

Quick Reference Guide:

View or query a moderation report

Contents

This Quick Reference Guide (QRG) contains information for users from schools and Tertiary Education Organisations (TEOs) who will view or query moderation reports. It contains steps on how to:

- View a moderation report
- Query a moderation report.

Steps: View a moderation report

Once the moderation report for a standard becomes available, the status column on the moderation plan will update to **Report – Provisional** (or **Report – Final**, once the report is finalised).

If you have view access to the external moderation application, you'll be able to view the moderation report. To find out more about the different roles in the application (e.g. the Moderation Viewer, Processor or Authoriser roles), refer to the *QRG Access the external moderation tool* for more information.

1. Log in to the application. Refer to *QRG Access the external moderation tool* for more information if required.

2. Click the **Moderation** button on the landing page of the application to open the moderation plan.



3. Click the radio button in the **Select Std** column for the standard you want to view the report for.

Note: You can sort the list of standards to find a particular one. Hover over a column header (e.g. standard number, moderation system) to display sort arrows, then click an arrow to sort in ascending or descending order.

4. Click **View Report**.

Note: If you can't see the **View Report** button, check the screen resolution in your browser. (Try holding down the **Ctrl** key on your keyboard while pressing the minus (-) or plus (+) keys to adjust the resolution.)

Only people with 'Moderation Authoriser' access will see all of these buttons.

Steps: View a moderation report

5. Drill down on each section if required.

- **Assessor Decisions:** The outcome of the moderation. To see the learner grades, click **View Details**.
- **Assessment Task:** The outcome for the assessment task, if moderated. To see detailed results, such as recommended changes to the assessment task or schedule, click **View Details**.
- **Issues:** This section only displays if one or more issues were identified during moderation.
- **Query:** This section only displays if your school or TEO has sent in a query about this moderation report. To see a history of the questions and responses, click **View Details**.
- **Appeal:** This section only displays if your school or TEO has appealed this moderation report.
Note: In this example, no appeal has been created.

NZQA External Moderation

2017 Moderation Report

Institute ABC (9876)

English Language - Level 4 - 28072
Write formal leads for practical purposes (EL)

Assessor Decisions [Hide Details](#)

Overall, assessor decisions for the sample of work provided are consistent with the standard.

Learner	Assessor Grade	Moderator Grade	View Comments
A	E	M	
B	A	A	
C	M	M	

Assessment Task [View Details](#)

This report relates to learner evidence and associated assessment decisions only.

Issues

There may be an authenticity issue.

Query [View Details](#)

A query has been received for this report.

24-Feb-2017 (Report - Provisional)
MOD-183266

[Query report](#) [Appeal report](#) [Cancel](#)

Click **View Details** to expand a section and drill down to the grades and comments for individual learners or tasks (or **Hide Details** to collapse them).

If a **Query** has been made, you can view the responses here.

6. Click **Cancel** to close the report.

Not everyone will see all of these buttons.

**TIP:**

You can see a table of results showing the assessor and moderator's grades for the learners. To view the details for a specific learner:

- Click the **View Comments** () icon for that learner.
- View the **Evidence** that was uploaded for the learner (digital submissions).
- View Assessor and Moderator **Grades** and **Comments**.
- Use the **<Prev** and **Next>** buttons to move through the list of learners.

NZQA External Moderation

English Language - Level 4 - 28072

Learner F

Evidence
Evidence file(s) will only be available if the sample was originally submitted on-line and it is within 6 months of your organisation's final submission date.

Assessor Grade: E

Moderator Grade: M
Moderator Comment
For Excellence, information needs to be better organised and connected.

24-Feb-2017 (Report - Provisional)
MOD-183266

[Cancel](#) [< Prev](#) [Next >](#)

Steps: Query a moderation report

If the status of the moderation report is 'provisional', and you have the Moderation Processor or Authoriser role, you'll be able to send a query about the report to the moderator.

Use a **Query** where you're not clear on the meaning of something in the moderation report. It allows you to clarify the decisions and comments following moderation, by asking your moderator a question, to which they can respond.

1. Click the **Moderation** button on the landing page of the application to open the moderation plan.
2. Click the radio button in the **Select Std** column for the standard you want to create the query for.
3. Click **View Report** on the moderation plan.
4. Click **Query report** in the moderation report.
5. Type your question in the **Query** field.
6. If there's a particular piece of evidence from your original submission that you want the moderator to consider, you can click **Browse** to upload a copy.
7. Save or submit your query. Click:
 - **Save** to save your query without submitting it.
 - **Cancel** to return to the report, without saving the query.
 - **Submit**, then click **Yes** to send the query to NZQA.

**TIP:**

Submitting a query doesn't change the status of the standard in the moderation plan. The only difference you'll see is that a new **Query** section gets added to the report.

To view a query, click the **View Details** link on the moderation report, then view the question(s) and response(s).