Te Pūkenga Moderation Forms Guidance - INTERIM

This guidance is for the set of Te Pūkenga interim moderation report forms. These forms are designed for use across Te Pūkenga portfolio of provision. They contain the core criteria required for sound and effective summative assessment that are common across disciplines and contexts. Each form contains a tailorable section, to allow additional criteria to be added as appropriate.

## Getting started: which form to use

Which form to use depends on the stage(s) of the assessment process being moderated:

* Assessment materials
* Assessor judgements (i.e., the marking or assessor decisions)
* Both materials and judgements

Assessment materials

These forms are for moderation of a new or revised assessment, including before use with ākonga.

If you are moderating the assessment materials (but not samples of assessed ākonga work), and

* the assessments are achievement-based: use the *Moderation of Achievement-based Assessment Materials form*
* the assessments are competency-based or involve Standards (e.g., graded and ungraded unit standards, achievement standards, or skills standards): use the *Moderation of Competency or Standards-based Assessment Materials form*

Refer to the course descriptor to find out if the assessments are achievement-based, or competency or Standards-based.

Assessor judgements

If you are moderating the assessor judgements (i.e., samples of marked ākonga evidence) but not the assessment material, use the *Moderation of Assessor Judgements form.*

Assessment materials and assessor judgements

If you are moderating the assessment materials AND assessor judgements (samples of marked ākonga evidence), and

* the assessments are achievement-based: use the *Full Moderation for Achievement-based Assessments*
* the assessments are competency-based or involve Standards: use the *Full Moderation for Competency or Standards-based Assessments.*

## Section:

## Artefacts attached

This section appears in each form. Some, or all, of the following artefacts will be listed:

|  |  |
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| Artefact | Explanation |
| Course descriptor | The approved document, identifying the learning outcomes and summative assessments used to assess the course. |
| Standard(s) | Unit, Achievement, or Skills Standard. Make sure it is the correct version. |
| Assessment matrix / map | This maps where each aspect of the learning or Standard outcomes and/or other Standard requirements is assessed within the task(s). |
| Assessment task(s) | For instance, the ‘activity’, ‘instructions’, ‘brief’, ‘assignment’, ‘exam paper’, etc |
| Marking guidance | For instance, ‘assessment schedule’, ‘rubric’, ‘marking guide’, ‘model answers’, etc. |
| Exemplars / Benchmarked examples of evidence | Samples of evidence that have been confirmed as being at a certain grade or illustrating a certain criterion. |
| Samples of assessed work | Samples of ākonga evidence or performance that have been assessed. E.g., portfolios, assignments, examination scripts, video of oral presentation or performance, etc. Please detail the nature of these. |
| Other | Other relevant supplementary or supporting artefacts. E.g.,   * official clarification documents that have been published for the Standard * explanation of how the assessment is conducted * annotated exemplars, etc. |

## Overall criteria (optional section)

There is a section in each form in which additional moderation criteria can be included, if needed. Examples of additional criteria that may be appropriate to your context, assessment method, or situation, might include:

* Provision made for observer or verifier details to be entered and sign-off completed.
* Sufficient appropriate and constructive written feedback is given to ākonga.
* Any resubmissions or reassessments have been clearly indicated.
* If the assessment is self-marking, the code behind the answers is correct.
* Sufficient appropriate evidence has been provided to support the assessor judgement.
* There is acceptable evidence that the pre-requisite has been met.
* The required number of observations have been completed and are evidenced.

Delete the section if not used.