

Internal Moderation Cover Sheet

September 2009

Course _____ Teacher in Charge _____ Standard No & Version _____

Assessment Title/Context _____ NQF Level _____ Year of Assessment _____

Approximate assessment date: _____

1. Critique (and modify) materials before use

To assist in managing authenticity of student work, activities that come from public sources such as books or websites (eg TKI, subject sites) should be modified in terms of context and assessment evidence statements. Authenticity during the assessment period must be managed by teachers.

Source of materials (circle or add):

Own Commercial Modified MOE/TKI/NZQA Other: _____

(✓) Checklist for critiquing

- Activity states registered standard number, version, title, level & credits.
- Student instructions are clear and language is appropriate.
- Materials are consistent with the learning/context/curriculum.
- Materials allow students to achieve all criteria/elements of the standard.
- Materials for achievement standards allow students to reach all levels (A/M/E).
- Materials are consistent with explanatory notes/range statements in the standard.
- Assessment schedule is consistent with the standard.
- Evidence statements allow for a range of acceptable answers from students with specific examples for each grade (N/A/M/E).
- Judgement/sufficiency statements clearly describe performance levels.

Critiquer (name & school): _____

Signature: _____ Date: _____

OR Previously Critiqued by _____
(name & date)

2. Inter-class consistency (✓) Not applicable OR

- Panel or team assessment (eg Dept meeting to mark all student work)
- Class teacher assesses, another teacher verifies.
- Class teacher assesses, an outside colleague verifies.
- Other method(s) _____

Explanation of method:

3(a). Mark all student work and verify a proportion of student work

Another subject specialist verifies a proportion of student work for accuracy and consistency of grades.

Student name	Teacher's grade	Verified grade	Comment, where appropriate

Verifier (name and school): _____

Signature: _____ Date: _____

3(b). Undertake random selection for external moderation, update benchmarks and store assessment materials

- Student work for external moderation has been randomly selected (attach evidence – method & list)
- Assessment materials and student work for external moderation have been stored
Location: _____
- Benchmark samples are annotated and have been updated (where applicable) and have been stored.
- Identify and send up to ten samples of assessed work with specific questions for written, professional feedback from the moderator (optional teacher-selected samples).

4. Maintain understanding of the national standard

(Circle and/or add names, dates or other useful information as evidence of professional links.)

- MOE/NZQA resources External Moderation Colleagues in other schools Adviser
- Cluster meetings Subject association Best Practice Workshop Other _____

5. Materials reviewed after use and confirmed or modified for future use

Date: _____ Notes: _____