



New Zealand Diploma in Business

Moderation Appeal Cover Sheet

TEOs are advised to contact NZQA, telephone 04 463 3000, fax 04 463 3114, email tam@nzqa.govt.nz before using this form when appealing moderation decisions on the assessments for a prescription. Please note that an appeal must be made **within 4 weeks** of the date of the moderation results letter and moderation report.

TEO Name and Number:

Prescription Number and Name:

Moderation Report Received Date:

The following are enclosed with this form:

1 Copy of the moderation report

2 Reasons for appealing moderation decision (in detail)

NZDipBus Liaison person name:

NZDipBus Liaison person signature:

Date of submission of appeal:

Please send the completed cover sheet and details of reasons for the appeal with a copy of the moderation report to:

Operations Officer,
NZDipBus,
Tertiary Assessment and Moderation,
NZQA,
PO Box 160,
WELLINGTON 6140

or

email tam@nzqa.govt.nz