Full Moderation for Achievement-based Assessments - INTERIM

## Programme Team / Assessor to complete

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| --- | --- | --- | --- |
| Business Division (Subsidiary) |  | | |
| Programme Code & Title |  | | |
| Course Code & Title |  | | |
| Level |  | Credits |  |
| Grading approach | Achievement-based | | |

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| --- | --- | --- |
| Assessment title | Weighting | Learning outcome(s) 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 |  |  |
| Assessment task(s) |  |  |
| Marking guidance |  |  |
| Exemplars / Benchmarked examples of evidence |  |  |
| Samples of assessed work |  | Number of samples: |
| Other |  |  |

## Moderator to complete

|  |  |
| --- | --- |
| Have you been provided with all documentation and evidence required for you to moderate this submission? (indicate as appropriate) | Yes / No |

## Moderator to complete

Assessment materials

### Assessment task(s)

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| --- | --- | --- |
| Assessment tasks are fit for purpose: | Y / N / n/a | Comments |
| 1. The assessment methods, grading approach, and weightings align with those specified in the approved document (e.g., Course Descriptor). |  |  |
| 1. Course title and/or code, assessment title, weighting, and learning outcomes being assessed, are clearly identified for ākonga. |  |  |
| 1. The assessment methods used are appropriate for the learning outcomes 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 learning outcomes and provide ākonga with the opportunity to achieve at all performance levels available. |  |  |
| 1. The tasks generate sufficient evidence for each learning outcome. |  |  |
| 1. The complexity and demands of tasks are appropriate for the level, credit value, learning outcomes assessed, and assessment weighting. |  |  |
| 1. Mark allocations and 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** |
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## Moderator to complete

Marking guidance

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| Marking guidance is fit for purpose: | Y / N / n/a | Comments |
| 1. It aligns with and covers all requirements of the assessed learning outcomes, 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. It provides a sufficient breakdown of marks to ensure consistent marking. |  |  |
| 1. The quality, and where relevant, quantity, of ākonga evidence required for the tasks are clearly described for all performance levels and meet the requirements of the learning outcomes. |  |  |
| 1. Examples of appropriate evidence are provided for each performance level, and where applicable, a range of acceptable answers are allowed for. |  |  |
| 1. Weightings, and marks allocated, are appropriate for the criteria, and consistent with those indicated in the assessment tasks. |  |  |

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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 |
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| --- | --- |
| **In 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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| Additional comments about the assessment materials (tasks, marking guidance) |
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## Moderator to complete

Assessor judgements

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| Ākonga ID | Assessor judgement | Moderator  judgement | Comments |
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| Overall criteria pertaining to **assessor judgements**  (Refer to Guidance. Add as relevant, or delete section if not) | Y / N / n/a | Comments |
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*Add or delete rows as needed*

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| Overall comments, commendations, recommendations about the **assessor judgements** |
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| Other comments, commendations, recommendations |
|  |

Moderator Signature: Date:

## Programme team to complete once moderation feedback received

Follow-up actions to address moderation feedback

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