

Moderation Plan Status

These are the various status comments that you will see on your moderation plan.

Making a submission

Status	
<i>Submission – Not Started</i>	work has not yet started on preparing this submission
<i>Submission – In Progress</i>	the submission is in preparation
<i>Submission – Ready to Submit</i>	the preparer has selected Ready to Submit and the Authoriser will get a system email notification of this
<i>Submission – Submitted</i>	the Authoriser has made the submission which sends it to a moderator and a date will appear in the Submitted Date column on the plan

Submission Validation

The first step for a moderator is to validate your submission.

The moderator will check that everything appears to be there and is correct and the link can be accessed if one is provided. See note below about rejected submissions.

From here the status will be one of the following:

Status	
<i>Report – Pending Material</i>	a moderator has requested materials for a physical submission
<i>Report – In Progress</i>	a moderator has accepted the submission and is working on the report
<i>Report – Provisional</i>	a moderator has completed the report and published it to the provider
<i>Report – Final</i>	after 30 working days (15 days for a TEO) a report becomes final and the ability to query or appeal is gone. The report will also now be listed under the provider's moderation history

NOTE: Submission rejection

At the validation step, a moderator may reject a submission. Typically, this is because they cannot access a link that has been provided or there are issues with the materials provided. You should receive a system email that will contain the reason for this.

Further confirmation that a submission has been rejected is that the status will be set back to **Submission – Not Started** and yet there is a date in the **Submitted Date** column on the moderation plan. It will still contain what has already been entered and does not have to be started again from scratch. The submission needs to be corrected and submitted again.

If you do not understand what issue needs to be resolved please email ams@nzqa.govt.nz.

Queries and Appeals

A **Query** does not change the status of the report.

The query goes directly to the moderator who completed the report.

The provider can ask up to three queries then this option is closed.

A moderator can also close the Query option earlier, particularly if it is asking about reconsideration of a grade, in which case an appeal will need to be made, and the moderator response will state this.

The status for an **Appeal** is as follows:

Status	
<i>Appeal – In Progress</i>	the appeal is being prepared
<i>Appeal – Ready to Submit</i>	the appeal is ready and waiting to be submitted by the Authoriser
<i>Appeal Submitted</i>	the Authoriser has submitted the appeal for consideration
<i>Report – Under Appeal</i>	the appeal has been validated and assigned to an appeal moderator
<i>Report – Final (Appeal)</i>	the appeal has been authorised and returned to the provider. The report is now final

Rejected appeal

For the occasional appeal that is rejected, the report status is set to *Report – Final* and a system email will be sent with the reason for rejecting the appeal.

NOTE: An appeal cannot be made while a query is awaiting a response.