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| Contents  |
| This guide contains information for staff from schools and Tertiary Education Organisations (TEOs) who will create submissions for moderation. It contains information about how to:* Create a submission for a Standard
* Enter learner grades and upload materials
* Submit one or more standards to NZQA
* Tips
* Understand Report Dates and Statuses

For a full list of guides to the External Moderation Application see: [Related Guides](#_Related_Guides)  |

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| Quick Steps  |
| 1. Log in to the application and select **Moderation.**
2. Select the required standard.
3. Complete the **Submission Details** and **Assessment Task** sections.
	* Upload digital materials for task, if this is a digital submission.
4. Save the submission.
5. **Add Learners**:
	* enter a grade for each learner, and comments as appropriate.
	* upload digital materials, as required.
6. **Save,** and update status to **Ready to Submit.**
7. **Submit** the standard to NZQA for moderation (authorisers only).
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# Create a submission for a Standard

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| Create a submission for a standard |
| **Role required**: Moderation Processer or Moderation Authoriser (High Security User) |
| 1. Log in to the application and select **Moderation**.
2. CHECK – you have the correct plan year selected.
	* Change the year in the *Select Moderation Plan Year* field, if required.
3. Select (click on row) the relevant standard.
4. Open the Actions menu (from the ribbon, or ‘right-click’ on the selected standard) and select **Edit Submission.**
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| Create a submission for a standard, continued |
| 1. C:\Users\JackieR\AppData\Local\Temp\SNAGHTML2fc20246.PNGComplete the **Submission Details** section:
	* *Submission Type*
		+ Digital - if submitting materials on-line
		+ Physical - if submitting materials by courier.
	* *Language*
		+ English - default
		+ Te Reo Māori or ‘Other’ – choose the appropriate value.
	* *Version*
		+ defaults to the latest version of the standard, update if a different version was assessed.
2. Complete the **Assessment Task** section:
	* *Source*
		+ the source of the assessment task.
	* *Modified*
		+ Yes - if the assessment task was modified (other than context) before use.
		+ No - if the assessment task was unmodified (other than context).
3. If making a digital submission, either:
	* Enter a link (e.g. to Google Docs, SharePoint, etc)
	* Include a username and password, if needed to access the files.

**Or** * + Attach the assessment task files to the submission, in the Task/Activity section:
		- Select **Browse**
		- Find the file you want to upload, select it then click **Open**.
		- Repeat as required.

**See**: [Tips](#_TIPS:) for how to:* + Submit a link/url to the moderation materials.
	+ Delete a document.
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# Enter learner grades and upload materials

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| Enter learner grades and upload materials |
| **Role required**: Moderation Processer or Moderation Authoriser (High Security User) |
| **Notes**: * Complete the Submission Details and Assessment Task sections (as above), before adding learners.
* Enter a learner grade for ALL learners that you are submitting evidence for.
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| 1. Select **Add Learner**.
2. Enter the details for the learner.
	* *Learner Identifier* - is automatically assigned (Learner A-H).
	* Label any physical materials being submitted with the matching identifier.
	* *Grade* – select the learner’s grade from the list of values (mandatory).
	* *Comment* – an optional comment on the grade awarded, or to note if evidence applies to more than one learner.
	* *Group work identifier* – use this option to identify an individual in a group work. Use a description (red shirt) not the learner’s name.
3. If this is a digital submission and you have not included a link, then attach the learner evidence:
	* Select **Browse...**
	* Find the file you want to upload, select it then click **Open**.
	* Repeat as required.
4. To add more learners (to a maximum of eight), click the **Add next** button, and repeat from step 2.
5. Select **Save and Exit**, when all learner grades are added.
	* As each learner is added the summary table (on the Edit Submission window) is updated.
	* From the summary table, you can:
		+ view the attached evidence
		+ open and edit the learner record,
		+ delete the entire record.
6. When the standard is ready for submission select **Ready to Submit.**
	* The status of the standard is now ‘Submission - Ready to Submit’
	* The standard remains editable until it is submitted.

**See**: [Tips](#_TIPS:) for how to respond to validation error messages. |

# Submit one or more standards to NZQA

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| **Role required**: Moderation Authoriser (High Security User).  |
| 1. Log in to the application and select Moderation.
2. Review standards where the status is ‘Submission - Ready to Submit’.

**Check**: * The Submission Details and Assessment Task sections are complete.
* A learner grade is entered for ALL learners that you are submitting evidence for.
* Digital submissions only - at least one document/file is uploaded for:
* Assessment task
* Student A
1. Submit the standard(s) for moderation.

For **one** standard: * Select the standard and open the action menu (right-click).
* Select **Submit**.
* Displays a confirmation message for the standard:
* Select Yes

For **multiple** standards: * **Note**: submits ALL standards with status ‘Ready to Submit’
* Select a standard and open the action menu (right-click).
* Select **Submit All**.
* Displays a confirmation message for the standards:
* Select Yes

**Result**:* The standard is submitted to NZQA for moderation.
* The status changes to ‘Submission – Submitted’
* The submission is no longer editable.
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# Tips

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| Deleting an attached document |
| If you’ve uploaded the wrong document for a:Task:* Select **Delete documents** to open the Delete window.
* Select **Delete**  to delete the file.

Learner:* Select **Edit**  for the relevant learner on the summary table.
* Select **Delete documents** to open the Delete window.
* Select **Delete**  to delete the file.
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| Submitting a link |
| Files stored in a cloud storage system (e.g. Google Drive, SharePoint) can easily be submitted by providing a share link or URL.Ensure that:* the files relevant to the standard are organised so that the assessment task and work for each of the students is readily identifiable by the moderator.
* the share rights are set so the moderator can directly access the materials. For example:
* Google Drive: “Anyone with the link can view”.
* SharePoint: provide a temporary username and password so the moderator can access the materials.
* the link/URL is copied into a document, along with any other relevant information for the moderator.
* the document is uploaded against:
	+ the assessment activity/task
	+ at least one learner (A)

Once the moderation is complete and the report becomes final, access to the materials can be removed.For further information see the guide: *Digital Submission Tips* |

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| Validation errors |
| The following are common validation error messages and what to do about them:

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| **Message** | **Action** |
| At least one learner must be created. Please try again. | **Add Learner** to create a learner record. Ensure you create a record for ALL the learners you are submitting evidence for.  |
| For digital submission You must enter a url OR upload files for assessment task and learner evidence before submitting this standard | Check there is either:* a link entered in the Link field

OR* a valid file uploaded for:
	+ the assessment task
	+ at least one learner.

Ensure you create a record and enter a grade for ALL the learners you are submitting evidence for. |
| Standard (number) not ready to submit. Please enter results before submitting. | Check there is at least one learner record created for the submission.Check the status is ‘Submission - Ready to Submit’. |

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| View Previous/ Next Plan |
| At certain times of the year, and depending on your submission date, you may have two moderation plans available.Use the year drop-down to change between plans. |

# Understand Report Dates and Statuses

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| **When the …** | **Status changes to …** | **Report (Due) Date is …** |
| * PN/Mod Liaison submits online.
 | Submission - Submitted | Blank |
| * moderator requests physical materials.
 | Report – Pending Material | Blank |
| * moderator accepts the submission (digital submission OK, or physical materials received).
 | Report - In Progress | Due date = Accepted date + 15 days\* |
| * moderator completes the report.
 | Report - Provisional | Provisional report publication date |
| * provisional period (20 days\*) expires, and
* no appeal has been received.
 | Report - Final | Final report publication date |
| * appeal is accepted.
 | Appeal – In progress | Due date = Appeal accepted date + 20 days\* |
| * appeal is completed.
 | Report - Final (Appeal) | Final report (inc. appeal) publication date. |

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| Notes |
| * \* All timeframes are business (working) days.
* The due date at the point where a submission (or appeal) is accepted is an estimate. The actual date may be sooner or later, depending on moderator workload.
* Your PN/Mod Liaison will receive a notification when the report is ready.
* Submitting a query does not change the status of a report or affect the Report (Due) Date.
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# Related Guides

The following guides provide further information on using the external moderation application:

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| **Guide** | **For how to:** |
| *Access the External Moderation Application* | Access and navigate the application. |
| *Submit an Assessment Plan* | Select standards and submit an assessment plan. |
| *View, Print & Customise Moderation Plan or History Views* | View, customise or print/export assessment plan, moderation plan or moderation history views. |
| *Submit Material for Moderation* | Create a moderation submission and submit to NZQA. |
| *Digital Submission Tips* | Additional tips relating to digital submissions including, submitting cloud-based files, video files, file types accepted and size limits. |
| *View and Query a Moderation Report* | View or print a moderation report. Submit a query. |
| *Appeal a Moderation Report* | Appeal a moderation outcome. |
| *Browser & Application Issues* | Resolve browser issues and oracle errors |

The guides can be found at: <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-online/qrgs-and-faqs/>

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| Note: Roles and Access rights  |
| Access to functions within the application are restricted based on roles. Which roles you have is determined by your MOE ESAA set-up.For a full list of roles and access rights see the guide: *Access to the External Moderation Application*. |

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| Note: Browsers  |
| The External Moderation is supported across a range of browsers, however not all browsers behave in the same way. If you are experiencing issues with functionality described in this guide with a browser please try a different one. We have found Mozilla Firefox provides the best experience when using the application.For specific advice on browser issues see the guide: *Browser & Application Issues*. |