

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

2008 Assessment Plan¹

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. This assessment plan forms the basis of your 2008 national external moderation plan.

If your organisation is **not** assessing NZQA-managed unit standards in 2008, please complete and return Section A of the Assessment Plan for 2008 form by Monday, 17 December 2008.

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.

This circular outlines arrangements for:

- 1 the process for returning the assessment plan
- 2 dates for returning 2008 assessment plans
- 3 online access
- 4 using the online system
- 5 tertiary education organisations assessing achievement standards
- 6 changes to the assessment plan
- 7 the national external moderation plan.

1 Process for returning the assessment plan

All assessment plans should be submitted online, however if you are unable to do this, paper-based assessment plans can be submitted (*please see appendices I and II*).

If you are a multi-site organisation please submit your assessment plan online against location 1.

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

2 Dates for returning 2008 assessment plans

Tertiary Assessment and Moderation (TAM) cannot send you your 2008 moderation plan until the majority of assessment plans have been processed. This allows TAM to plan and manage moderator and operational workloads.

Nil assessment plans:	17 December 2007
Paper-based assessment plans:	18 January 2008
Online assessment plans:	18 February 2008

3 Online access

All **individuals** must register for an individual user name and password.

Earlier this year, a new log in system was implemented for all accredited organisations. The Single Internet Authorisation (SIA) login access is by individual username and password. The moderation liaison must therefore register to gain access to the assessment plan section of the secure NZQA Extranet.

Instructions for logging into the online system are detailed on pages 2 and 3 of the User Guide, enclosed with this circular.

For further information on how to register see:
<https://secure.nzqa.govt.nz/for-partners/sia-register.html>

4 Using the online system

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.

5 Tertiary education organisations assessing achievement standards

Please contact: Veronica Young National Assessment Facilitator (04) 463 3168	OR	Barbara May School Relationship Manager (04) 463 3300
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6 Changes to the assessment plan

If you need 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 2008 after the majority of assessment plans have been processed. The moderation plan will indicate:

- standards selected for national external moderation in 2008
- submission date
- addresses to which assessment materials and learner samples should be sent.

We look forward to working with you in 2008.

Enquiries

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

Please post or fax hard-copy plans to:

Tertiary Assessment and Moderation
NZQA
PO Box 160
WELLINGTON 6140
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 NZQA's website at <http://www.nzqa.govt.nz/publications/circulars>.

Caroline West
Team Leader Tertiary Assessment and Moderation

Appendix I

Benefits of using the online system

- The more organisations that submit their plans online, the quicker NZQA can send you your 2008 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 2007 assessment plan as a template for your 2008 assessment plan.
- You will know your assessment plan has been received by NZQA.
- 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 previous 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.

Appendix II

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 2008* 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 2008* form is only for national moderation systems managed by the NZQA, 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 2008* 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 NZQA's contact for all matters to do with national external moderation of NZQA-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 2008* form. If any contact details are not correct please return your updated contact details immediately.

Section B: Moderation systems assessed in 2008 (only organisations assessing NZQA-managed standards)

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

Section C: Standards assessed in 2008 (only organisations assessing NZQA-managed standards)

- 1 Complete one page for **each** system being assessed in 2008.
- 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 2008).
- 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 NZQA.
- 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.



Assessment Plan for 2008
Please complete and return by **Friday, 18 January 2008**

TEO Name: _____

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 2008

Assessment Plan Details

This organisation is assessing NZQA managed standards in 2008 (*please complete Sections A, B and C*)

This organisation is **not** assessing NZQA managed standards in 2008
(*please complete Section A only and return by 17 December 2007*).

Signature: _____

Date: _____

Please return to Tertiary Assessment and Moderation
NZQA
PO Box 160
WELLINGTON
tam@nzqa.govt.nz
Fax: 04 463 3114

Section B: NZQA-managed systems assessed in 2008

Provider:		MoE/Provider Code:	
Moderation System	2008	Moderation System	2008
Accounting		Field Māori 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>	
Art History		<i>Pūtaiao</i>	
Astronomy		<i>Reo Māori Media</i>	
Beauty Therapy and Cosmetology		<i>Te Mātauranga Māori me te Whakangungu</i>	
Biology system includes:		<i>Tikanga-a-iwi</i>	
<i>Human Biology</i>		<i>Tikanga</i>	
Business and Management system includes:		<i>Tourism Māori</i>	
<i>Business Administration</i>		<i>Whakairo</i>	
<i>Business Environment</i>		<i>Whenua</i>	
<i>Business Operations and Development</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	

