

**TO: NZQA Moderation Liaison
of Tertiary Education Organisations (TEOs)**

Confirmation of 2008 Assessment Intentions

All organisations accredited to assess New Zealand Qualifications Authority (NZQA)-managed unit standards are required to submit an assessment plan every year to comply with accreditation requirements. Your organisation has advised us that you will not be assessing NZQA-managed standards in 2008.

Assessment Plan details

Please complete and return the attached form, by Monday, 17 December 2007 to indicate whether your organisation still intends **not to assess** NZQA-managed unit standards in 2008. If your organisation now intends to assess NZQA-managed unit standards in 2008, please also contact NZQA immediately using the contact details below.

Contact details – moderation liaison

Each organisation should nominate a moderation liaison. This person will be NZQA's contact for all matters to do with national external moderation of NZQA-managed standards. Please **either** confirm that your moderation liaison remains the same, **or** update any details as necessary on the enclosed form.

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

CONTACT DETAILS

Organisations have been divided alphabetically and allocated to a specific Operations Officer to deal with any enquiries relating to the contents of this circular. If you have any queries, please contact the Operations Officer allocated to your organisation from the list below:

| | |
|-------------------------------|--|
| Organisations 1st – H: | Sarah Harris, Operations Officer Telephone 04 463 4278 |
| Organisations I – We: | Luseane Clark, Operations Officer Telephone 04 463 3375 |
| Organisations Wf – Z: | Sarah Harris, Operations Officer Telephone 04 463 4278 |

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



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MÁTAURANGA O AOTEAROA

Assessment Plan for 2008
Please complete and return by **Monday, 17 December 2007**

<TEO name>

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 2008

Assessment plan details

This organisation is assessing NZQA managed standards in 2008 (*please complete and return this form **and** contact NZQA immediately*).

This organisation is not assessing NZQA managed standards in 2008.

Signature:

Date:

Please return to:

Tertiary Assessment and Moderation
NZQA
PO Box 160
WELLINGTON

tam@nzqa.govt.nz
Fax: 04 463 3114