

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

Confirmation of 2009 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 2009.

Assessment Plan details

Please complete and return the attached form, by Friday 19 December 2008 to indicate whether your organisation still intends **not to assess** NZQA-managed unit standards in 2009. If your organisation now intends to assess NZQA-managed unit standards in 2009, 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 into two groups alphabetically and assigned an Operations Officer to help with any enquiries relating to the contents of this circular. If you have any queries, please contact the Operations Officer allocated to your organisation below:

Organisations 1st – NA: Morgan Barr, Operations Officer
Telephone 04 463 4278

Organisations NB - Z: Thomas Pilott, Operations Officer
Telephone 04 463 3372

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

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation



Assessment Plan for 2009
Please complete and return by **Friday 19 December 2008**

<TEO name>

Contact Details

Current moderation liaison details*:

Contact person:

Address:

Phone:

Mobile:

Fax:

Email:

*If these details are incorrect please cross out, and write the correct information in the appropriate boxes

Details remain unchanged for 2009

Assessment plan details

This organisation is assessing NZQA-managed standards in 2009 (*please complete and return this form **and** email tam@nzqa.govt.nz immediately*).

This organisation is not assessing NZQA-managed standards in 2009.

Signature:

Date:

Please return to:

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