



TOITŪ TE WAIORA

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

Workforce Development Council

Pre-assessment moderation coversheet

Purpose of the coversheet

This is a coversheet for pre-assessment moderation. Please attach a cover sheet to the front of your assessment material for the unit standard(s) submitted.

This also includes a checklist for pre-assessment moderation.

Process

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

Once received by the WDC, our team will analyse the application contents. You will be asked for more information, if required. Please **allow 20 working days for us to send a pre-assessment moderation report.**

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

- All Assessment materials (e.g. tasks/questions and answer sheets).
- Marking guide/schedule with evidence requirements and judgement statements.
- Your organisation's internal moderation report
 - Schools can adopt or adapt the internal moderation coversheet on NZQA to aid in the internal moderation process: Internal Moderation : NZQA
- For integrated assessments a summary or matrix of how tasks relate to which Evidence Requirement (ER) or Performance Criteria (PC) of the unit standard.

Any questions

If you have any questions regarding pre-assessment moderation, please email moderation@toitutewaiora.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:
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Comments

Checklist

Before submitting for pre-assessment moderation, please check that assessment materials meet the following guidelines.

1. Assessment methods and conditions

- The assessment methods are consistent with any special explanatory notes or guidance information.
- The assessment environment and conditions meet the unit standard requirements and anything additional outlined in the Consent and Moderation Requirements (CMR) document (CMR number is found on the last page of each Unit Standard).
- The assessment considers the need to confirm authenticity of the candidate responses (e.g. for remote online assessments or unsupervised assessment)
- Assessment conditions under which the assessment will take place e.g. with or without supervision; online; remotely; closed or open book.
- There is a clearly defined resubmission or resit process.
- Evidence requirements and/or model answers provide examples of appropriate responses and judgement statements clearly describe the acceptable performance level.

2. Assessment task design

- Assessment instructions are clear and easy to understand.
- There is an effective feedback process between the Assessor, the Verifier and the Learner.
- Learners required to make declaration statements to show that is their own work.
- Space is provided for assessor feedback.

3. Assessment schedule / marking guidance

- Evidence requirements and/or model answers provide examples of appropriate responses that are consistent with the unit standard requirements; and judgement statements clearly describe the acceptable performance level.

4. Administration

- Information is stored and presented effectively for both in-house and external moderation.