



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

Information Sheet for Guest Speaker Request

NZQA welcomes requests for a facilitator to attend an organised meeting as an invited guest to speak on a topic associated with the assessment of internally-assessed standards. This support option allows us to tailor the presentation to suit the needs of your particular audience.

This option requires the presenter's fee and any travel and/or accommodation expenses to be met.

The following notes are intended to guide you when completing the '*Request for Guest Speaker*' form.

Type of Meeting

This will assist in determining which facilitator would best meet the needs of your audience. You may be requesting on behalf of a subject association or local cluster group, or in fact your school or organisation. If you are requesting on behalf of a school, you need to consider inviting teachers from other schools in your region to participate.

Describe the audience

Is the audience predominantly secondary school teachers, tertiary assessors, senior management, heads of departments or faculties, Principals, beginning teachers, teachers from kura or a mixture?

Focus of presentation

Assessment & Moderation are responsible for the external moderation of internally-assessed standards. Any request must therefore relate to the assessment of internally-assessed standards.

Examples of presentations we have done are:

- Assessment of Inference standards (Mathematics and Statistics) across Levels 1-3
- Assistance on specified standards for a subject
- What evidence looks like for the step-ups across Levels 1-3 Technology implement standards
- What is external moderation and what do you need to do?
- Re-contextualising assessment to better meet the needs of your learners

Notes:

1. The request cannot cover the content of material presented in our Making Assessor Judgments Workshop or Transforming Assessment Praxis (TAP) Programme.
2. Support with the assessment of externally-assessed standards is out of scope.

Estimated time of presentation slot

These types of requests are best suited for presentation slots of between 1-4 hours. They have generally been most effective when included as part of a full-day event with speakers on other topics.

Preferred Delivery

Facilitators can come to an organised face-to-face meeting in your region or school/organisation. Alternatively, they can participate in an online session or event. The online option has been particularly popular for those subjects who may not have enough participants for a regional face-to-face meeting. Additionally, the online option gives added flexibility around session timings, minimising time away from workplaces.

Other Information

Include here any other information that you think may be useful, e.g. is this a main speaker slot or a break-out session? Is there a workshop activity that you would like to give participants post-delivery? What type/s of presenter equipment is available at venue?

I have emailed the form – what next?

An NZQA staff member will contact you to discuss your request in more detail. This will include an estimate of the fees and facilitator availability. If you still wish to proceed with the request, you will be sent a confirmation email.

Any questions?

Please contact Lisa Moran at workshops@nzqa.govt.nz or by phone (04) 463 3264.

NZQA Future State Programme including digital examinations

Would you like to learn more about NZQA's Future State programme aimed at helping to ensure learners qualify for a future world that is increasingly global and digitally connected? Are you interested in what we are doing in the digital examination space and want to learn more? A presenter may be available to speak to your group either in person or by video conference. Please contact future.state@nzqa.govt.nz for more information.