New Zealand Diploma in Business

NZQA NEW ZEALAND QUALIFICATIONS AUTHORITY MANA TOHU MĀTAURANGA O AOTEAROA

RESUBMISSION OF MATERIALS: CHECKLIST

NAME OF TERTIARY EDUCATION ORGANISATION (TEO): _____

NOTE:

1 TEOs are to supply **2** complete sets of material for **each prescription being moderated**.
2 Each set must be securely bound (spiral or heat-sealed) to keep materials together.
3 All photocopied material must be clear and legible.
4 Each set is to contain all the material specified below.
5 Each set should be clearly identifiable. In particular, the name of the teaching institution must be clearly shown.
6 A completed checklist is to be signed for each prescription package; the checklist should be the first item in each set of materials.
7 The packages are to be dispatched to reach Tertiary Assessment and Moderation (Attention NZDipBus Operations Officer), NZQA, PO Box 160, Wellington no later than the date specified in the relevant NZQA resubmission request letter **or** a renegotiated date, as agreed by NZQA**.**

PRESCRIPTION NUMBER AND NAME: _____

PRESCRIPTION VERSION: _____

Material required for moderation:

1 Course outline and text book/reading list ☐
Copy of the material provided to students

2 Assessment grid ☐
Showing the assessments set for the whole prescription **and** their weightings

3 Assessment tasks and marking schedules ☐
Include all test papers, assignments, case studies, final examinations and any other assessment tasks students were to complete. Marking schedules for each assessment task must be included.

4 If relevant (refer NZQA letter for relevant moderation round), student work samples
For each item below, select three students, one in the lower quartile, one near the median, and one in the upper quartile, and submit the marked work from these students for the assessments selected (that is, six items of assessed work are to be submitted).

1 substantial test or final examination ☐

and

1 substantial assignment or project ☐

5 Two (2) complete and bound packages ☐

Name of Head of Department: _____

Signature of Head of Department: _____

Date of submission of material: _____