



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

**Confirmation of 2010 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 previously advised us that you would **not be assessing** NZQA-managed standards in 2009.

**Response required**

Please complete and return the attached form, **by Friday 18 December 2009**, to indicate whether your organisation intends to continue not assessing NZQA-managed unit standards in 2010.

If your organisation **does** intend to assess NZQA-managed unit standards in 2010, please **email NZQA immediately** at tam@nzqa.govt.nz, as well as returning a completed form.

**Contact details – 2010 moderation liaison**

Each organisation is required to 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 contact details remain 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:

**NZQA 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 A – NA:** Arpana Sahni, Operations Officer  
Telephone 04 463 3181

**Organisations NB - Z:** Jessica McKenzie, Operations Officer  
Telephone 04 463 3049

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

Val Jolly  
Team Leader  
Tertiary Assessment and Moderation

## Assessment plan for 2010

Please complete and return by: **Friday 18 December 2009** (not assessing TEOs)

**TEO Code:**

**TEO Name:**

### Section A: Contact Details

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**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 2010

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### Assessment plan details

This organisation **is** assessing NZQA managed standards in 2010  
(please complete this form and contact TAM immediately)

This organisation **is not** assessing NZQA managed standards in 2010  
(please complete Section A only and return by Friday, 18 December 2009).

**Signature:**

**Date:**

**Name:**

**Position:**

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Please return to      Tertiary Assessment and Moderation  
NZQA  
PO Box 160  
Wellington 6140  
Email: [tam@nzqa.govt.nz](mailto:tam@nzqa.govt.nz)  
Fax: 04 463 3114