



Analysis of Assessment Material

Regional Moderation Group Meeting: Region _____ Date: _____

Provider being moderated: _____

Unit standard number: _____ Date of submission: _____

Moderation Criteria:	<i>yes or no</i>
(A) General	
• Unit standard(s) and level being assessed is/are identified	
• Resources identified for the activity are appropriate	
• Conditions in which the activity will take place are identified	
• An appropriate format has been used for the activity and assessment schedule	
• The language is appropriate	
• Will the activity generate sufficient evidence	
• The activity is at an appropriate level	
(B) The instructions	
• The assessment activity has clear, complete and easily understood instructions	
• The instructions cover the element(s) each task is assessing	
• The instructions are fair to each learner	
• The instructions use appropriate language	
• The instructions use or refer to resource materials that are accessible to each learner	
• The material provides adequate information about how judgements will be made by Assessors, ie. There are clear quantitative and/or qualitative statements	
• The special notes have been adhered to (if appropriate)	

(C) Moderation Panel's comments and suggested modifications:

(D) Required amendments (use extra sheets if necessary)

Regional Moderation Co-ordinator: _____ Date: _____



Moderation Report

Provider/Assessor being moderated: _____

Unit standard number: _____ Date work received: _____

Moderation Panel's analysis of submitted material	Yes or no
• All the judgements are made in accordance with the evidence and judgement statements	
• The evidence presented is sufficient	
• The assessment is valid	
• The assessment is fair	
• The evidence matches the task instructions and resources	
• Necessary documentation was provided	

A) Comments: (these can be general, or recommended changes or improvements).

B) Required amendments:

Regional Moderation Co-ordinator: _____ Date: _____