

TO: Chief Executive Officers of Tertiary Education Organisations

ATTENTION: NZQA Moderation Liaisons

2006 Assessment Plan¹

All organisations accredited to assess Qualifications Authority-managed unit standards are required to submit an assessment plan every year to comply with accreditation requirements. This assessment plan forms the basis of your 2006 external moderation plan.

If your organisation is **not** assessing Qualifications Authority-managed unit standards in 2006, please complete and return Section A of the *Assessment Plan for 2006* form (nil assessment plan), by Monday 5 December 2005.

If your organisation is a **multi-site organisation**, you should submit only one assessment plan for the entire organisation. This assessment plan should list all standards being assessed across the organisation. If you are submitting your assessment plan online this plan should be entered against location 1.

This circular outlines arrangements for:

- 1 the process for returning the assessment plan
- 2 dates for returning 2006 assessment plans
- 3 online assessment plans
- 4 completing the paper-based assessment plan
- 5 tertiary education organisations assessing achievement standards
- 6 changes to the assessment plan
- 7 national external moderation plan.

1 Process for returning the assessment plan

Assessment plans may be submitted on line or as hard copy (paper-based) to Tertiary Assessment and Moderation (TAM).

¹ Your assessment plan lists all the Qualifications Authority-managed standards your organisation plans to assess in a particular year.

2 Dates for returning 2006 assessment plans

Nil assessment plans:	5 December 2005
Paper-based assessment plans:	20 January 2006
Online assessment plans:	10 February 2006

3 Online assessment plans

TAM cannot send you your 2006 moderation plan until the majority of assessment plans have been processed. This allows TAM to plan and manage moderator and operational workloads. For this reason, you may submit online assessment plans two weeks later than paper-based assessment plans.

Please refer to *How to enter your Assessment Plan online: A User Guide for Tertiary Education Organisations*, for instructions on how to use the online system. Instructions for logging into the online system are detailed on page 3 and 4 of the User Guide, enclosed with this circular.

Benefits of using the online system

- The more organisations that submit their plans online, the quicker the Qualifications Authority can send you your 2006 moderation plan.
- You can submit an online assessment plan two weeks later than a paper-based assessment plan.
- You can view a copy of your assessment plans from previous years.
- You can use your 2005 assessment plan as a template for your 2006 assessment plan.
- You will know your assessment plan has been received by the Qualifications Authority.
- You can start entering standards in your online assessment plan now.
- Multi-site organisations can enter one plan per site if preferred (a single moderation plan will be sent to the 'parent' site).

In a recent survey of all tertiary education organisations, more than half of those who responded said it took less time to complete their assessment plan online than they expected.

Online system enhancements for 2006

- Better tracking within the Qualifications Authority of assessment plans submitted online.
- Significant reduction in the number of times the system will be unavailable to external users.
- Additional system features, including error messages for you, to ensure assessment plans are submitted correctly and a revised user guide.
- Up-to-date lists of Qualifications Authority-managed National Qualifications Framework (NQF) moderation systems, and standards listed in numerical order.
- Improved operational support in the TAM office to help you complete your plan online.
- Ability to make notes that will be read by TAM when your plan is processed.

4 Completing the paper-based assessment plan

If you wish to submit a paper-based assessment plan, please complete relevant sections of the enclosed *Assessment Plan for 2006* form and post to TAM. Please refer to the last page of this circular for contact details.

Unit standards managed by ITOs and other Standard Setting Bodies

The enclosed *Assessment Plan for 2006* form is only for national moderation systems managed by the Qualifications Authority, where organisations are accredited and assessing standards within those systems. A list of these systems is contained in Section B of the attached *Assessment Plan for 2006* form.

Industry Training Organisations (ITOs) administer their own arrangements for national external moderation for their standards.

Section A: Contact details (all organisations) – Moderation Liaison

Each organisation should nominate one person in their organisation to be their Moderation Liaison. This person will be the Qualifications Authority's contact for all matters to do with national external moderation of Qualifications Authority-managed standards. **Either** confirm that your moderation liaison remains the same, **or** update any details as necessary on Section A of the *Assessment Plan for 2006* form. If any contact details are not correct please return your updated contact details immediately.

Section B: Moderation systems assessed in 2006 (only organisations assessing Qualifications Authority-managed standards)

Indicate all Qualifications Authority-managed NQF moderation systems being assessed by your organisation.

Section C: Standards assessed in 2006 (only organisations assessing Qualifications Authority-managed standards)

- 1 Complete one page for **each** system being assessed in 2006.
- 2 List all standards that will be assessed in each moderation system, indicating system, standard number and version being assessed.
- 3 Indicate the earliest date by which assessment materials and learner samples will be available for moderation. (This date will be used to determine your moderation submission date in 2006).
- 4 Do not include assessments carried out on behalf of other organisations (eg ITOs) in this assessment plan unless your organisation is reporting credit to the Qualifications Authority.
- 5 Indicate where assessments are conducted in te reo Māori.
- 6 **Core Health standards 6400, 6401, 6402**
If your organisation is reporting credit for these standards, these must be included in your assessment plan.

If your organisation is not reporting credit for these standards, do not include them in your assessment plan.

5 Tertiary education organisations assessing achievement standards

Please contact Andrew Kear, Acting Manager, Assessment, Secondary Education Group, phone 04 463 3106, email andrew.kear@nzqa.govt.nz

6 Changes to the assessment plan

If you want to make changes to your assessment plan after it has been submitted, contact TAM at any time. Please refer to the last page of this letter for contact details.

7 National external moderation plan

Your organisation's moderation plan will be sent to you as early as possible in 2006 after the majority of assessment plans have been processed. The moderation plan will indicate:

- standards selected for national external moderation in 2006
- submission date
- addresses to which assessment materials and learner samples should be sent.

We look forward to working with you in 2006.

Enquiries

Any enquiries relating to the contents of this circular should be directed to:

CONTACT DETAILS

Organisations A-Ch:	Jason Mataio	04 463 3195 or jason.mataio@nzqa.govt.nz
Organisations Ci-H:	Vanessa Palmer	04 463 3375 or vanessa.palmer@nzqa.govt.nz
Organisations I-Na:	Robyn-Jane Wren	04 463 3157 or robyn.wren@nzqa.govt.nz
Organisations Ne-Th:	Trent Stewart	04 463 3396 or trent.stewart@nzqa.govt.nz
Organisations Ti-Z:	Brenda Blaikie	04 463 3371 or brenda.blaikie@nzqa.govt.nz

Please post or fax hard-copy plans to:

Tertiary Assessment and Moderation
New Zealand Qualifications Authority
PO Box 160
WELLINGTON
Fax: 04 463 3114

Changes to assessment or moderation plans

To make changes to your assessment or moderation plans please e-mail tam@nzqa.govt.nz.

Circulars are available from the Qualifications Authority's website at
<http://www.nzqa.govt.nz/publications/circulars>.

Linda Glogau
Manager
Tertiary Assessment and Moderation



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

ASSESSMENT PLAN FOR 2006

Please complete and return by **Friday 20 January 2006**

Provider:

Section A: Contact Details

Current moderation liaison details*:

Contact person:

Address:

Phone:

Mobile:

Fax:

Email:

*If these details are incorrect please write the correct information in the appropriate boxes

Details remain unchanged for 2006

Assessment Plan Details

This organisation is assessing NZQA managed standards in 2006 (*please complete Sections A, B and C*)

This organisation is **not** assessing NZQA managed standards in 2006 (*please complete Section A only and return by 5 Dec 2005*).

Signature:

Date:

Please return to:

Tertiary Assessment and Moderation
NZQA
PO Box 160
WELLINGTON
tam@nzqa.govt.nz
Fax: 04 802 3114

Section B: Qualifications Authority-managed Systems assessed in 2006

Provider:	MoE/Provider Code:		
Moderation System	2006	Moderation System	2006
Accounting		Field Maori Systems (cont):	
Accounting Middle Level		<i>Marae Catering</i>	
Adult Education and Training		<i>Ngā Mahi a te Whare Pora</i>	
Adult Literacy Education		<i>Oranga</i>	
Agricultural and Horticultural Science		<i>Pāngarau</i>	
Animal Nursing and Technology (ANTECH)		<i>Pūtaiao</i>	
Art History		<i>Te Mātauranga Māori me te Whakangungu</i>	
Astronomy		<i>Tikanga-a-iwi</i>	
Beauty Therapy and Cosmetology		<i>Tikanga</i>	
Biology system includes:		<i>Tourism Māori</i>	
<i>Human Biology</i>		<i>Whakairo</i>	
Business and Management system includes:		<i>Whenua</i>	
<i>Business Administration</i>		Geography	
<i>Financial Management</i>		German	
<i>Management</i>		Graphics and Design Technology	
<i>Marketing</i>		Health Education	
<i>Māori Business and Management</i>		History	
Careers		Home and Life Sciences	
Cervical Screening		Indonesian	
Chemistry		Information Management	
Chinese		Japanese	
Christian Theological and Ministries Education Sector (CTMES)		Korean	
Classical Studies		Latin	
Communication Skills 4-8		Lea Faka-Tonga	
Computing 1-4		Legal Studies	
Computing 5-8		Mathematics 1-4	
Cook Islands Māori		Mathematics 5-8	
Core Health (First Aid) 1-3		Media Studies / Journalism	
Core Health 3-6		Music 1-4	
Core Skills system includes:		Music 4-8	
<i>Communication Skills 1-3</i>		Natural Health	
<i>Core Generics</i>		Operational Languages (ESOL)	
<i>Service Sector</i>		Pacific Studies	
Dance 1-4		Photographic Imaging	
Dance 5-8		Physical Education	
Drama 1-4		Physics	
Drama 5-8		Psychology	
Early Childhood Education and Care system includes:		Religious Studies	
<i>Pacific Islands Early Childhood Education</i>		Samoan	
Economics 1-3		Science 1-3	
Economics 4-8		Science 4-8	
Education Administration		Sexual and Reproductive Health	
English		Social Studies	
Epilepsy		Sociology	
FaEM		Spanish	
French		Special Education	
Field Māori Systems		Supported Learning	
<i>Environment Māori</i>		Te Reo Māori	
<i>Funeral Services Māori</i>		Te Reo Rangatira	
<i>Hauora</i>		Teacher Education	
<i>Kōrero me ngā Reo</i>		Technology	
<i>Mana Wahine</i>		Visual Arts 1-4	
<i>Māori Geography</i>		Vagahau Niue	
<i>Māori Performing Arts</i>		Visual Arts 5-8	

