

TO: Moderation Liaisons

2006 National External Moderation of NZQA-managed unit standards

The purpose of this circular is to provide TEOs with a reminder regarding:

- National External Moderation Manual for Tertiary Education Organisations 2006
- Moderation plans
- Moderation reports
- National External Moderation Results reports.

National External Moderation Manual for Tertiary Education Organisations 2006

Copies of the *National External Moderation Manual for Tertiary Education Organisations 2006* were sent with moderation plans earlier this year. The TEO manual can also be accessed at: <http://www.nzqa.govt.nz/for-providers/moderation/tertiary.html>

Moderation Plans

Please find attached a new moderation plan. This replaces any moderation plans previously sent to your organisation. Please check the enclosed moderation plan to ensure that you are aware of any differences to previous moderation plans.

If your organisation is unable to submit materials by the due date on the moderation plan or is unable to submit materials for unit standards listed on the moderation plan, please negotiate a revised moderation plan with TAM prior to the submission date. A revised moderation plan may include selection of substitute standards or a change to the submission date.

For further information about moderation plans see page 12 of the *National External Moderation Manual for Tertiary Education Organisations 2006*.

Moderation reports

Please note the moderation report format has changed this year. For further information regarding the new format see page 17 of *National External Moderation Manual for Tertiary Education Organisations 2006*.

Approximately four weeks after your submission date your organisation will be sent moderation reports for those unit standards listed on the moderation plan. If you have not received all moderation reports by this time, please contact TAM.

If you receive your moderation report and require clarification about comments made by the moderator or overall decisions please contact TAM. If, after contacting TAM, you wish to appeal the moderation decisions, refer to page 25 of *National External Moderation Manual for Tertiary Education Organisations 2006* for further information. Please note that moderation reports become final three weeks after the date of the letter that accompanies the National External Moderation Results report. Any appeals to moderation decisions should be received before this date.

National External Moderation Results report

Approximately two months after your submission date, your organisation will be sent a National External Moderation Results report (NEMR). The NEMR summarises all moderation decisions for a particular submission date for those unit standards moderated. Three weeks after the date of the letter that accompanies the NEMR, moderation results become final. Any appeals to moderation decisions should be received before this date.

Please be aware that moderation reports are sent to the Moderation Liaison, while NEMR reports are sent to the CEO and copied to the moderation liaison.

For further information regarding the NEMR see page 23 of *National External Moderation Manual for Tertiary Education Organisations 2006*.

Enquiries

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

Tertiary Assessment and Moderation	
NZQA	
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Wellington	
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Circulars are available from the Qualifications Authority's website at <http://www.nzqa.govt.nz/publications/circulars>.

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