

# Quick Reference Guide:

## Appeal a moderation report

### Contents

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

- Prepare an appeal
- Submit an appeal (Moderation Authoriser only)

### Steps: Prepare an appeal

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 the status of the moderation report is 'provisional', and you have the Moderation Processor or Authoriser role, you'll be able to prepare an appeal for submission to NZQA.

An **Appeal** may be appropriate if you disagree with moderation decisions and/or comments. Before creating an appeal, you should discuss it with the Principal's Nominee or Moderation Liaison for your organisation.



#### TIP:

For information on viewing the moderation report, refer to the *QRG View or query a 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. 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 appeal for.
3. Click **View Report** on the moderation plan.
4. Click **Appeal report** in the moderation report.

**NZQA External Moderation**

### 2017 Moderation Report

Institute ABC (9876)

English Language - Level 4 - 28072  
Write formal texts 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-183286

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

#### TIP

Remember, you can click the **View Details** links to display the details for decisions and tasks.

Click the **View Comments** () icon to view the details for a learner.

Click **Appeal report**.

**Steps: Prepare an appeal**

5. Click **Add Issue**.

The screenshot shows the 'Add Issue' form for 'Legal Studies - Level 3 - 27849'. It includes sections for Description, Material reference, and Action Requested. Callouts provide additional information:

- Once you've added an issue, it will display in the details table.
- You can add up to four issues in the appeal.
- The **Attach Evidence** button only displays for physical submissions.

The details table at the top left shows the following data:

Issue	Description	Material Reference	Action Requested	Edit	Delete
1	Learner B should be ac...	Document should r...	Change Learner B...		

6. For each issue, include:

- **Description:** the issue you've identified with the report (up to 1000 characters)
- **Material reference:** where the evidence to support the issue can be found in the assessment materials (up to 500 characters)
- **Action requested:** what outcome of the appeal you are seeking (up to 500 characters).

7. If you have more issues to add (to a maximum of four), click the **Add next** button, and return to step 6.

8. When you've finished adding all the issues, click **Save**.

9. If the original submission was a **physical submission**, you can add digital copies of the original assessment task and/or learner evidence to the appeal. Click **Attach Evidence**.

- In either the **Assessment Task** or **Learner Evidence** sections, click the **Browse** button.
- Find the file you want to upload, select it then click **Open**.
- Repeat as required, then click **Save**.

10. Once you have added all the issues and evidence, click **Ready to Submit** to close the popup window and validate the appeal.

**Note:** You can still edit an appeal with the status 'Ready to Submit'. However, once the appeal has been submitted, you **won't** be able to edit it (you'll only be able to view it).

**Steps: Submit an appeal to NZQA (Authoriser only)**

If the status of the moderation report is 'provisional', and you have the Moderation Authoriser role, you'll be able to submit an appeal to NZQA.

The appeal must be submitted within 15 days of the moderation report being published as 'provisional'. After this time, the report becomes 'final'.

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(s) that has the status 'Appeal Ready to Submit'.
3. Click **View Report** on the moderation plan.
4. Click **Appeal report** in the moderation report.
5. Review the details. Ensure that:
  - the issue **Description** and **Action Requested** sections contain enough detail
  - only originally submitted material is being referred to. Any additional material will not be considered for the appeal.
6. When you're happy with the details, click **Submit**. A confirmation message showing the standard number displays.
7. Click **Yes** to submit the appeal to NZQA. The status of the standard changes to 'Appeal submitted'.

**Important note:** Once you submit an appeal, you will no longer be able to edit it.

**NZQA External Moderation**

**Appeal Moderation Report**

**Legal Studies - Level 3 - 27849**  
Evaluate a law making process in relation to a significant legal issue

**Appeal Details**

You can include up to four issues in the appeal.  
If the original submission was paper-based (physical) you have the option to submit relevant evidence digitally for the appeal. If you choose to return the physical materials for the appeal then please forward to NZQA (125 The Terrace, Wellington), by courier, once this appeal has been submitted.

Issue	Description	Material Reference	Action Requested	Edit	Delete
1	Learner B should be ac...	Document should r...	Change Learner B...		
2	Moderators comments f...	The document mar...	Change the learner'...		

**Attached Documents**  
Select 'Attach Evidence' to add or remove documents.

**Assessment Task**

**Learner Evidence**

28-Feb-2017 (Appeal Ready to Submit)  
MOD-183280

Buttons: Cancel, Cancel Appeal, Submit, Ready to Submit, Attach Evidence, Add Issue



**What next?**

NZQA will then check whether your appeal meets appeal criteria. If it doesn't, you'll receive a notification that the appeal was declined, and the status of the report will become 'final'.

If it does meet appeal criteria, we'll start processing the appeal.

You'll see the results of the appeal in the moderation report, once the decision has been made. The outcome of the appeal is final.