

8 May 2009

A2009/013
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TO: **Principal**
 Principal's Nominee
 All Teachers

Sending optional teacher-selected evidence with external moderation

Teachers have the option of asking moderators specific questions relating to student work submitted for external moderation. The purpose is to provide further professional feedback and two-way dialogue between teachers and moderators about interpreting national standards and making assessment decisions. This is an opportunity for teachers to seek clarification on standards, particularly about making assessment decisions at grade boundaries.

Questions can relate to up to four samples of student work – either those randomly selected or additional samples selected by the teacher. The additional samples and questions for the moderator to answer should be added to the “Optional” section of the *Moderation Cover Sheet* which is sent with the assessment materials for moderation.

<http://www.nzqa.govt.nz/ncea/acrp/secondary/docs/sec-mod-cvrsheet-random.doc> OR
<http://www.nzqa.govt.nz/ncea/acrp/secondary/docs/sec-mod-cvrsheet-random.pdf>

It is recommended that paired samples at either side of the grade boundary are sent to get specific feedback on a point of difference in making assessment judgements. For examples of useful questions asked of moderators, see *Sample Questions and Answers* attached.

The optional evidence must relate to the same assessment activity and standard as that sent in for moderation. The optional evidence feedback is only available for secondary moderation systems and not available for other standards, such as tertiary or ITO standards.

Moderators will give guidance and clarification on the questions asked. As teacher-selected samples will not be moderated, moderators will not report on agreement with the grades awarded for these additional samples. This feedback will be given separately from the Moderation Report.

The teacher(s) who marked the student evidence should give consent for their decisions to be part of the teacher-selected samples and the Head of Department should co-sign on the *Moderation Cover Sheet* to indicate that they support this evidence being used as the priority for their subject and school.

Further guidance can be found on SecQual circular S2008/013, May 2008, *Selection of Assessed Work for Moderation*. <http://www.nzqa.govt.nz/nqfdocs/qaops/s08013.doc>

Enquiries

Please refer any enquiries relating to this circular to your School Relationship Manager.

School Relationship Manager Secondary Assessment and Liaison Telephone: 04 463 3000 Fax: 04 463 3113 Email: firstname.lastname@nzqa.govt.nz
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Circulars are available from the New Zealand Qualifications Authority website:
www.nzqa.govt.nz/publications/circulars