

Quick Reference Guide:

Access the external moderation application

Contents

This guide contains information for schools and Tertiary Education Organisations (TEOs) who will use the external moderation application. It contains information about how to:

- Log in to the external moderation application
- Navigate the application
- Manage user access
- Manage notifications

Steps: Log in to the external moderation application

The external moderation application (the application) uses details from your ESAA login.

Once you log into the NZQA provider extranet (Provider Login page), you won't need to log in again to open the application.

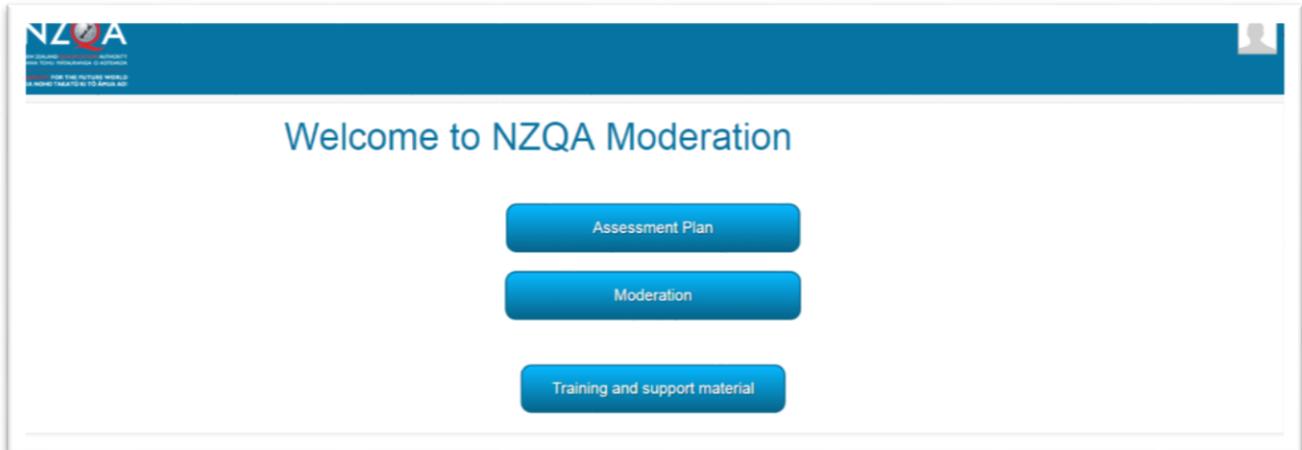
1. Log in to the secure provider extranet (Provider Login), using your ESAA login details.
2. Select the **External Moderation** link from the Moderation section.

The screenshot shows the 'Moderation' section of the NZQA provider extranet. A callout box on the left says 'Click External Moderation.' The 'Moderation' section includes links for 'Moderation Plan (2016)', 'Historical Results', 'Internal Moderation', and 'External Moderation'. The 'External Moderation' link is highlighted. To the right, there are sections for 'Special Assessment' and 'Results Entry' with various instructional links. A 'TIP' box on the right states: 'When you log into the secure extranet, it may have a different layout to the one shown (which is a user with high security access for a school). The name of the link is the same for everyone.'

3. The landing page of the application displays. You can now navigate to the appropriate part of the application.

Information: Navigate the application

Landing page



- NZQA Logo – click on the logo to return to the landing page from anywhere in the application.
- Menu Buttons – provide access to different parts of the application. The buttons available are dependent on your access.
- User Profile – click here to 'Logout'.



Button	Section
	View your current Assessment Plan, select standards, and submit your plan. Refer to <i>QRG Submit assessment plan</i> for more information about this section.
	View moderation plans for the current and previous (or next cycle), prepare moderation submissions, view reports, and submit queries and appeals for moderation reports. Refer to <i>QRG Submit material for moderation</i> for more information about this section.
Moderation History (currently unavailable)	Users with view access can view moderation results and reports for the previous five years.
Annual Summaries (currently unavailable)	Users with Management View (e.g. Principal, Senior Management) and Moderation Authoriser access can: <ul style="list-style-type: none"> • view the current annual summary (NEMR), and action plan • view historical summaries and action plans.
	Training materials and 'how to' guides for the External Moderation application.

Please note:

The functionality available depends on the access role your organisation has granted you. Not all functions are available to all users. See the next section for a summary of access rights.

Information: Manage user access

If you need to arrange access to the moderation application for staff, please follow the normal [Ministry of Education procedure](#) for access to NZQA systems, via the Education Sector Logon (formerly ESAA).

An email address is mandatory and must be unique to the user (not shared by another person who will also login via ESL). This email is used for verifying identity, not for sending notifications.

The following roles are available for users of the external moderation application:

Secondary MoE role	Tertiary MoE role	Type of access to the moderation application
General Security User	TEO View Only	Users have the role of 'Moderation Viewer', and can: <ul style="list-style-type: none"> view the moderation plan, view moderation reports and results.
Moderation Process	TEO Administration	Users have the role of 'Moderation Processor', and can: <ul style="list-style-type: none"> enter assessment judgements/grades upload material for moderation view moderation reports and results submit queries about moderation reports.
High Security User	TEO Management Authoriser	Users have the role of 'Moderation Authoriser', and can: <ul style="list-style-type: none"> select standards and submit assessment plans view moderation plans enter assessment judgements/grades upload material for moderation authorise moderation submissions view moderation reports and results submit queries about moderation reports lodge appeals view annual summaries and manage action plans.
Moderation Management View Only	TEO Management View Only	Users have the role of 'Moderation Management Viewer', and can: <ul style="list-style-type: none"> view moderation reports and results view annual summaries and action plans.

For TEOs:

The access required is on the following section of the ESL form:

The screenshot shows a form titled "Part 4: Which educational services do you need access to?". It lists various services with checkboxes for selection. A blue circle highlights the section for "New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)". The options in this section are:

- TEO View Only
- TEO Administration
- TEO Management Authoriser
- TEO Management View Only

 To the right of these options, there is a note: "Select only one option from these TEOE TEO Moderation services". Other services listed include National Student Index (NSI), Basic Learner Record User, Tertiary Education Commission (TEC) Shared Workspaces, and Literacy and Numeracy Adult Assessment Tool.

Information: Manage notifications

Regardless of the security role assigned above, only the person recorded with NZQA as the moderation contact, i.e.:

- Schools: Principal's Nominee
- TEOs: Moderation Liaison

will receive notifications from the external moderation application. Notifications will be sent to the email address held by NZQA for the moderation contact.

The application will notify you of outcomes or of tasks you need to complete. For example, you might receive an email when your assessment plan is ready for you to review, or an email reminding you to submit materials for moderation.

If you want us to send the notifications to a different email address, you'll need to update your **preferred email address** in NZQA's secure provider extranet (Provider Login).

This information may take up to 48 hours to update the application.