The AHCTS Internal Moderation Process Diagram

Pre- Moderation

Step 1- Introduce the moderation process: The internal Moderator sets at least two moderation dates for each assessing tutor (January)

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Step 2: Co- ordinate and communicate the plan to collect the evidence:
One week prior the date the moderator checks with the assessor, which units have been assessed up to date, and confirms with the assessor which unit standards need to be presented for the moderation meeting.
Three samples of five different unit standards are required.
The assessor refers to the moderation checklist, to ensure all required evidence is presented.
The moderator arranges a date to observe a practical "in house" assessment occasion if necessary (i.e: If assessor is new).

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Moderation

Step 3:Collect the evidence: Submission of assessment evidence. Observation of practical assessment if previously arranged.

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Step 4- Evaluate the evidence, make a judgement:
The moderator evaluates all assessment evidence.
Was the assessment fair, valid?
Where the assessment decisions consistent?
Was there sufficient evidence?
The moderator records the outcome on the moderation report.

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Post- Moderation

5. Verification: Tutorial staff members evaluating the assessment evidence and moderation report. Any additional feedback will be recorded and the final draft of the Moderation report signed off.

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Step 4: Feedback to Assessor: Informal Meeting between moderator and assessor. The moderator discusses the result.

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Assessor's judgements and evidence approved:
Assessor sign's off report.
Copy of moderation report to assessor.

Assessor's judgements and evidence <u>not</u> approved:
Copy of moderation report to assessor.
Areas of improvement identified. Time for re- submission negotiated.