

Auckland Hotel & Chefs Training School

Internal Moderation Checklist

Assessors Name:

Moderation Date:

Units moderated:

Assessment Evidence Checklist	Tick Box (✓ or ✗ or N/A)	
	Tutor	Moderator
Student Profile included on the first page		
All assessment marking schedules completed and attached		
All assessments signed by both parties		
All workbooks attached		
All underpinning knowledge questions attached		
All necessary supporting evidence collected (I.e.: Workplace observation booklet)		
Clear evidence how each unit standard was assessed		
Unit standard spreadsheet attached (Report/ tracking sheet)		
Any additional relevant evidence (Please state)		

Students Names:

1.

3.

2.

4.

Comments:

Auckland Hotel & Chefs Training School

Internal Moderation Meeting Record

1. Moderated assessment material

Unit Standard Number: **Title:**

Unit Standard Number: **Title:**

Unit Standard Number: **Title:**

Unit Standard Number: **Title:**

Unit Standard Number: **Title:**

2. Date of submission:

3. Moderator:

4. Staff for verification present:

Name:

Name:

Name:

Name:

5. Moderation decisions

The recorder summarises the comments on each assessment material and attaches the checklist to the report.

a. Assessment Marking Schedules:

.....

.....

.....

.....

.....

.....

b. Unit Standard Report Sheets:

.....

.....

.....

.....

.....

c. Record keeping of incomplete units of the candidate:

.....

.....

.....

.....

d. Work experience placement record of candidates:

.....

.....

.....

e. Assessment Portfolio

I. Validity- Was the evidence valid in terms of the outcome of the unit standard (where the assessment activities appropriate)?

II. Sufficiency- Did the evidence cover all performance criteria of the unit standard?

III. Consistency- Would other assessors have made the same decision of the assessment outcome for the candidates?

IV. Fairness- Has the candidate been assessed to the right level?

- (Either : ✓for yes, or ✗for no or N/A)

Unit: 1. 2. 3. 4.

Unit: 1. 2. 3. 4.

Unit: 1. 2. 3. 4.

Unit: 1. 2. 3. 4.

Unit: 1. 2. 3. 4.

Comments:

6. Summary of related issues:

Include any points by other participants, either supporting or challenging the assessment process

.....

.....

.....

.....

.....

.....

.....

.....

7. Recommendations for the future:

Record any agreed action follow up as a result of this moderation meeting

.....

.....

.....

.....

.....

.....

.....

.....

8. Signatures:

Moderator's Signature:

Date:

Assessor's Signature:

Verification

Tutorial Staff signatures:

Name:

Signature:

Name:

Signature:

Name:

Signature:

General Manager's Signature:

Date: