

MODERATION

Moderation is a process of monitoring and auditing assessment decisions to ensure that they are applied consistently to all students. Moderation activities can include: discussion of assessment decisions with peers; observations of teachers/tutors; meetings of teacher/assessor; analysis of assessment documents to ensure that they meet unit standard requirements; and analysis of moderation processes and outcomes. Moderation is a requirement of NZQA.

INTERNAL MODERATION

Internal moderation means checking that your organisations assessment practice meets the expected best practice procedures as required by the Standard Setting Body's (SSB) AMAP.

Internal moderation correctly carried out by the school/provider will simplify the external moderation process required by EXITO under AMAP 0114.

ASSESSMENT

Assessment is a process by which evidence of performance is collected and evaluated against elements and performance criteria outlined in the unit standard. Range Statements and Special Notes also must be taken into account.

SUGGESTED PROCESS FOR INTERNAL MODERATION

Setup

1. Set up internal moderation group containing no less than two other staff members who are actively assessing.
2. Set up an internal moderation meeting/s schedule, no less than one per year.

Process

1. At the first meeting select no less than two units from your programme to be internally moderated. EXITO requires internal process moderation records and results regardless of units selected.
2. Ask for three samples of assessment for each of the selected unit standards per teacher/assessor to be submitted for internal moderation. Sample evidence may include observation notes, verbal questions and candidate answers, practical assignments, marking sheets, assessment schedules with judgement statements, and/or notes made in discussions with students. Where possible samples submitted should be examples of: "exceeded requirements"; "just meet requirements" and not "yet competent / resit criteria". This is to ensure that consistency is checked over a variable range of outcomes.

NOTE: Check that the assessment material that has been used has been pre-moderated by EXITO. If not, this should be brought to the attention of the organisation to ensure that the materials are pre-moderated before further use.

3. At scheduled moderation meeting/s:
 - Evaluate and discuss assessment practice;
 - Make recommendations to improve assessment practice;
 - If required, make amendments to assessment methodology;
 - Report any discrepancies or suggested amendments found in unit standard to EXITO;
 - Support and advise teacher/assessor.

For each sample, the results of these considerations must be documented and filed.

4. Some schools and providers find it useful to develop an internal moderation criteria checklist.