***Sample Internal Moderation Cover Sheet***

**2. A SAMPLE OF THE ASSESSOR DECISIONS/GRADES HAS BEEN VERIFIED**

Another qualified professional with appropriate subject expertise has verified a sample of assessor decisions/grade judgments against the national standard across the delivery programmes where applicable – see list of students and grades below or attached. More samples may need verification, depending on the number of students assessed.

|  |  |  |
| --- | --- | --- |
| Verifier’s Name: | Provider /Organisation: | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| Student | **Assessor****Decision/Grade** | **Verifier****Decision/Grade** | Comments (if needed): |
|  |  |  |  |

Consistency of marking between delivery programmes has been assured (if applicable): *(***✓** *or underline)*

|  |
| --- |
| * by panel or team assessment
 |
| * the tutor assesses and another tutor at the organisation verifies
 |
| * the tutor assesses and an outside colleague verifies
 |
| * another method, summarised here:
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| **3. SAMPLES ARE RETAINED AND ASSESSMENT MATERIALS HAVE BEEN REVIEWED ✓** |
|  | The organisation’srandom selection process has been used to select work for external moderation (if applicable) |
|  | Materials and student work for external moderation are stored in: (indicate location) |
|  | Assessment materials are reviewed following (underline below):Tutor or programme reviewExternal moderation reportClarification of standards documents |
|  | New benchmark samples have been annotated and/or existing samples have been updated. |
|  | Assessment materials are confirmed for future use. |

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| Programme Manager/Academic Manager/ Centre Manager: Date:  |

May 2014

|  |  |
| --- | --- |
| **Programme/Course:** | **Standard Number: Version:** |
| Assessment Title/Context: | Tutor/assessor: |
| NZQF Level:  | Date of Assessment: |
| *Note: Providers must report only internal assessment results which have been subject to their internal moderation process and are complete, up-to-date and verified for accuracy.* |

**1. THIS ASSESSMENT HAS BEEN MODERATED/CRITIQUED BEFORE USE**

**a) Source of this assessment** *(***✓** *or underline to indicate source)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **The assessor**
 | * **TKI**
 | * **Subject association**
 | * **Commercial**
 | * **Other:** ­­­­­­­­­­­­
 |
| * OR: This assessment was moderated/critiqued and reviewed in a previous year and is unchanged
 |
| * OR: This assessment is unmodified quality assured materials - QAAM number:
 |

*Note: To help manage authenticity, assessments and schedules from public sources (e.g. TKI and subject association websites without password protection) must be modified so students do not have access to the answers and may therefore demonstrate authentic achievement of the standard.*

**b) The critiquer of this assessment is:** *(***✓** *or underline)*

|  |  |  |
| --- | --- | --- |
| * the assessor, who is not the developer of the assessment
 |  |  |
| * a colleague in the same provider (name in box below)
 |  |  |
| * a colleague outside the establishment (name and provider in box below)
 |  |  |
| Critiquer’s Name: | Provider /Organisation: | Date: |

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| --- |
| 1. Checklist for the critiquer: *(*✓ *or underline)*
 |
| * Student instructions state the registered standard number, version, title, level & credits.
 |
| * Instructions are clear and language is appropriate.
 |
| * The assessment is at the appropriate level/consistent with the curriculum at the appropriate level.
 |
| * The assessment allows students to achieve all requirements of the standard at all grades.
 |
| * Instructions are consistent with the explanatory notes/range statements in the standard.
 |
| * The assessment schedule is consistent with the standard.
 |
| * Evidence statements allow for all acceptable answers from students.
 |
| * Judgment/sufficiency statements clearly describe performance levels for each grade.
 |
| Comments to support critiquer’s decision: |