

Submission of Materials for Moderation: Checklist

Name of Tertiary Education Organisation (TEO): _____

Please note:

- 1 TEOs must supply **3** complete sets of material for **each prescription being moderated**.
- 2 Learner work samples must be **bound separately** from assessment material.
- 3 Each set of materials and samples must be securely bound (spiral or heat-sealed) and clearly identifiable. In particular, the name of the teaching institution must be clearly shown.
- 4 All photocopied material **must be clear and legible**.
- 5 Each set must contain all the material specified below including relevant electronic files. Electronic files must be on DVD (preferably) or flash drive and be in Windows compatible format. Items in the submission should ideally be separated by coloured dividers.
- 6 A completed and signed checklist must be provided with each prescription package; the checklist should be the first item in each set of materials.
- 7 The packages must be dispatched to reach Tertiary Assessment and Moderation, (Attention NZDipBus Operations Officer), NZQA, 125 The Terrace, Wellington 6011 no later than:
 - **31 January** (for semester 2 moderation round)
 - **31 July** (for a semester 1 moderation round).**Material received after the due date will not be moderated.**

Prescription number, title and version:

Material to be supplied in each package:

- 1 **Statistical summary information** - Form completed and attached.
- 2 **Assessment grid**
 This needs to identify the assessments that have been set for the whole prescription and show the marks and their weightings broken down to demonstrate their match with prescription weightings.
- 3 **Assessment tasks and marking schedules**
 All assessment tasks learners were to complete, eg test papers, assignments, case studies, and final examinations, including any electronic files provided to the learner. Marking schedules for each assessment task, including any model answers in an electronic format.
- 4 **Learner work samples** (separately bound from above material)
 For **each** item below, select three learners, one in the lower quartile, one near the median, and one in the upper quartile, and submit the marked work (including any electronic files submitted for assessment) from these learners for each item (that is, six samples of assessed work must be submitted).
 - 1 substantial (ie highest weighting) test or final examination,
 - AND**
 - 1 substantial (ie highest weighting) assignment or project.
- 5 **Course outline and text book/reading list** - Copy of the material provided to learners.
- 6 **Three (3) complete sets of materials as specified above, learner samples bound separately**

I verify the material in this submission is complete and meets the above requirements:

Name of Head of Department: _____

Signature of Head of Department: _____

Date of submission of material: _____