

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

2009 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 organisation's 2009 national external moderation plan.

If your organisation is **not** assessing NZQA-managed unit standards in 2009, please complete and return Section A of the Assessment Plan for 2009 form by Friday 19 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:

- 1 the process for returning the assessment plan
- 2 dates for returning 2009 assessment plans
- 3 online access
- 4 using the online system
- 5 arrangements for tertiary education organisations assessing achievement standards
- 6 how to make 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 2009 assessment plans

nil assessment plans: for those TEOs not assessing against NZQA-managed standards:	Friday 19 December 2008
paper-based assessment plans:	Friday 16 January 2009
online assessment plans:	Monday, 9 February 2009

Tertiary Assessment and Moderation (TAM) cannot send you your 2009 moderation plan until the majority of assessment plans have been processed. This allows TAM to plan and manage moderator and operational workloads.

3 Online access

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

In 2007, 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>

In a previous survey of all tertiary education organisations, most respondents said it took less time to complete their assessment plan online than they expected.
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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

If you have questions about completing your plan online, please contact:

Veronica Young
National Assessment Facilitator
(04) 463 3168

OR

Barbara May
School Relationship Manager
(04) 463 3300

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 2009 after the majority of assessment plans have been processed. The moderation plan will indicate:

- standards selected for national external moderation in 2009
- submission date
- addresses to which assessment materials and learner samples should be sent.

We look forward to working with you in 2009.

Enquiries

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.

Organisations 1st – C: Thomas Pilott, Operations Officer
Telephone 04 463 3375

Organisations D – H: Morgan Barr
Telephone 04 463 4278

Organisations I - Na: Luseane Clark
Telephone 04 463 3375

Organisations Nb – P: Luseane Clark
Telephone 04 463 3375

Organisations Q – We: Jessica McKenzie
Telephone 04 469 3049

Organisations Wf – Z: Arpana Sahni
Telephone 04 463 3138

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 email tam@nzqa.govt.nz.

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

Appendix I

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 2009* 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 2009* form is only for national moderation systems managed by NZQA. A list of these systems is contained in Section B of the attached *Assessment Plan for 2009* 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 2009* form. If any contact details are not correct please return your updated contact details immediately.

Section B: Moderation systems assessed in 2009 (only organisations assessing NZQA-managed standards)

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

Section C: Standards assessed in 2009 (only organisations assessing NZQA-managed standards)

- 1 Complete one page for **each** system being assessed in 2009.
- 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 2009).
- 4 Do not include assessments carried out on behalf of other organisations (e.g. ITOs) in this assessment plan unless your organisation is reporting credit to 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 2009
Please complete and return by **Friday, 16 January 2009**

TEO Number TEO Name

Section A: Contact Details

Current Moderation Liaison details*:

Contact person:

Address:

Phone:

Mobile:

Fax:

Email:

*Please cross out any details that are incorrect 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 Sections A, B and C*)

This organisation is **not** assessing NZQA managed standards in 2009
(*please complete Section A only and return by 16 December 2008*).

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 2009

Provider:		MoE/Provider Code:	
Moderation System	2009	Moderation System	2009
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	

