



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA



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 3 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 the Operations Officer, NZDipBus, Tertiary Assessment and Moderation, NZQA, PO Box 160, WELLINGTON or email tam@nzqa.govt.nz