



TOITŪ TE WAIORA

**Community, Health, Education
and Social Services**

Workforce Development Council

Post-assessment moderation coversheet

Purpose of the coversheet

This is a coversheet for post-assessment moderation. Please attach a cover sheet to the front of your assessment material for the unit standards submitted.

Process

Please email this document along with attached evidence to moderation@toitutewaioara.nz.

Once received by the WDCs, our team will moderate the submission. You will be asked for more information, if required. **Please allow 30 working days for us to send a post-assessment moderation report.**

Please ensure you have included the following documents with this submission.

- Assessment schedule/marking guide. (It must be the correct version and match the assessment tool). This may include model answers, judgement statements and the verifier/assessor guide. Please note only one assessment schedule is required for each set of samples.
- Assessment tool or Integrated assessment tool (if applicable)
- Internal moderation report (if applicable)
- Learner samples
- Additional evidence that may have contributed to the assessment decision

Pre assessment moderation

Have the assessment materials been pre-moderated by the Standard Setting Body (SSB)?

Yes

No

Date assessment material approved by Standard Setting Body:

Any questions

If you have any questions regarding post-assessment moderation, please email moderation@toitutewaioara.nz

Provider details

Education organisation:

Education organisation number (EDUMIS):

Contact person

Name:

Role:

Email:

Phone:

For Schools only

Principal's Nominee Name:

Phone:

Unit standards

Unit Standard Number:	Title:	Version:	Level:	Credits:
-----------------------	--------	----------	--------	----------

Samples

Please make sure to redact all personal information about learners, including their name, before sending the samples.

Number of samples attached: