of roles and access rights see: [Appendix A: Access Rights](#)

#### Log in to the external moderation application

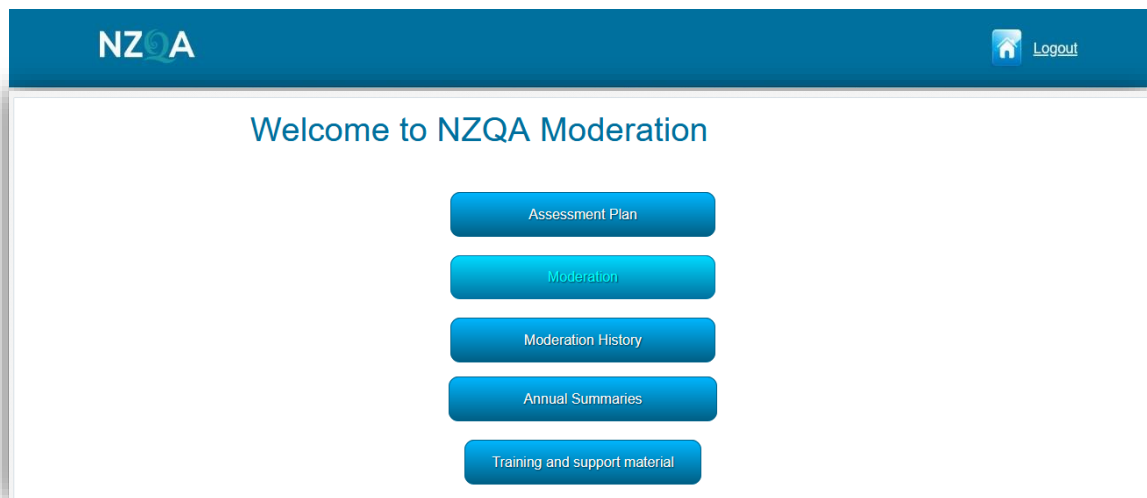
1. Log in to the NZQA Schools & TEOs Login (<https://www.nzqa.govt.nz/login/>), using your usual Education Sector login details.
2. Select the **External Moderation** link from the Moderation section.

##### Moderation

##### External Moderation

Assessment and Moderation Plans, Moderation Reports and Annual Summaries for NZQA moderated standards.

3. The landing page of the application displays. You can now navigate to the appropriate part of the application.



- NZQA Logo – click on the logo or the Home symbol to return to the landing page from anywhere in the application.
- Menu Buttons – provide access to different parts of the application. The buttons available are dependent on your access.
- Select Logout when finished.

## Navigation

The following functions are accessible from the landing page:

Button	Description
Assessment Plan	View your current Assessment Plan, select standards, and submit your plan. See: <a href="#">Assessment Plan</a> section for more details.
Moderation	View moderation plans for the current and previous (or next cycle), prepare moderation submissions, view reports, and submit queries and appeals for moderation reports. See: <a href="#">Moderation Plan</a> , <a href="#">Make a Moderation Submission</a> , <a href="#">Moderation Reports</a> and <a href="#">Appeals</a> sections for more details.
Moderation History	View moderation results and reports for the previous five years (from 2017 onwards). Results prior to 2017 are available via the Historical moderation link See: <a href="#">Moderation History</a> section for more details.
Annual Summaries	View the current annual summary, any related action plan, and access historical summaries. See: <a href="#">Annual Summary</a> section for more details
Training and support material	Training materials and guides for the External Moderation application.

## Notifications

The application will notify you of outcomes or of tasks you need to complete. For example, you will receive an email when your assessment plan is ready to access, or a reminder to submit materials for moderation.

Only the person recorded with NZQA as the moderation contact will receive notifications from the External Moderation Application, i.e.:

- Schools: Principal's Nominee
- TEOs: Moderation Liaison

Notifications will be sent to the email address held by NZQA for the moderation contact. If you want us to send the notifications to a different email address, you'll need to update your **preferred email address** in NZQA's School & TEO Login.

This information may take up to 48 hours to update the application.

**Note:** The person preparing a submission can enter their email address to receive a notification when the moderation report is available - see no.8 p.24

## Common Features

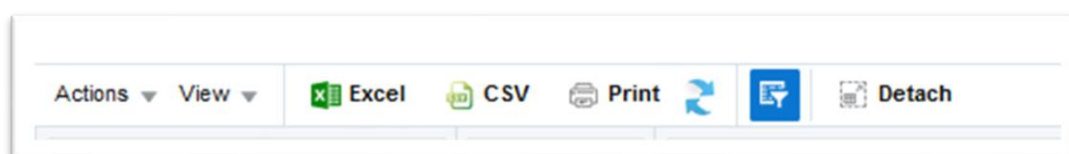
### Tables

Wherever information is presented in a tabular form in the application there is a common set of features. These features are available on the following pages:







- Assessment Plan
- Moderation Plan
- Moderation History

### TABLE OPTIONS

The options available on the table views are:



Some options may not be available on some tables.

Menu Item	Description
Actions Menu	Drop-down to access actions specific to the External Moderation application. E.g.: Submit Standard, View Report. Action menu is also accessible by 'right-clicking' on a selected standard. Available on the Moderation Plan and Moderation History pages.
View Menu	Drop-down list of actions which can be used to customise the table view.
 Excel	Export the data displayed in the table as an excel file.
 CSV	Export the data displayed in the table in .csv format.
 Print	Creates a printable view of the current screen. Use your browser print option (or Ctrl-P) to print the view. Only prints what is visible on the view.
Refresh: 	Clears any duplicate columns (sometimes occurs when manually re-ordering). DO NOT use refresh on a 'detached' window – the application will freeze.
Filter: 	Filter the data in the view.
 Detach	Opens the current view 'full screen' in a separate window. All options (except Refresh) are available in the detached view.
Expand: >>	Under some circumstances the menu may shrink and not all icons are visible. Click on the expand icon (>>) to access them.

## FILTER TABLES

Use the Filter option to quickly find an item of interest e.g. a standard.

### Apply a Filter

1. Enter the filter criteria in the field above the column you want to filter on.
2. Press **Enter**, (on your keyboard) to apply the filter.
3. Example: filter Assessment Plan by Standard Title:

Use the filter fields to refine the list of standards. The \* character can replace one or more characters.

Standard Number	Standard Title	Level	Selection	Date Materials Available
90840	Apply the marketing mix to a new or existing product	1	<input type="checkbox"/>	
90846	Conduct market research for a new or existing product	2	<input type="checkbox"/>	
91382	Develop a marketing plan for a new or existing product	3	<input type="checkbox"/>	

To find ...	Then...
a specific standard	Enter the full standard number in the <i>Standard Number</i> field.
a range of standards	If the standards begin with the same series of numbers, type the common numbers followed by an asterisk in the <i>Standard Number</i> filter field. <b>Example:</b> 9084* will display standards: 90840, 90841, 90842, etc
standards that contain a specific word	Enter the word in the <i>Standard Title</i> filter field, or Use wildcards to find 'like' words: e.g. *market in the <i>Title</i> field will display any standards that contain words like market, markets, marketing, supermarket.
all standards for a level	Enter the level number in the <i>Level</i> filter field.
all 'selected' standards	Enter 'T' in the <i>Selection</i> filter field (Assessment Plan only).

### Remove a Filter

A filter, will apply until you change or remove it, even if you open another system.

To remove the filter – just delete the text entered in the filter field(s) and press **Enter** key.

## EXPORT DATA FROM A TABLE

You can export any data that is displayed in a table in the application.

The export is dependent on what view you are in, i.e.:

- Assessment Plan:
  - Summary table - the list of systems, and number of standards selected.
  - By 'Select Standards' – all standards on the plan.
  - By System – all standards for that system.
- Moderation Plan – all standards on the plan.
- Moderation History – historical outcomes for completed reports (2017 onwards).

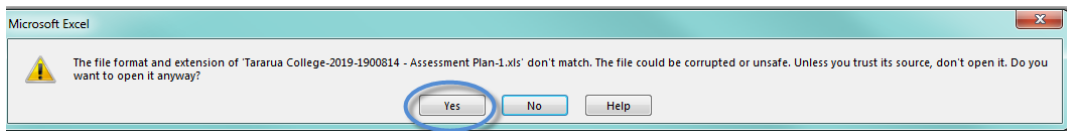
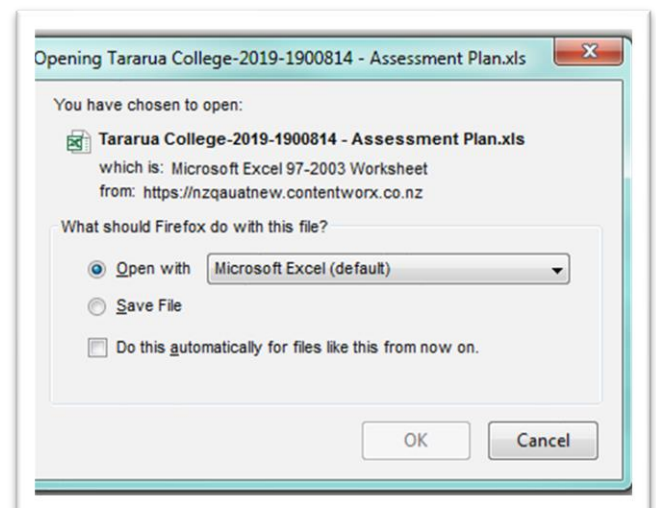
If you have customised your view, then the exported data will reflect that customisation.

Data can be exported in Excel (.xls) or CSV formats.

### Export to Excel

To export a plan to Excel:

1. Select the **Excel** icon.
2. A confirmation pop-up will display  
**Note:** the pop-up does not always come to the front of the screen – if it doesn't you can find it by tabbing through your open windows (**Alt-Tab**, on the keyboard).
3. Choose the 'Open with' option.
4. Check the application is set to Excel – or select it from the drop-down.
5. Select **Ok** to confirm.
6. Excel will start (if not already open) and a warning message may appear – select **Yes** to continue.



7. Excel will open with the exported data in the worksheet.

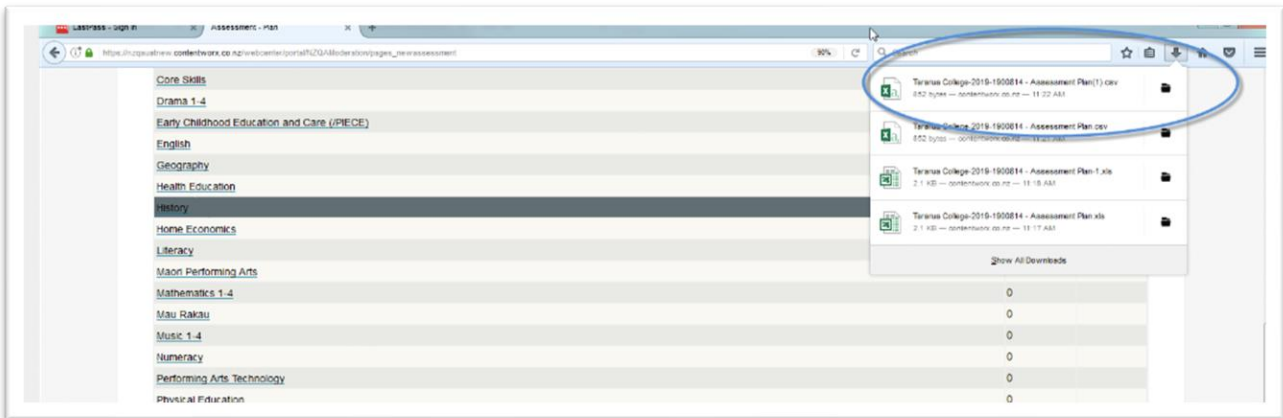
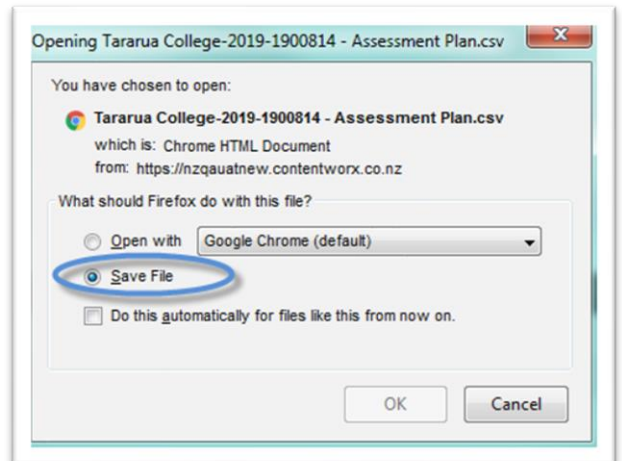


## Export to CSV

Use this format if your spreadsheet application is not Excel.

To export the plan in CSV format.

1. Select the **CSV** icon.
2. A confirmation pop-up will display:
3. Choose the 'Save File' option and select **OK** to confirm.
4. Open the file from your saved downloads (the location is dependent on the browser you use).



## VIEW TABLE IN FULL SCREEN

## Detached View

Detach the table to view in 'full screen'.

Standard Number	Level	Standard Title	NZQA Mod. System	Date Mat Available	Submission Type	Submitted Date	Report (Due) Date	Outcome	Status
15068	1	Undertake development of design ideas through grap...	Technology - Design and Vis...		Physical	24-Oct-2017			Report - Pending Material
1504	3	Demonstrate understanding of how an animal maintai...	Biology (Human Biology)		Physical	24-Oct-2017	26-Oct-2017	Kāore anō kia ōrite mai	Report - Final
1398	3	Demonstrate understanding of the lasting influences ...	Classical Studies		Physical	24-Oct-2017	26-Oct-2017	Not Consistent	Report - Final
1575	3	Apply trigonometric methods in solving problems	Mathematics 1-4		Physical	24-Oct-2017	26-Oct-2017	Not Yet Consistent	Report - Final
1418	3	Demonstrate ensemble skills by performing two subst...	Music 1-4		Digital	24-Oct-2017	26-Oct-2017	E ōrite ana	Report - Final
1601	3	Carry out a practical investigation in a biological cont...	Biology (Human Biology)		Physical	25-Oct-2017	26-Oct-2017	E ōrite ana	Report - Final (Appeal)
2752	1	Demonstrate knowledge and skills of performance co...	Māori Performing Arts		Physical	26-Oct-2017	27-Oct-2017	E ōrite ana	Report - Final
9948	1	Demonstrate knowledge of tuasawae	Mau Rakau		Physical	26-Oct-2017	27-Oct-2017	Kāore anō kia ōrite mai	Report - Final
1633	3	Implement complex procedures to develop a relationa...	Technology - Digital Technol...		Physical	24-Oct-2017			Submission - Submitted
9959	1	Demonstrate knowledge of practices and strategies t...	Home Economics		Physical	24-Oct-2017			Submission - Submitted
1599	3	Examine personal involvement in a social action(s) th...	Social Studies		Digital				Submission - In Progress
1431	3	Analyse aspects of a contemporary geographic issue	Geography		Digital	01-Nov-2017			Submission - Submitted
1437	3	Analyse different perspectives of a contested event o...	History		Digital				Submission - In Progress
681	3	Contribute within a team or group which has an object...	Core Skills						Submission - Not Started
0020	2	Describe personal and environmental hygiene and sa...	Early Childhood Education a...		Physical	27-Oct-2017	02-Nov-2017	Kāore i ōrite	Report - Final

To return to the main view click on the X.

Detaching the table does not increase the number of rows visible – you will still need to use the page navigation if you have more than 15 standards on your plan.

## Notes

- All the table options are available in the detached view.
- DO NOT 'refresh' a detached table – it will cause the screen to freeze.

## CUSTOMIZE A TABLE

You can customise your view of the Assessment or Moderation plan, or Moderation History view including:

- which columns to display
- the order of the columns
- the sort order.

Any changes you make will be saved when you exit the application. The changes are specific to your view and do not affect any other users.

### Example: Moderation Plan View

You may find it helpful to tailor the moderation plan view according to where you are in the moderation cycle:

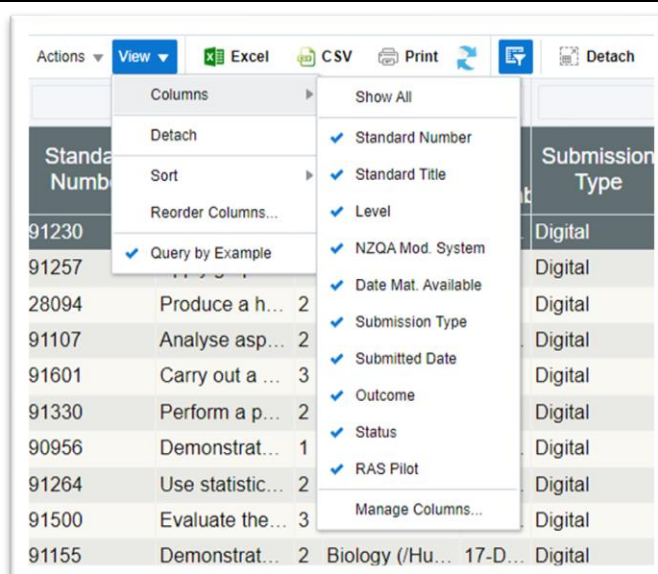
Actions ▾ View ▾ Excel CSV Print ↻ ↺ ↻ Detach									
NZQA Mod. System	Level	Standard Number	Standard Title	Submission Type	Date Mat. Available	Submitted Date	Outcome	Status	
English	1	90052	Produce creativ...	Digital		06-Sep-2019	Consistent	Report - Provisional	
Social Studies	2	91280	Conduct a reflec...	Physical				Submission - Ready to Submit	
French	3	91547	Write a variety o...	Physical		17-Sep-2019		Submission - Submitted	
Maori Performing Arts	3	22756	Perform a Maori...					Submission - Not Started	
Visual Arts 1-4	3	91445	Use drawing to ...	Digital				Submission - Ready to Submit	
Media Studies/Journalism	1	90990	Demonstrate un...	Physical				Submission - In Progress	
Core Skills	2	9677	Communicate in...					Submission - Not Started	
Drama 1-4	2	91220	Script a scene s...	Physical		08-Jul-2019		Report - In Progress	
Dance 1-4	3	91593	Demonstrate un...					Submission - Not Started	
Science 1-3	1	90950	Investigate biolo...	Physical				Submission - Ready to Submit	
Te Reo Maori 1-8	2	91285	Korero kia whak...	Digital				Submission - Not Started	
Visual Arts 1-4	3	91451	Systematically c...	Digital				Submission - Ready to Submit	
Chemistry	3	91393	Demonstrate un...	Digital				Submission - Ready to Submit	
Accounting	2	91179	Demonstrate un...	Physical		13-Sep-2019		Report - Pending Material	
Physical Education	2	91329	Demonstrate un...	Physical		16-Sep-2019		Report - Pending Material	

### Choose which columns to display

To choose which columns to display:

1. Select **View > Columns** from the menu.
2. Tick or un-tick column names, as required.
3. Only ticked columns will display.

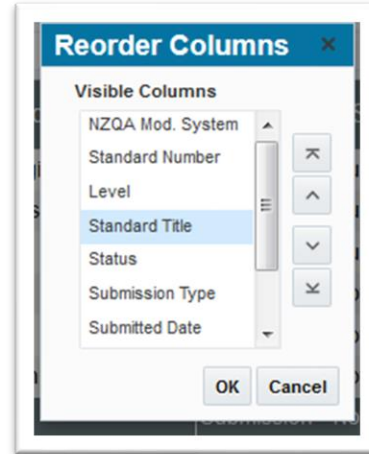
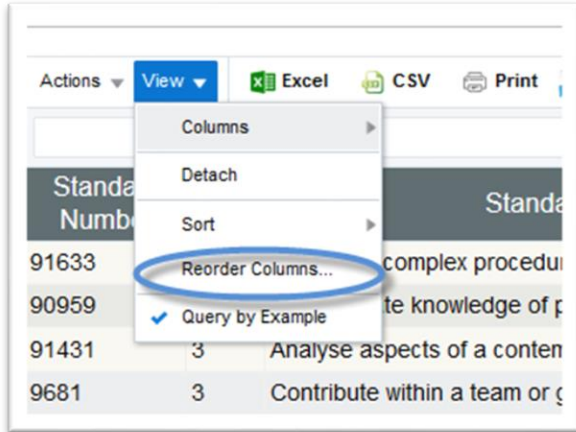
**Note:** the columns available will depend on the view. This example is for the Moderation Plan.



## Change column order

To change the order of the columns:

1. Select **View > Reorder Columns** from the menu.



2. Select the column name for the column you want to move.
3. Use the arrow keys to change the order of the selected column.
4. Repeat for any other columns.
5. Select **OK** to save the new order.

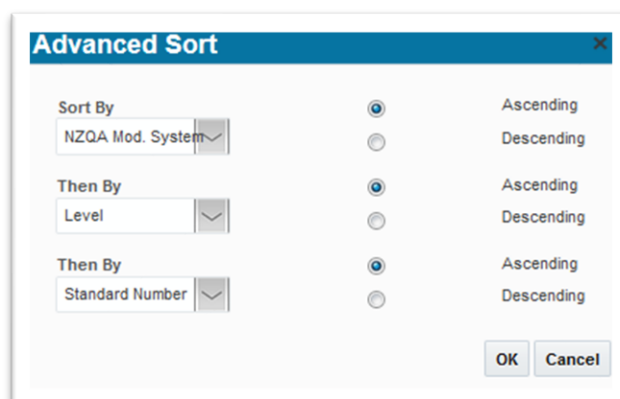
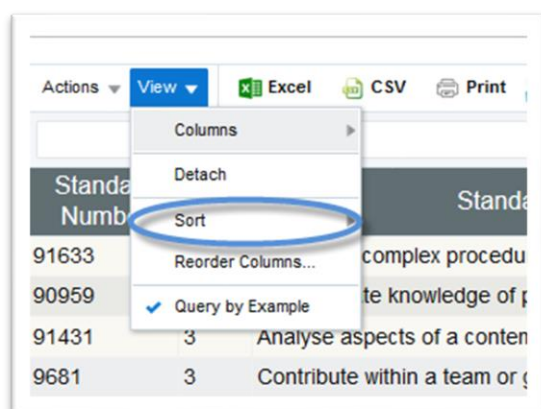
### Notes:

- Only columns selected to display (see above) will be listed in the Reorder Columns pop-up'
- The columns available will also depend on the view. This example is for the Moderation Plan.
- You can also reorder using the column headings (drag & drop). The table will revert to the default order next time you log in.

## Custom Sort the table

To create a custom sort order for the rows in the table:

1. Select **View > Sort** from the menu.



2. Select the column title in the drop-down and the order (ascending or descending).
3. Add additional sorting levels as required.
4. Select OK to save the order.

### Notes:

- You can also sort using the column headings. The table will revert to the default order next time you log in.

**Example:** Moderation Plan sorted by: System > Level > Standard Number

NZQA Mod. System	Standard Number	Standard Title	Level	Status	Submission Type	Submitted Date
Agricultural and Horticultural ...	90918	Carry out a practical agricultural or horticultural investi...	1	Submission - Not Started		
Biology (/Human Biology)	91601	Carry out a practical investigation in a biological conte...	3	Report - Final (Appeal)	Physical	25-Oct-2017
Biology (/Human Biology)	91604	Demonstrate understanding of how an animal maintai...	3	Report - Final	Physical	24-Oct-2017
Biology (/Human Biology)	91607	Demonstrate understanding of human manipulations o...	3	Submission - Not Started		
Chemistry	91388	Demonstrate understanding of spectroscopic data in c...	3	Submission - Not Started		
Classical Studies	91398	Demonstrate understanding of the lasting influences o...	3	Report - Final	Physical	24-Oct-2017
Computing 1-4	2787	Create and use a computer database to provide a sol...	3	Submission - Not Started		
Core Skills	9681	Contribute within a team or group which has an objective	3	Submission - Not Started		
Core Skills	28098	Evaluate options to increase personal income	3	Submission - Not Started		
Drama 1-4	91513	Devise and perform a drama to realise a concept	3	Submission - Not Started		
Drama 1-4	91519	Script a drama suitable for live performance	3	Submission - Not Started		
Early Childhood Education an...	10020	Describe personal and environmental hygiene and saf...	2	Report - Final	Physical	27-Oct-2017
English	90854	Form personal responses to independently read texts,...	1	Submission - Not Started		
English	90855	Create a visual text	1	Report - Final	Digital	24-Oct-2017
English	91101	Produce a selection of crafted and controlled writing	2	Submission - In Progress	Digital	

## Download and Print

Moderation Reports and Annual Summaries can be downloaded for printing or electronic distribution.

Reports can be downloaded from the following pages:

- Moderation Report view
- Moderation Plan table
- Moderation History table.

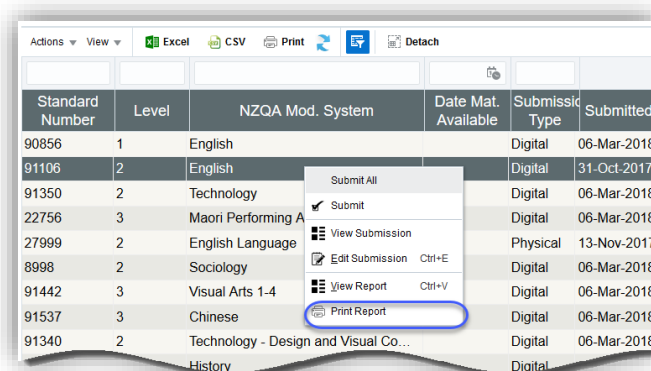
Any person with access to the application can download/print a report.

Annual Summaries can be downloaded from the Annual Summary view. Only people with access to view Annual summaries can download/print them.

## PRINT

### Print a single moderation report

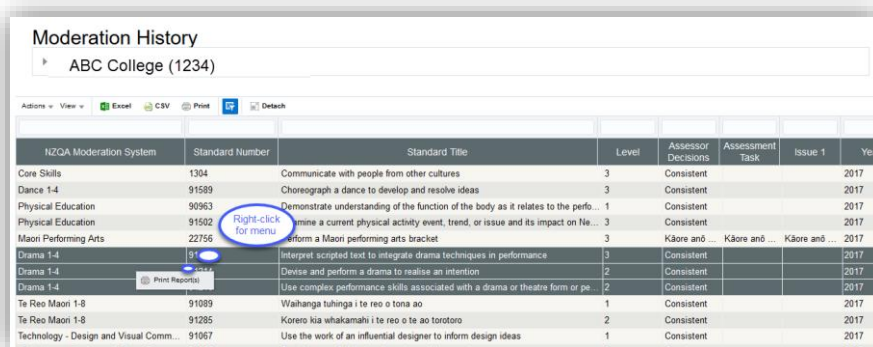
1. Log in to the application and select **Moderation**.
2. Click on the required standard.
3. Right-click to access the menu.
4. Select **Print Report** from the menu.



### Print multiple moderation reports

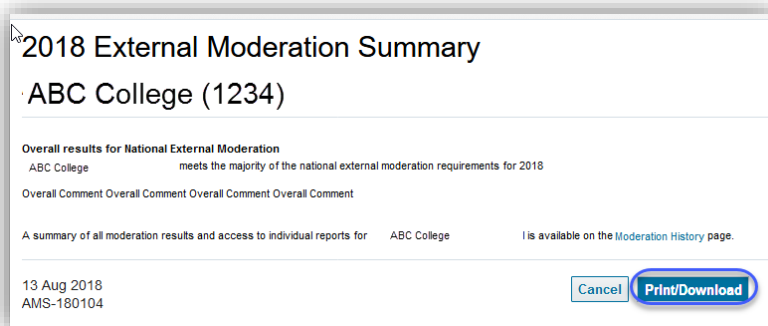
1. Log in to the application and select **Moderation History**.
2. Ctrl-click to select multiple standards from the table:
  - You can select up to 75 standards.
  - The reports will be generated as individual pdfs within a single zip file.
3. Right-click on a selected standard to access the menu.
4. Select **Print Report(s)** from the menu.

**Note:** the download time is dependent on the number and size of the reports selected.



## To print an annual summary

1. Log in to the application and select **Annual Summaries**
2. Select and View the required summary.
3. Select **Print/Download**.



## DOWNLOAD FILES

### Filenames

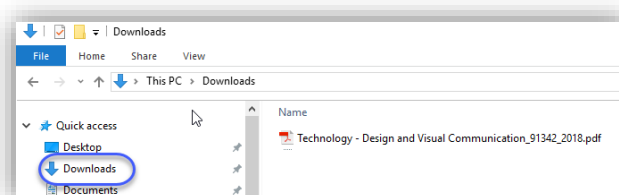
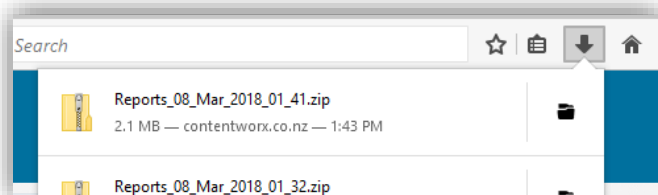
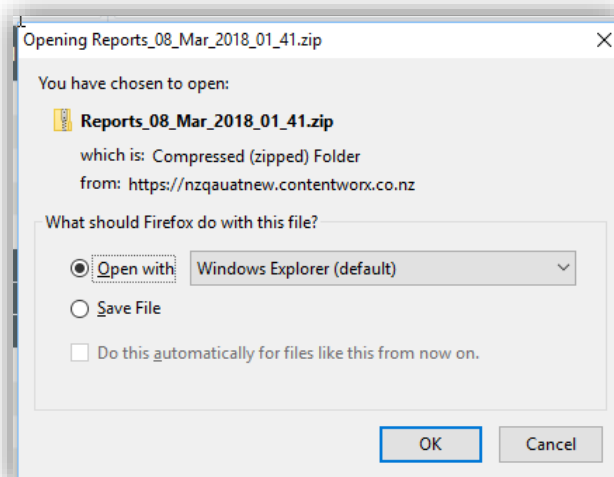
The print function creates a download file of the selected document(s) with the following naming conventions:

- Single report: Moderation Subject Name – Standard Number – Year (.pdf)
- Multiple reports:
  - creates a single zip file for ALL the selected reports: Reports – File Created Date – Year (.zip)
  - individual reports within the zip file: Moderation Subject Name – Standard Number – Year (.pdf)
- Annual Summary: Year – Summary – School Number (.pdf)

### Open Download Files

When the downloadable file is created the result will depend on your browser and personal set-up:

- a pop-up may open with options to save or open the file
- the downloaded file link may appear somewhere on the screen
- the file will also be accessible from your browser download menu and/or the 'downloads' folder on your device.





## Assessment Plan

### Overview

An assessment plan for the next moderation cycle is released at the end of October each year. You will receive an email notification when your plan is available.

### Schools

Must complete and submit the assessment plan by the date in your notification email.

Select any Level 1 standards you plan to assess for the first time. If they are not able to be selected note them in the comments box.

Select preferences for external moderation at Levels 2 and 3.

Where possible, NZQA will include Level 2 and 3 standards suggested by the school. However, other considerations may mean this is not possible.

**Note:** All moderation must be submitted by mid-October. Contact your SRM where this is an issue.

### Tertiary Education Organisations

Must select all the standards they are intending to assess and provide the earliest date that the learner evidence will be available for moderation for each standard. TEOs are required to submit an assessment plan if they have consent for NZQA managed standards by the end of November.

#### Quick Steps

1. Log in to the application and select **Assessment Plan**.
2. Select the relevant moderation system.
3. Select the relevant standards from the system ☒.
4. Enter the Date Materials Available for each selected standard, if required.
5. Save the selected standards in the system.
6. Repeat for all relevant systems.
7. Enter a comment (optional).
8. Select **Submit Plan** to submit to NZQA.

#### Common Features

You can modify the Assessment Plan tables and customise them to your personal requirements.

See the following sections under Common Features:

- [Table Options](#): explains the available menu options.
- [Customize a Table](#): for how to add/remove columns, change the default sort order.
- [Export Data from a Table](#): for how to export the data in the plan.



## Complete and Submit a Plan

### Role required:

Moderation Processor (General Security User) can complete standard choices and save notes in the comment box.

Moderation Authoriser (High Security User) to submit the assessment plan.

### To complete and submit an assessment plan

1. Log in to the application and select **Assessment Plan**.
2. Select the **Yes** radio button, if you are assessing NZQA standards in the next year.
3. To select standards, either:
  - Choose the [Select Standards](#) link (to view all standards), or
  - Select the link to an individual system from the summary table.
4. Select individual standards, as required (see the **Select Standards** section of this guide) for all

**2019 Assessment Plan**  
Waikato Institute of Technology (6019)  
Ref: AMP-1900740  
Plan Due Date: 01-Nov-2017 23:59:00

Assessing NZQA managed standards in 2019 :

☒ Yes  
[Select Standards](#)

☐ No

If you are NOT assessing any NZQA standards in the upcoming year then no further information is required.

Comments:  
If you have any overall comments relating to the plan, e.g. standards you will be assessing in the upcoming year that were not assessed this year (schools only), please enter them here.

Enter any comments here

**Summary**  
View

NZQA Moderation System	Standards Selected	Date Last Materials Available
Accounting	0	
Accounting (Middle Level)	0	
Adult Education	0	

relevant systems.

5. As you save your selections the Summary table updates with the:
  - number of standards selected within the system
  - 'latest' materials available date, if entered for standards.

**Summary**  
View

NZQA Moderation System	Standards Selected	Date Last Materials Available
Accounting	0	
Accounting (Middle Level)	0	
Adult Education	0	
Adult Literacy and Numeracy Education	3	16-Aug-2018
Agricultural and Horticultural Science	0	
Art History	0	
Biology (Human Biology)	0	

## Complete and submit an assessment plan, continued

### 6. Add a comment (optional)

The comment will be visible to the NZQA staff member responsible for confirming your organisation's moderation plan. The comment field takes a maximum of 250 characters.

**Note:** Comments can be added to the comment field by all users.

Enter your comment and select the **Save** button below the comment field.

Schools: Use the comment box to suggest standards that you cannot select in your assessment plan.

### 7. Select **Submit Plan**, when all standards are selected, and the plan is ready to submit.

### 8. A warning message will display, select **Yes** to submit the plan to NZQA.

- Following submission (or the due date for school plans) the plan will be locked (read only).

## Submit a Nil Assessment Plan

TEOs who are not assessing any NZQA managed standards in the upcoming year should submit a Nil plan.

## Submit a Nil assessment plan (TEOs only)

### 1. Log in to the application and select **Assessment Plan**.

### 2. Select the **No** radio button, if you are NOT assessing NZQA standards in the next year.

### 3. Add a comment (optional). The comment will be visible to the NZQA staff member responsible for confirming your organisation's moderation plan. The comments field takes a maximum of 250 characters.

### 4. Select **Submit Nil Plan**, if the plan is ready to submit.

### 5. A confirmation message will appear - select **Yes** to submit the Nil plan to NZQA.

**2019 Assessment Plan**

Waikato Institute of Technology (6019)

Ref: AMP-1900740  
Plan Due Date: 01-Nov-2017 23:59:00

Assessing NZQA managed standards in 2019 :

☒ Yes

Select Standards **Submit Plan**

☒ No

If you are NOT assessing any NZQA standards in the upcoming year then no further information is required. **Submit Nil Plan**

Comments:

If you have any overall comments relating to the plan, e.g. standards you will be assessing in the upcoming year that were not assessed this year (schools only), please enter them here.

Enter any comments here

- Following submission, the plan will be locked (read only).

## To select standards

- ## Generate Assessment Plan Standards

Cancel Save Save and Exit

---

### Select Standards

  - TEOS**
    - select standards being assessed in next academic year.
    - enter the date by which materials will be available for moderation.
  - Schools**
    - select standards you are proposing for moderation.
    - materials available date is optional, but will help with planning.

---

Enter system name or standard number to search:

System name:

Standard:

### Biology (/Human Biology)

View ▾ Excel CSV TV Detach

Standard Number	Standard Title	Level	Selection	Date Materials Available
6314	Complete an investigation into the ecological niche of a plant species, ...	3	<input type="checkbox"/>	<input type="text"/>
6315	Complete an investigation into the ecological niche of an animal speci...	3	<input type="checkbox"/>	<input type="text"/>
90925	Carry out a practical investigation in a biological context, with direction	1	<input type="checkbox"/>	<input type="text"/>
90926	Report on a biological issue	1	<input type="checkbox"/>	<input type="text"/>
91153	Carry out a practical investigation in a biology context, with supervision	2	<input type="checkbox"/>	<input type="text"/>
91154	Analyse the biological validity of information presented to the public	2	<input checked="" type="checkbox"/>	<input type="text"/>
91155	Demonstrate understanding of adaptation of plants or animals to their	2	<input type="checkbox"/>	<input type="text"/>
91158	Investigate a pattern in an ecological community, with supervision	2	<input type="checkbox"/>	<input type="text"/>
91160	Investigate biological material at the microscopic level	2	<input type="checkbox"/>	<input type="text"/>
91601	Carry out a practical investigation in a biological context, with guidance	3	<input type="checkbox"/>	<input type="text"/>
91602	Integrate biological knowledge to develop an informed response to a s...	3	<input type="checkbox"/>	<input type="text"/>

**Note: System Name**

- System - then it is the system name
- all standards (i.e. use the [Select Standards](#) link) – it displays the system for the first standard in the list and may change if the standards are re-ordered or filtered.


## Finding a specific standard

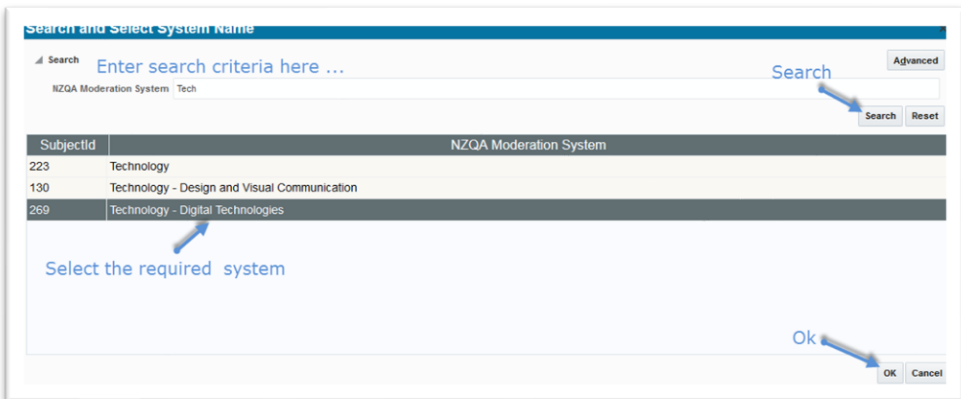
Use the Search function to quickly find an individual standard or all standards in a system.

### Search for a standard

1. Use the [Select Standards](#) link (for all standards) or open an individual system:

**Note:** You can also search for a standard by opening any of the systems in the **Summary** panel.

2. Click the search icon  beside:
  - System name – to search for all the standards within a moderation system.
  - Standard – to search for a specific standard
3. Search for the standards.

To search for...	Then...
All standards within a system	<ul style="list-style-type: none"> <li>• Type the first few letters of the name of the moderation system.</li> <li>• Select <b>Search</b>.</li> <li>• Select the required system from the result list.</li> <li>• Click <b>OK</b> to return to the main search screen.</li> </ul> 
A specific standard	<ul style="list-style-type: none"> <li>• Type the exact standard number, then <b>Search</b>.</li> <li>• Select the standard, then <b>OK</b> to return to the main search screen.</li> </ul>

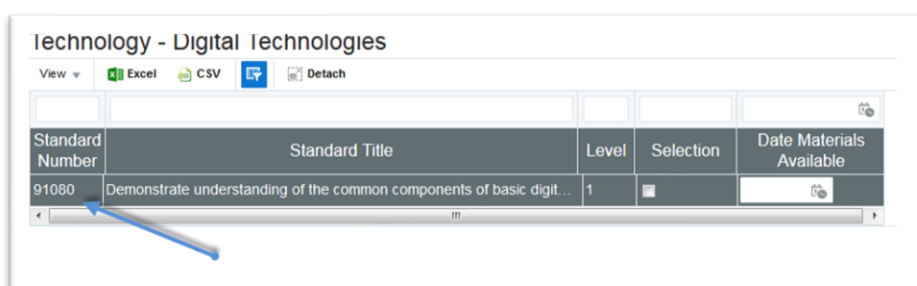
## Search for a standard

### Advanced Search

- Use the advanced search feature to find a system when you are unsure of the name:
- e.g. 'Contains: Design', returns:
  - Graphics and Design Technology
  - Technology – Design and Visual Communication

4. The **Select Standard** page updates with all the standards that match the search criteria.

- Example: Search for standard: 91080



Technology - Digital Technologies				
View ▾ Excel CSV Detach				
Standard Number	Standard Title	Level	Selection	Date Materials Available
91080	Demonstrate understanding of the common components of basic digit...	1	<input type="checkbox"/>	

## Submitted Plans

Once the plan has been submitted it will be locked (read-only). If you require changes to your plan after you have submitted it, contact your School Relationship Manager or Monitoring and Assessment Contact.

## Locked Plans

A plan will be locked when:

- it is submitted by the school or TEO
- the plan submission date is passed (schools only).

The message is updated when:

- the moderation plan is available, or
- an exemption, or Nil plan status is confirmed for a TEO.

### Example:

#### 2019 Assessment Plan

ACG Parnell College (2085)

◀ Assessing NZQA managed standards in 2019 :

Assessment Plan locked: 01-Nov-2017 23:59:00 Provider can no longer make changes.

## Moderation Plan

### Overview

The Moderation Plan will become available when NZQA has selected the standards for moderation. The timing may vary according to the type of provider and your moderation submission date.

#### View Previous/ Next Plan

At certain times of the year, and depending on your submission date, you may have two moderation plans available.

Use the year drop-down to change between plans.

#### Show/hide explanatory text

The explanatory text at the top of the page can be hidden to increase the visible area of the screen. The expand/collapse icon is located beside your organisation name.



Text section hidden - click to expand.



Text section expanded – click to hide.

#### Common Features

You can modify the Moderation Plan table and customise it to your personal requirements.

See the following sections under Common Features:

- [Table Options](#): explains the available menu options
- [Customize a Table](#): for how to add/remove columns, change the default column and sort order
- [Export Data from a Table](#): for how to export the data in the plan

## Make a Moderation Submission

### Quick Steps

1. Log in to the application and select **Moderation**.
2. Select the required standard.
3. Complete the **Submission Details** and **Assessment Task** sections.
  - For a digital submission:
    - Enter a link (URL, username and password (if required for the moderator to access the materials), OR
    - Upload digital materials for the task.
4. Save the submission.
5. **Add Learners**: enter a grade for each learner, and comments as appropriate.
  - For a digital submission:
    - upload digital materials (if not submitting by URL, as above)
6. **Save**, and update status to **Ready to Submit**.
7. **Submit** the standard to NZQA for moderation (authorisers only).
8. If you selected Physical submission you should receive an email containing the moderator's address within 5 working days. Forward the materials to the moderator as soon as possible.

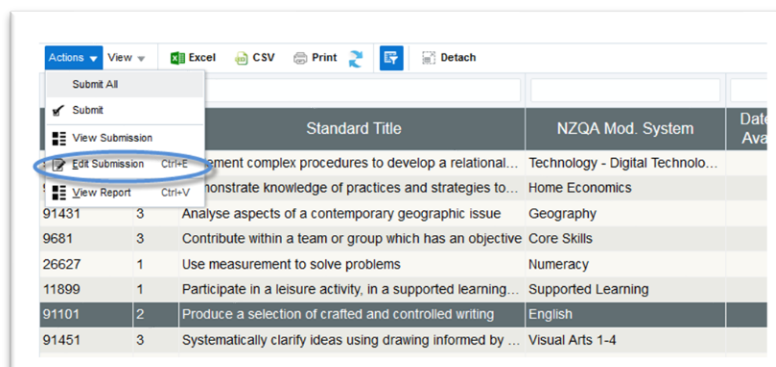
## CREATE A SUBMISSION FOR A STANDARD

**Role required:** Moderation Processor or Moderation Authoriser (High Security User)

### To create a submission for a standard

1. Log in to the application and select **Moderation**.
2. CHECK you have the correct plan year selected.
  - Change the year in the *Select Moderation Plan Year* field, if required.
3. Select the relevant standard.
4. Open the Actions menu (from the menu or 'right-click' on the selected standard) and select **Edit Submission**.

Select Moderation Plan Year



## Create a submission for a standard, continued

### 5. Complete the **Submission Details** section:

- *Submission Type*
  - Digital - if submitting materials on-line
  - Physical - if submitting materials by courier.
- *Language*
  - English - default
  - Te Reo Māori or 'Other' – choose the appropriate value.
- *Version*
  - defaults to the latest version of the standard, update if a different version was assessed.

### 6. Complete the **Assessment Materials** section:

- *Source*
  - the source of the assessment task.
- *Modified*
  - Yes - if the assessment task was modified (other than context) before use.
  - No - if the assessment task was unmodified (other than context).

### 7. If making a digital submission, either:

- Enter a cloud storage link
- Include a username and password, if needed for the moderator to access the files.

**Or**

- Attach the assessment task files to the submission, in the Activity section:
  - Select **Browse**
  - Find the file you want to upload, select it then click **Open**.
  - Repeat as required.

### 8. **Contact – additional to main/authoriser contact** - optional

Enter additional email addresses **separated by commas** to also receive notification when the moderation report is available. There is a 200-character limit.  
The Principal's Nominee in a school and Tertiary Moderation Liaison person will be notified automatically.

**See:** [Moderation Submission Tips](#) and [Appendix D: File Management & Digital Submissions](#) for additional information on making digital submissions.

## Edit submission

### Biology (/Human Biology) - Level 2 - 91155

Demonstrate understanding of adaptation of plants or animals to their way of life

#### Submission Details

##### Submission Type

How will the material be submitted?

##### Link

If you are uploading files then attach them under Assessment Task & Learner Evidence below.

If you want to submit a link (URL) to the files then enter it here:

If the link above requires a username or password to access the files, please enter them here.

##### Username

##### Password

##### Language

What language will the submitted material be in?

##### Version

Which version of the standard was assessed?

#### Assessment Materials

##### Source

Where was the assessment task sourced from?

##### Modified

Was the assessment task modified before use (apart from re-contextualizing)?

☐ Yes ☒ No

##### Activity

Add all of the documents relevant to the assessment activity.

No file chosen

#### Contact - additional to main/authoriser contact

Email address for additional contact to also receive notification when moderation report is available



## Enter learner grades and upload materials

**Role required:** Moderation Processor or Moderation Authoriser (High Security User)

### To enter learner grades and upload materials

#### Notes:

- Complete the Submission Details and Assessment Task sections (above), before adding learners.
- **Enter a learner grade for ALL learners that you are submitting evidence for.**

1. Select **Add Learner**.
2. Enter the details for the learner.
  - *Learner Identifier* – an identifier is automatically assigned (Learner A-F).
  - Label any physical materials being submitted with the matching identifier.
  - *Grade* – select the learner's grade from the list of values (mandatory).
  - *Comment* – an optional comment on the grade awarded, or to note if evidence applies to more than one learner.
  - *Group work identifier* – use this option to identify an individual in a group work. Use a description (red shirt) not the learner's name.
3. If this is a digital submission and you have not included a link, then attach the learner evidence:
  - Select **Browse...**
  - Find the file you want to upload, select it then click **Open**.
  - Repeat as required.
4. To add more learners, click the **Add next** button, and repeat steps 2 & 3.
5. Select **Save and Exit**, when all learner grades are added.
  - As each learner is added the summary table (on the Edit Submission window) is updated.
  - From the summary table, you can:
    - view the attached evidence
    - open and edit the learner record,
    - delete the entire record.
6. When the standard is ready for submission select **Ready to Submit**.
  - The status of the standard is now 'Submission - Ready to Submit'
  - The standard remains editable until it is submitted
  - The Principal's Nominee in a school and the Tertiary Moderation Liaison person will be notified automatically that the submission is now waiting to be submitted.
7. At any stage in preparing a submission it can be cancelled before submitting to NZQA by selecting **Cancel Submission**. This will set the status of the standard back to Submission – Not Started.

**Learner Evidence & Assessor Judgments**  
Select 'Add Learner' to enter individual judgements and attach learner evidence.

Learner	Grade	Group Identifier	Comment	Evidence	Edit	Delete
A	M					
B	A					
C	N					
D	E					

Buttons: Cancel, Ready to Submit, Add Learner, Save and Exit, Save, Cancel Submission

Submit one or more standards to NZQA

**Role required:** Moderation Authoriser (High Security User).

### To submit a standard for moderation

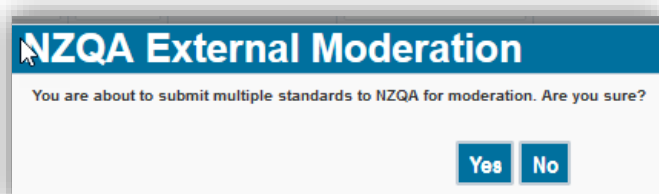
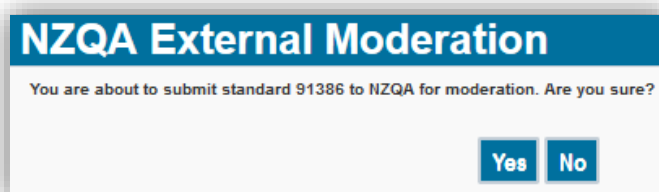
1. Log in to the application and select **Moderation**.
2. Review standards where the status is 'Submission - Ready to Submit'.

#### Check:

- The Submission Details and Assessment Task sections are complete.
- A learner grade is entered for ALL learners that you are submitting evidence for.
- Digital submissions only:
  - A Link (URL) is included with a username and password if required,
 OR
  - At least one document/file is uploaded for the Assessment task and each Student.

3. Submit the standard(s) for moderation.

- For **one** standard:
  - Select the standard and open the action menu (right-click).
  - Select **Submit**.
  - Displays a confirmation message for the standard:
  - Select **Yes**.
- For **multiple** standards:
  - **Note:** this action submits ALL standards with status 'Ready to Submit'
  - Select a standard and open the action menu (right-click).
  - Select **Submit All**.
  - Displays a confirmation message for the standards:
  - Select **Yes**.



#### Result:

- The standards are submitted to NZQA for moderation.
- The status of the submitted standards changes to 'Submission – Submitted'
- The submitted standards are no longer editable.

**See:** [Moderation Submission Tips](#) for how to:


- Respond to submission error messages.

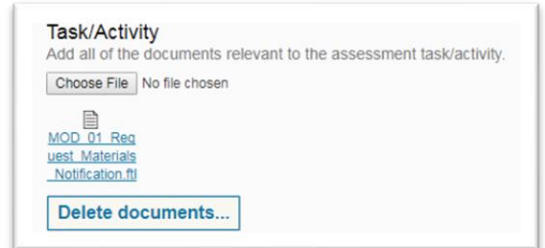
## Submission Tips

### Deleting an attached document



If you've uploaded the wrong document for a:

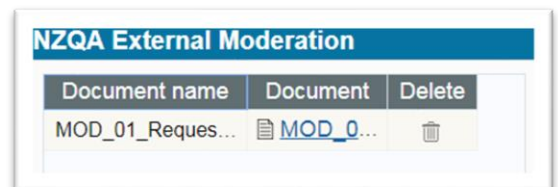
#### Task:

- Select **Delete documents** to open the Delete window.
- Select **Delete**  to delete the file.



#### Learner:

- Select **Edit**  for the relevant learner on the summary table.
- Select **Delete documents** to open the Delete window.
- Select **Delete**  to delete the file.



### Submitting a link

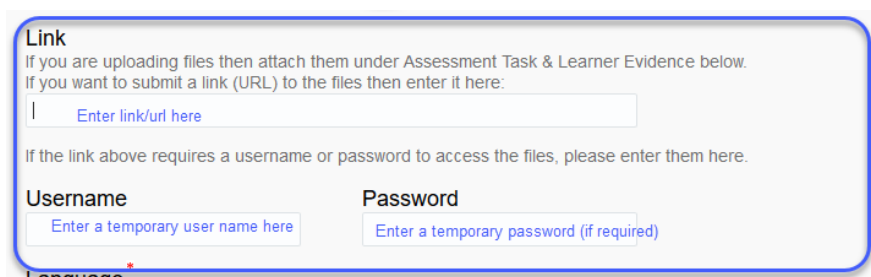
Files stored in a cloud storage system (e.g. Google Drive, SharePoint) can easily be submitted by providing a share link or URL.

Ensure that:

- the files relevant to the standard are organised so that the assessment task and work for each of the students is readily identifiable by the moderator.
- the share rights are set so the moderator can directly access the materials. For example:
  - Google Drive set to "Anyone with the link".

**Note:** Files are secure behind both the organisation user login and the moderator login.

1. Enter the link/URL into the Link field in the **Submission Details** section
2. Ensure a username and password are included, if needed to access the files.



The screenshot shows a form titled 'Link'. It contains the following fields and instructions:

- Link**: A text input field with a placeholder 'Enter link/url here'.
- Username**: A text input field with a placeholder 'Enter a temporary user name here'.
- Password**: A text input field with a placeholder 'Enter a temporary password (if required)'.

Instructions include: 'If you are uploading files then attach them under Assessment Task & Learner Evidence below. If you want to submit a link (URL) to the files then enter it here.' and 'If the link above requires a username or password to access the files, please enter them here.'

3. **Ensure grades are entered in the application for ALL students.** If a grade is not entered via the application the moderation result cannot be recorded for that student.

### Removing access to materials

NZQA access to the materials is required if you wish to query or appeal the report.

Once the moderation is complete and the report becomes final, access to the materials can be removed.

### Submission Error Messages

The following are common validation error messages that occur when making a moderation submission, and what to do about them:

Message	Action
At least one learner must be created. Please try again.	<b>Add Learner</b> to create a learner record. Ensure you create a record for ALL the learners you are submitting evidence for. See: <a href="#">Enter learner grades and upload materials</a>
For digital submission You must enter a url OR upload files for assessment task and learner evidence before submitting this standard	Check there is either: <ul style="list-style-type: none"> <li>- a link (URL) entered in the Link field</li> </ul> OR <ul style="list-style-type: none"> <li>- a valid file uploaded for: <ul style="list-style-type: none"> <li>o the assessment task</li> <li>o at least one learner.</li> </ul> </li> </ul> Ensure you create a record and enter a grade for ALL the learners you are submitting evidence for.
Standard (number) not ready to submit. Please enter results before submitting.	Check there is at least one learner record created for the submission. Check the status is 'Submission - Ready to Submit'.

## Moderation Reports

### Moderation Report Dates and Statuses

The following table provides information on how the status and report due date change according to the progress of the submission and report.

When the ...	Status changes to ...
PN/Mod Liaison submits online.	Submission - Submitted
moderator requests physical materials.	Report – Pending Material
moderator accepts the submission (digital submission OK, or physical materials received).	Report - In Progress
moderator completes the report.	Report - Provisional
provisional period expires and no appeal has been received.	Report - Final
appeal is accepted.	Appeal – In progress
appeal is completed.	Report - Final (Appeal)

#### Quick Steps – View, Print and Query

1. Log in to the application and select **Moderation**.
2. Select the required standard:
  - The status must be Report- Provisional, Report-Final or Report-Final (Appeal)
3. Right-click on the selected standard.
4. Select the required menu option to view or print the report.
5. To query a report (Moderation Plan only):
  - Select **View Report**, then **Query Report**.
  - Enter your query and **Submit**.

## View a Moderation Report

There are two options for viewing a report.

- Recently published reports (provisional) and final reports for the current and previous year can be viewed from the **Moderation Plan** page.
- All final reports including reports more than two years old can be viewed from the **Moderation History** page.

Only reports in the following statuses can be viewed:

- Report-Provisional
- Report-Final
- Report-Final (Appeal)

Once final, reports will remain available indefinitely.

### View a moderation report – Moderation Plan View

**Role required:** any person with access to the application can view reports.

1. Log in to the application and select **Moderation**
2. Select (click) on the required standard, then right-click to access the menu.

The screenshot shows the '2018 Moderation' interface for 'ABC College (1234)'. It includes a reference number 'Ref : AMP-1900844' and a 'Final Date for Moderation'. Below this is a table with columns: Standard Number, Level, NZQA Mod. System, Date Mat. Available, Submission Type, Submitted Date, Outcome, Report (Due) Date, and Status. A context menu is open over the row for Standard 91442, showing options: Submit All, Submit, View Submission, Edit Submission, View Report (highlighted with a red circle), and Print Report. The table data is as follows:

Standard Number	Level	NZQA Mod. System	Date Mat. Available	Submission Type	Submitted Date	Outcome	Report (Due) Date	Status
90856	1	English		Digital	06-Mar-2018	Consistent	07-Mar-2018	Report - Final
91106	2	English		Digital	31-Oct-2017	Consistent	03-Nov-2017	Report - Final
91350	2	Technology		Digital	06-Mar-2018		06-Mar-2018	Report - Final (Appeal)
22756	3	Maori Performing Arts		Digital	06-Mar-2018	Kāore anō kia ōrite	06-Mar-2018	Report - Final (Appeal)
27999	2	English Language		Physical	13-Nov-2017		05-Dec-2017	Report - In Progress
8998	2	Sociology		Digital	06-Mar-2018		27-Mar-2018	Report - In Progress
91442	3	Visual Arts 1.4		Digital	06-Mar-2018		27-Mar-2018	Report - Provisional
91537	3	Chinese		Digital	06-Mar-2018		27-Mar-2018	Report - Provisional
91340	2	Technology - Design and Visual Communication		Digital	06-Mar-2018		27-Mar-2018	Report - Provisional

3. Select **View Report** from the menu.
  - The overview section of the report is displayed

## View a moderation report, continued

4. Drill down to each section, as required.
  - **Assessor Decisions:** The outcome of the moderation. To see the learner grades, select **View Details**.
  - **Assessment Task:** The outcome for the assessment task, if moderated. To see the detail of any issues and recommendations, select **View Details**.
  - **Issues:** This section only displays if one or more issues were identified during moderation.
  - **Query:** This section only displays if your organisation has sent in a query about this moderation report. To see query details, select **View Details**.
  - **Appeal:** This section only displays if your organisation has appealed this moderation report. In this example, no appeal has been created.
5. Select **Download Report** to generate a printable version of the report.
6. Select **Cancel** to close the report.

**NZQA External Moderation**

## 2018 Moderation Report

ABC College (1234)

**Technology - Design and Visual Communication - Level 2 - 91342**  
Develop a product design through graphics practice

**Assessor Decisions** [Hide Details](#)

Overall, assessor decisions for the sample of work provided are consistent with the standard.

Assessment Task [View Details](#)

Assessment materials require modification.

**Issues**

- Publicly available assessment resources have not been appropriately modified.

**Query** [View Details](#)

A query has been received for this report.

**08-Mar-2018(Report - Provisional)**  
MOD-1844243

[Appeal Report](#) [Download Report](#) [Cancel](#)

## View Learner Details

The assessor and moderator's grades for the learners are displayed in a summary table. To view the details for a specific learner:

- Click the **View Comments** ( ) icon for that learner.
- View the Evidence that was uploaded for the learner (digital submissions only).
- View assessor and moderator grades and comments.

Use the **<Prev** and **Next>** buttons to move through the list of learners.

**NZQA External Moderation**

## Technology - Design and Visual Communication - Level 2 - 91342

**Learner A**

**Evidence**

Evidence file(s) will only be available if the sample was originally submitted on-line and it is within 6 months of your organisation's final submission date.

[AMP\\_05\\_Moderation\\_Plan\\_Error\\_Notification.tl](#)

**Assessor Grade: M**  
**Moderator Grade: A**  
**Moderator Comment**

Vivamus a erat lorem. Sed sodales dolor vitae mattis pharetra. Nunc tempus felis ut efficitur egestas. Sed commodo vel eros sed fringilla. Donec at dapibus nulla.

**08-Mar-2018(Report - Provisional)**  
MOD-1844243

[Cancel](#) [< Prev](#) [Next >](#)



## Query a Moderation Report

Use a Query where you're not clear on the meaning of something in the moderation report, to clarify the decisions and comments following moderation.

You can only submit a query if the status of the report is 'Report-Provisional'.

**Role required:** Moderation Processor or Moderation Authoriser (High Security User)

### To query a moderation report

1. View the report as above.
2. Select **Query report**.
3. Type your question in the **Query** field.
4. Upload any relevant evidence using the **Choose File** function.
  - Note: Only evidence from the original submission should be included.
5. Save or submit your query:
  - **Save** to save your query without submitting it.
  - **Cancel** to return to the report, without saving the query.
  - **Submit**, then click **Yes** to send the query to NZQA.

### Notes

Submitting a query doesn't change the status of the standard in the moderation plan. The only difference is that a **Query** section gets added to the report.

The Principals' Nominee or Moderation Liaison will receive an email notification when the moderator responds to the query.

To view a query, click the **View Details** link on the moderation report, then view the questions and responses.



## Feedback on moderation reports

When you view a provisional moderation report there is a **Feedback** option.

[Feedback](#) [Query report](#) [Appeal report](#) [Download Report](#) [Cancel](#)

This is intended as an opportunity to provide NZQA with feedback regarding the detail, clarity, and helpfulness of the moderation report.

Selecting Feedback will open a pop-up window in which you can select your responses from the drop-down menu alongside each question.

Select **Submit** to save your responses and close the window.

### Feedback

Question 1: Was this report detailed enough?  
Response:

Question 2: Is the report clear with what I have to do?  
Response:

Question 3: Was this report helpful?  
Response:

[Submit](#) [Close](#)

## Appeals

### Appeal a Moderation Report

An **appeal** may be appropriate if you disagree with moderation decisions and/or comments. Before creating an appeal, you should discuss it with the Principals' Nominee or Moderation Liaison for your organisation.

If you just want more information or clarification about something in the report, then submitting a query may be more appropriate.

**Note:** An appeal must be submitted within 30 working days of the 'provisional' moderation report being published. After this time, the report becomes final.

#### Quick Steps

1. Log in to the application and select **Moderation**.
2. Select the required standard.
  - The status must be: Report – Provisional.
3. Right-click on the standard.
4. Select **View Report** from the menu.
5. Select **Appeal report**.
6. Enter appeal details and attach evidence (if relevant).
7. Select **Ready to Submit**.
8. **Submit** the appeal (Management Authoriser only).

**Note:** an appeal can only be submitted from the Appeal view, it cannot be submitted from the moderation plan.

## Prepare Appeal

**Role required:** Moderation Processor or Moderation Authoriser (High Security User)

### To prepare an appeal

Only reports in the following status can be appealed:

- Report-Provisional

1. Select **View Report** for the relevant standard from the moderation plan.
2. Select **Appeal report**.
3. Select **Add Issue**.

**NZQA External Moderation**

### 2018 Moderation Report

ABC College (1234)

**Core Skills - Level 3 - 1980**  
Describe, from an employee perspective, ways of dealing with employment relationship problems

**Assessor Decisions** [View Details](#)  
Overall, assessor decisions for the sample of work provided are consistent with the standard.

**Assessment Task** [View Details](#)  
Assessment materials meet the standard.

18-May-2018(Report - Provisional)  
MOD-1882109

[Query report](#) [Appeal report](#) [Download Report](#) [Cancel](#)

**NZQA External Moderation**

### Appeal Moderation Report

**Legal Studies - Level 3 - 27849**  
Evaluate a law making process in relation to a significant legal issue

**Appeal Details**  
You can include up to four issues in the appeal.  
If the original submission was paper-based (physical) you have the option to submit relevant evidence digitally for the appeal. If you choose to return the physical materials for the appeal then please forward to NZQA (125 The Terrace, Wellington), by courier, once this appeal has been submitted.

Issue	Description	Material Reference	Action Requested	Edit	Delete
1	Learner B should be ac...	Document should r...	Change Learner B...	<a href="#">Edit</a>	<a href="#">Delete</a>

**Attached Documents**  
Select 'Attach Evidence' to add or remove documents.

**Assessment Task**

**Learner Evidence**

28-Feb-2017 (Report - Provisional)  
MOD-183286

[Cancel](#) [Cancel Appeal](#) [Submit](#) [Ready to Submit](#) [Attach Evidence](#) [Add Issue](#)

**Once you've added an issue, it will display in the details table.**

**You can add up to four issues in the appeal.**

**The Attach Evidence button only displays for physical submissions.**

**NZQA External Moderation**

### Add Issue

**Legal Studies - Level 3 - 27849**

**Issue Details - Issue 2**

**Description**  
What is the subject of appeal?  
Moderators comments for Learner C refer to the lack of differing viewpoints relating to the law making process. The moderator's grade was A.

**Material reference**  
Provide a reference to the section(s) of the moderation material relevant to the appeal.  
The document marked Evidence 3 lists five different viewpoints.

**Action Requested**  
What is the outcome you are seeking as a result of this appeal?  
Change the learner's grade to M.

[Cancel](#) [Save](#) [Add Next](#)

## Prepare an appeal, continued

4. For each issue, include:
  - Description: the issue you've identified within the report (up to 1000 characters)
  - Material reference: location of the evidence to support the appeal within the assessment materials (up to 250 characters)
  - Action requested: what outcome you are seeking (up to 250 characters).
  - **Save** the issue.
5. Create additional issues, as required, (maximum of four), click the **Add next** button, and return to step 3.
6. Evidence required for an appeal will depend on how the original evidence was submitted.

If the original evidence was...	Then...
uploaded files	the appeal moderator will have access to it, it does not need to be re-loaded.
a link (URL)	please ensure the link (and any associated username and password) are still active so the appeal moderator will have access to the evidence.
physical and the material has been returned	You may choose to submit the evidence digitally (see below) or you will need to return the evidence to NZQA.
physical and the material has not been returned	Submit the appeal and note that the material is still with the moderator

**Note:** If the original moderation submission was a *physical submission*, you can upload digital files of the material to expedite the appeal process.

- Select **Attach Evidence**.
  - In either the **Assessment Task** or **Learner Evidence** sections, select the **Browse** button.
  - Find the file you want to upload, select it then select **Open**.
  - Repeat as required and **Save**.

Only material originally submitted for moderation should be included with an appeal. Any additional material will not be considered for the appeal.

7. Once you have added all the issues and evidence, select **Ready to Submit**.
  - You can still edit an appeal with status 'Ready to Submit'.

## Submit Appeal

**Role required:** Moderation Authoriser (High Security User)

### To submit an appeal to NZQA

1. Select **View Report** for the relevant standard on the moderation plan.  
**Note:** the status should be 'Appeal Ready to Submit'
2. Select **Appeal Report**.
3. Review the appeal details. Ensure that:
  - the issue Description and Action Requested sections contain sufficient detail
  - only originally submitted material is included. Any additional material will not be considered for the appeal.
4. **Save** any updated details, as required.
5. Select **Submit**.
  - A confirmation message showing the standard number displays.
6. Select **Yes** to submit the appeal to NZQA.
  - The status of the standard changes to 'Appeal submitted'.
  - Once you submit an appeal, you will no longer be able to edit it.

**NZQA External Moderation**

### Appeal Moderation Report

**Core Skills - Level 3 - 1980**  
Describe, from an employee perspective, ways of dealing with employment relationship problems

**Appeal Details**  
You can include up to four issues in the appeal.  
If the original submission was paper-based (physical) you have the option to submit relevant evidence digitally for the appeal. If you choose to return the physical materials for the appeal then please forward to NZQA (125 The Terrace, Wellington), by courier, once this appeal has been submitted.

Issue	Description	Material Reference	Action Requested	Edit	Delete
	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi feugiat augue egestas ante tincidunt, vitae congue dolor cursus. Integer ligula libero, dictum nec molestie non, viverra bibendum ligula. Curabitur hendrerit ullamcorper lacus, et euismod nibh. Praesent lacinia ullamcorper neque a vulputate. Pellentesque ut tempus ex.				

**Attached Documents**  
Select 'Attach Evidence' to add or remove documents.

Assessment Task

Learner Evidence

**18-May-2018(Report - Provisional)**  
MOD-1882109

### What Next?

When the appeal is received, NZQA checks that it meets the appeal criteria:

- If it doesn't, you will receive a notification that the appeal was declined with the reason why.
- If it does, NZQA will start processing the appeal.

The appeal outcome is recorded in the moderation report.

The Principals' Nominee or Moderation Liaison is notified when the final report is available.

## Annual Summary

### Overview

The annual summary provides an organisational level outcome for National External Moderation of NZQA managed standards.

#### Quick Steps

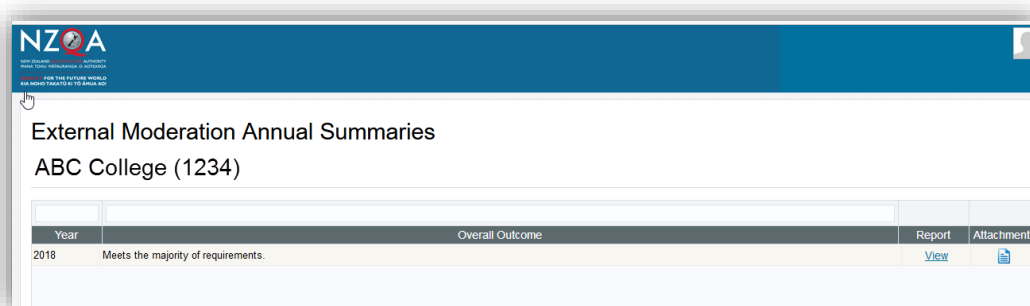
1. Log in to the application and select **Annual Summaries**.
2. Select the required summary.
3. View online or download and print the summary report.
4. Click the [Moderation History](#) link to access the moderation report historical view.

### View an Annual Summary

**Role required:** only users with Moderation Authoriser or Moderation Management View can view the Annual Summary reports.

#### To view an annual summary

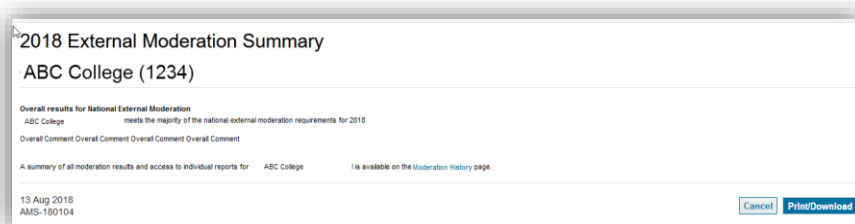
1. Log in to the application and select **Annual Summaries**



2. Select the required summary from the list and select the [View](#) link

Note: To view any documents associated with the summary, such as an action plan, select the Attachments icon.

3. View the selected summary.



4. Click on the [Moderation History](#) link to access the final reports view.
5. Select **Download** for a printable version of the annual summary.

## Moderation History

### Overview

All final reports are available from the Moderation History page, including those for the current and all previous moderation cycles.

You can select and download multiple reports from the Moderation History page.

### Common Features

You can modify the Moderation History table and customise it to your personal requirements.

See the following sections under Common Features:

- [Table Options](#): explains the available menu options
- [Customize a Table](#): for how to add/remove columns, change the default column and sort order
- [Export Data from a Table](#): for how to export the data in the plan

### View Historical Moderation Reports

**Role required:** any person with access to the application can view historical reports.

### View Moderation History

- I. Log in to the application and select **Moderation History**.

NZQA Moderation System	Standard Number	Standard Title	Level	Assessor Decisions	Assessment Task	Year	Status
Accounting	91179	Demonstrate understanding of an accounts receivable subsystem for an entity	2	Consistent		2017	Report - Final
Accounting	90977	Process financial transactions for a small entity	1	Consistent		2018	Report - Final
Agricultural...	90918	Carry out a practical agricultural or horticultural investigation	1	Consistent		2018	Report - Final
Art History	91486	Construct an argument based on interpretation of research in art history	3	Consistent		2017	Report - Final
Art History	91020	Explain why selected objects may be considered as art	1	Consistent		2018	Report - Final
Biology (H...	91153	Carry out a practical investigation in a biology context, with supervision	2	Consistent		2017	Report - Final
Biology (H...	91607	Demonstrate understanding of human manipulations of genetic transfer and its biological implications	3	Consistent		2018	Report - Final
Business S...	90846	Conduct market research for a new or existing product	2	Consistent		2018	Report - Final
Business S...	90842	Carry out and review a product-based business activity within a classroom context with direction	1	Consistent		2017	Report - Final
Chemistry	91387	Carry out an investigation in chemistry involving quantitative analysis	3	Consistent		2018	Report - Final
Chemistry	91393	Demonstrate understanding of oxidation-reduction processes	3	Consistent		2017	Report - Final
Chinese	90872	Write a variety of text types in Chinese on areas of most immediate relevance	1	Consistent		2018	Report - Final
Chinese	91535	Interact clearly using spoken Chinese to explore and justify varied ideas and perspectives in different situations	3	Consistent		2017	Report - Final
Classical S...	91202	Demonstrate understanding of a significant event in the classical world	2	Consistent		2017	Report - Final
Classical S...	91397	Demonstrate understanding of significant ideologues in the classical world	3	Consistent		2018	Report - Final

You can:

- open an individual report to view it, or download single or multiple reports for printing, see: [Download and Print](#) section.
- add 'Issues' columns to this view (see: [Customize a Table](#)), to easily see any issues raised in the report..

## Moderation Report – History View

The report view differs slightly from the view available from the Moderation Plan page, however the content is identical. Collapsed sections can be expanded by clicking the section header.

Moderation Report

ABC College (1234)

Back

Moderation Report

Status: Report - Final

Art History - Level 3 - 91486

Date: 11 Jun 2017

Construct an argument based on interpretation of research in art history

Overview

Assessor Decisions

Overall, assessor decisions for the sample of work provided are consistent with the standard.

The assessor judgements are accurate and reveal a clear understanding of the standard's requirements. Careful consideration has been given to the evidence and as a consequence accurate decisions have been awarded consistently.

Assessment Task

Assessment materials meet the standard.

Issues

Assessed Work

Assessed Work

Learner A

Learner B

Learner C

Learner D

Learner E

Learner F

Learner G

Learner H

Assessment Materials

Appeal

Query

Submission Details

## Appendix A: Access Rights

### Manage User Access

If you need to arrange access to the moderation application for staff, please follow the normal procedure within your organisation for an Education Sector Logon. ([ESL](#))

An email address is mandatory and must be unique to the user (not shared by any other person who will also login via ESL). This email is used for verifying identity, not for sending notifications.

The following roles are available for users of the external moderation application.

Secondary MoE role	Tertiary MoE role	Type of access to the moderation application
General Security User	TEO View Only	Users have the role of <b>Moderation Viewer</b> , and can: <ul style="list-style-type: none"> <li>- view the moderation plan,</li> <li>- view moderation reports and results.</li> </ul>
Moderation Process	TEO Administration	Users have the role of <b>Moderation Processor</b> , and can: <ul style="list-style-type: none"> <li>- enter assessment judgements/grades</li> <li>- upload material for moderation</li> <li>- view moderation reports and results</li> <li>- submit queries about moderation reports.</li> </ul>
High Security User	TEO Management Authoriser	Users have the role of <b>Moderation Authoriser</b> , and can: <ul style="list-style-type: none"> <li>- select standards and submit assessment plans</li> <li>- view moderation plans</li> <li>- enter assessment judgements/grades</li> <li>- upload material for moderation</li> <li>- authorise moderation submissions</li> <li>- view moderation reports and results</li> <li>- submit queries about moderation reports</li> <li>- lodge appeals</li> <li>- view annual summaries and manage action plans.</li> </ul>
Moderation Management View Only	TEO Management View Only	Users have the role of <b>Moderation Management Viewer</b> , and can: <ul style="list-style-type: none"> <li>- view moderation reports and results</li> <li>- view annual summaries and action plans.</li> </ul>



## For TEOs:

The access required is on the following section of the ESL form:

Part 4: Which educational services do you need access to?		MoE use
Please see the Education Sector User Account Guide for more information about these services		
National Student Index (NSI) (Recommended for tertiary users of TEC ERS)	<input type="checkbox"/> Read only <input type="checkbox"/> I need to be able to make changes to NSI	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> Basic Learner Record User <input type="checkbox"/> Learner Details Administrator <input type="checkbox"/> Learner Results Administrator	Select only one option from these TEOE Learner Record services
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> TEO Profile View User <input type="checkbox"/> TEO Profile & Application Admin. <input type="checkbox"/> TEO Management Representative	Select only one option from these TEOE TEO Profile services
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> TEO View Only <input type="checkbox"/> TEO Administration <input type="checkbox"/> TEO Management Authoriser <input type="checkbox"/> TEO Management View Only	Select only one option from these TEOE TEO Moderation services
Tertiary Education Commission (TEC) Shared Workspaces	<input type="checkbox"/> Approver <input type="checkbox"/> User	
Tertiary Education Commission (TEC) Ngā Kete	<input type="checkbox"/> User	
Services for Tertiary Education Organisations (STEO)	<input type="checkbox"/> My organisation submits an SDR <input type="checkbox"/> My organisation submits an RS20 or EEL return	
STEO Tertiary Data Warehouse (TDW)	<input type="checkbox"/> User	
Literacy and Numeracy Adult Assessment Tool	<input type="checkbox"/> Organisation Administrator <input type="checkbox"/> Educator	
Te Kete Ipurangi (TKI)	All Education Sector users are provisioned with TKI	

## Appendix B: Browsers

### Supported Browsers

The following browsers are supported by the application:

- Google Chrome 45+
- Mozilla Firefox 31+
- Internet Explorer 11.\*
- Safari 8.\*

The NZQA External Moderation application is supported across a range of browsers, however not all browsers behave in the same way, and functionality changes over time. If you are experiencing issues with the application using a particular browser, please try a different one. We have found Mozilla Firefox provides the best experience when using the application.

If you are using any browser other than those listed, then we cannot guarantee the application will work correctly.

#### Incognito Mode

Browsers offer the option of an 'incognito' mode where some of the information, such as cookies, that can cause application issues is not saved between sessions.

You can access incognito mode in:

- Chrome: from the Customize menu > New incognito window (Ctrl+Shift+N)
- Firefox: from the Open menu > New Private Window
- IE: from the Tools menu > Safety > InPrivate Browsing (Ctrl+Shift+P)
- Safari: from the File menu > New Private Window (Command-Shift-N)

### CLEAR BROWSER HISTORY

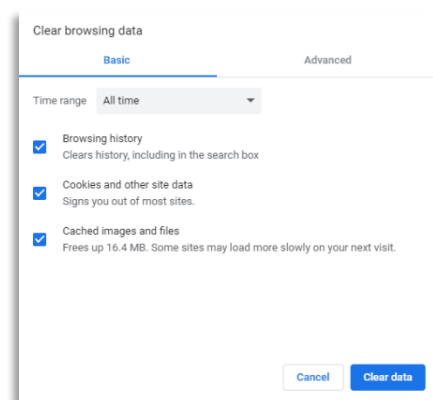
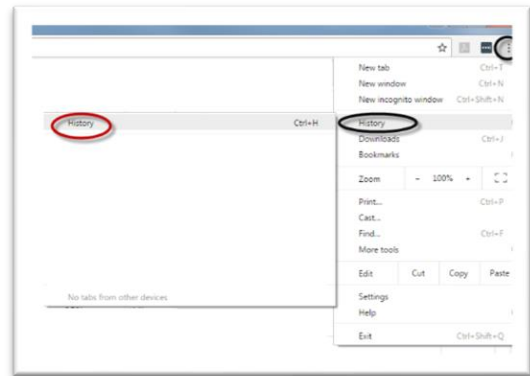
It may be necessary to clear your browser history (a.k.a. clearing the cache) if you have encountered an Oracle error or are having persistent issues with 'weird behaviour' in the application. (See: [Appendix C: Oracle Errors](#)).

It is possible with most supported browsers to clear your history without clearing saved passwords, etc.

Always shut down the External Moderation Application before clearing your history.

## Clear browser history - Chrome

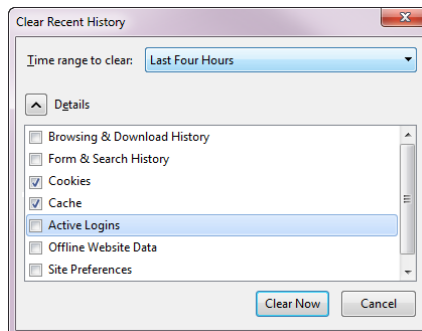
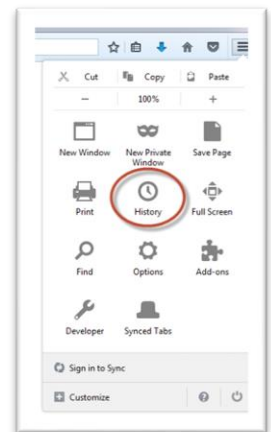
1. Select the **Customise and control Google Chrome** icon at the top of the browser window.
2. Select **History** from the dropdown list (or **Ctrl + H**).
3. Select **Clear browsing data**.
  - A new popup displays with a list of the items to clear.
4. Select: "All time" option, or the period required to get back to before you first experienced issues with the app.
5. Check:
  - Browsing History
  - Cookies and other site data
  - Cached images and files
6. Select **Clear data**.
7. Close the browser, re-open and try again.



**Note:** Always clear the history if you encounter an Oracle Internal error using Google Chrome.


## Clear browser history - Firefox

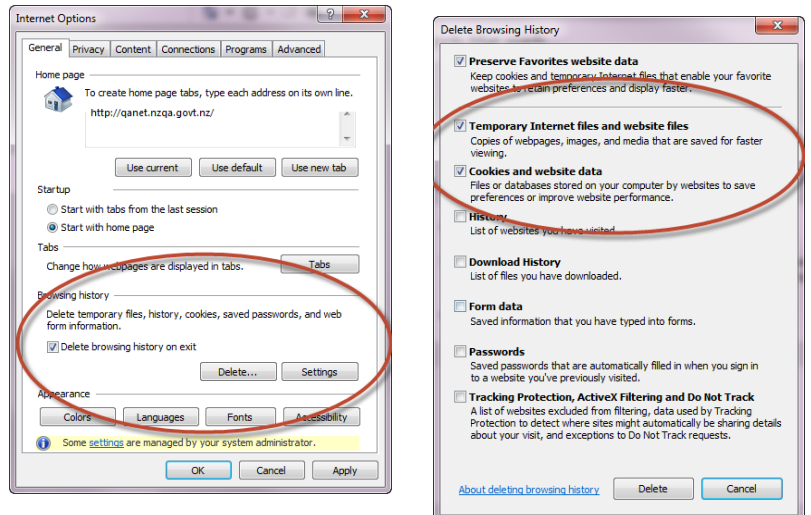
1. Click the **Open menu** icon at the top of the browser window.
2. Depending on the options you have in your browser version, you can either:
  - Select: **Options**. A new tab displays. You may need to click the **Privacy** tab to display the options for clearing your history. Select **Clear your recent history**.
  - Select: **History > Clear recent history** from the dropdown list.
3. Enter a time range: "Everything" or the period required to get back to before you first experienced issues with the app.
4. Check:
  - Cookies
  - Cache
  - Hosted app data
5. Select **Clear Now**.
6. Close the browser, re-open and try again.



**Note:** It's usually Ok just to close the browser if using Firefox and start again. Clear the history if the error persists.

## Clear browser history - Internet Explorer (IE)

1. Select  **Tools > Internet options** , at the top of the browser window
2. Under Browsing history select **Delete....**
3. Check:
  - Temporary Internet files and website files
  - Cookies and website data.
4. Select **Delete**.
5. Close the browser, re-open and try again.

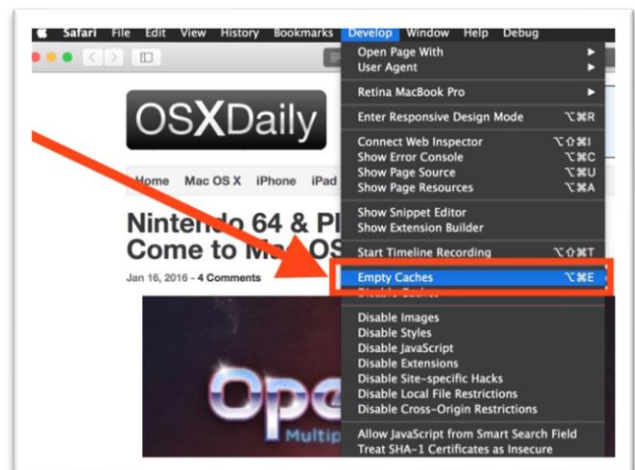
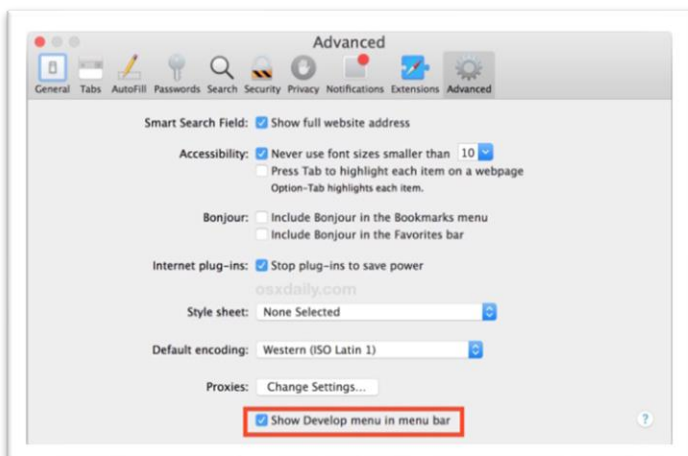


### Notes:

- Always clear the history if you encounter an Oracle Error while using Internet Explorer.
- If you select the option to 'Delete history on exit' then the cache will automatically be cleared every-time you close the browser.

### Clear browser history – Safari

1. Enable the **Develop** menu:
  - Choose: **Preferences > Advanced**
  - Check: 'Show Develop menu in menu bar'
  - Close out of Preferences.



2. From the **Develop** menu select 'Empty Caches'.

## Appendix C: Oracle Errors

### BROWSER 'BACK' BUTTON

Many of the issues schools/TEOs have experienced with the NZQA External Moderation application result from using the **browser back button** to exit a screen.

PLEASE DO NOT use the browser 'Back' button (or other browser navigation) to exit a screen in the application – always use the applications' navigation (e.g. NZQA Logo or Home symbol) or button options (i.e. Exit, Cancel).

Using the browser Back button is the main cause of the 'Oracle Internal Error' and other unfriendly screen behaviour such as:

- duplicated columns in tables
- multiple banners
- 'missing' fields in Edit screens.

If any of the above occur you can:

- Use the **Refresh** function to restore a table with duplicated columns,

Or:

- Exit the External Moderation application.
- Delete the browser cache, cookies, and history.
- Close the browser completely (all tabs) and re-open.
- Login again to continue working.

## Appendix D: File Management & Digital Submissions

### MANAGING FILES STORED IN THE CLOUD OR ON YOUTUBE

#### To submit files stored in the Cloud

Files stored in a cloud storage system (e.g. Google Drive, SharePoint) can easily be submitted by providing a share link or URL.

Ensure that:

- the files relevant to the standard are organised so that the assessment task and work for each of the students is readily identifiable by the moderator.
- the share rights are set so the moderator can directly access the materials. For example:
  - Google Drive: "Anyone with the link".

#### Submit files stored on YouTube

In this situation:

- provide a URL for each student (by pasting into a document)
- if all the URLs are in a single document then clearly identify each link, and upload the document, or
- you can upload a separate document for each student, or

Don't forget to upload your assessment task/link when preparing your submission.

### FILE SIZES AND TYPES

#### Accepted File Sizes

File sizes are limited by the External Moderation Application. Large files, especially videos, may impact on your experience for reasons other than platform limitations.

Our experience indicates that file sizes of **up to 30MB** will enable an acceptable experience of submitting files.

**If you get an "Oracle Internal Error" then the file size is too large.**

This is best resolved by uploading moderation materials to cloud storage and then save the share link (URL) in the submission as outlines above.

If you get this error, you should also clear your browser cache, cookies and history selecting the time range for 'All time'.

There are several reasons why smaller files are more manageable:

- depending on where you are working from, large files typically take a long time to upload; the upload may fail if the digital moderation application times out (this is set to occur after 15 minutes if you do not confirm your intention to continue)
- they may use more storage space in your school system than you intend
- depending on where moderators are working from, large files typically take a long time to download and could also be subject to timeout.

We are happy to discuss options for managing large files on a case-by-case basis. Please contact [modsupport@nzqa.govt.nz](mailto:modsupport@nzqa.govt.nz) to do this.

### Accepted File types

The following file types are accepted:

Files types	Preferred format	Formats also accepted
Documents	pdf	doc, docx, odt, xls, xlsx, csv, ods, ppt, pptx, odp
Images	insert into a pdf	documents
Audio	mp3, wav	wmz
Multi-media/video	mp4, avi, mov	

If you are using other formats, moderators may not be able to read your files. Please contact [modsupport@nzqa.govt.nz](mailto:modsupport@nzqa.govt.nz) to discuss options if you are using file types other than those mentioned.

## MANAGING VIDEO FILES

Video files are best uploaded to cloud storage and the share link saved in the moderation submission with the share permissions set so that the moderator can directly access the materials for moderation.

Files stored in the cloud should be clearly identified and all learner grades still need to be entered into the submission.

### To reduce file size

Reduce the size of files by:

- adjusting the recording settings on your video camera
- converting the file to another file type

Video cameras, by default, are usually set to 'auto'. The settings for the recording size and the frame rate are likely to be high and this creates large files (>200MB). There are many YouTube videos and other online guides on how to adjust your camera settings to create smaller video files.

### Convert to an accepted format

The accepted video file types are: mp4, avi or mov.

There are numerous applications available to convert video files from one format to another. See the Useful Resources below. Many applications also have an export function which allows you to export files in a common format.

Converting to another format may also compress the file.

### Other Useful Resources

The following links provide more information on managing file formats.

<http://www.zamzar.com/fileformats/>

This website categorises many different file formats for documents, images, music, and video files, among others. It also provides an online conversion facility.

<https://www.lifewire.com/guide-to-camcorder-video-file-formats-487992>

Provides a useful guide to camcorder video file formats.