Moderation of Competency or Standards-based Assessment Materials - INTERIM

## Programme Team / Assessor to complete

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| --- | --- | --- | --- |
| Business Division (Subsidiary) |  | | |
| Programme Code & Title |  | | |
| Course Code & Title |  | | |
| Level |  | Credits |  |
| If applicable  Standard number\* |  | Version |  |
| Grading approach | Competency or Standards-based | | |

*\*For WDC Standards, the assessment materials must be approved by the WDC before use.*

|  |  |
| --- | --- |
| Assessment title | Learning or Standard outcome(s) and/or other Standard requirements assessed |
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|  |  |
|  |  |
|  |  |

*Add or delete rows as needed*

|  |  |
| --- | --- |
| Assessor comments |  |
| Moderator name(s) |  |
| Moderator organisation(s) |  |

Artefacts attached*Indicate and detail as appropriate*

|  |  |  |
| --- | --- | --- |
| Artefact | Yes / No | Detail |
| Course Descriptor |  |  |
| Standard(s) |  |  |
| Assessment matrix / map |  |  |
| Assessment task(s) |  |  |
| Marking guidance |  |  |
| Other |  |  |

## Moderator to complete

|  |  |
| --- | --- |
| Have you been provided with all documentation required for you to moderate these materials? (indicate as appropriate) | Yes / No |

## Moderator to complete

Assessment materials

### Assessment task(s)

|  |  |  |
| --- | --- | --- |
| Assessment tasks are fit for purpose: | Y / N / n/a | Comments |
| 1. The assessment methods and grading approach align with those specified in the approved document (e.g., Course Descriptor). |  |  |
| 1. Course title and/or code, Standard number and version (if applicable), assessment title, and outcomes or other requirements being assessed, are clearly identified for ākonga. |  |  |
| 1. The assessment methods used are appropriate for the outcomes and/or requirements being assessed. |  |  |
| 1. The assessment conditions are appropriate, and clearly stated for ākonga (include, as appropriate, time frames, due dates, resources available to each ākonga.) |  |  |
| 1. The tasks adequately and appropriately assess the relevant outcomes and/or requirements and provide ākonga with the opportunity to achieve at all grades available. |  |  |
| 1. The tasks generate sufficient evidence for each outcome and/or requirement. |  |  |
| 1. The complexity and demands of tasks are appropriate for the level, credit value, and outcomes and/or requirements being assessed. |  |  |
| 1. Criteria for success are appropriate and are clearly communicated to ākonga. |  |  |
| 1. Instructions for ākonga are clear, unambiguous, and use appropriate language for the level and subject. |  |  |
| 1. The tasks are fair and equitable. |  |  |
| 1. The tasks are technically accurate and appropriately contextualised (e.g., to reflect real world challenges, skills, or activities). |  |  |

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| Overall comments, commendations, recommendations about the **assessment tasks** |
|  |

## Moderator to complete

Marking guidance

|  |  |  |
| --- | --- | --- |
| Marking guidance is fit for purpose: | Y / N / n/a | Comments |
| 1. It includes Course title and/or code, and if applicable, Standard number and version. |  |  |
| 1. It aligns with and covers all aspects of the outcomes and/or other requirements being assessed, and the tasks and instructions. |  |  |
| 1. It is consistent with industry / regulatory / legislative requirements, if applicable. |  |  |
| 1. It provides suitable and sufficient guidance for assessors to make judgements that are appropriate and consistent, including between assessors and over time. |  |  |
| 1. For each task, the quality (and, where relevant, quantity) of ākonga evidence required for each available grade is clearly described and meets the outcomes and/or requirements being assessed. |  |  |
| 1. Examples of appropriate evidence are provided for each available grade for the outcomes and/or other requirements being assessed, and where applicable, a range of acceptable answers are allowed for. |  |  |

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| Overall comments, commendations, recommendations about the **marking guidance** |
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| --- | --- | --- |
| Overall criteria pertaining to assessment materials (Refer to Guidance. Add as relevant, or delete section if not) | Y / N / n/a | Comments |
|  |  |  |
|  |  |  |

*Add or delete rows as needed*

|  |  |
| --- | --- |
| I**n my / our professional opinion, the assessment materials:** *(select one)* | |
|  | 1. Are ready for use in their present state. |
|  | 1. With minor amendments will be ready for use. |
|  | 1. Require substantial modifications or full redevelopment, and re-moderated before use. |

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| Comments |
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Moderator Signature(s): Date:

## Programme team to complete once moderation feedback received

Follow-up actions to address moderation feedback

|  |  |  |  |
| --- | --- | --- | --- |
| Action | By whom | By when | Completed |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **Relevant authority or delegate sign-off**  Signature:  Date: | | | |