



National External Moderation Information for and advice to Tertiary Education Organisations (TEOs)

The nature and purpose of the national external moderation system

NZDipBus is a national qualification, owned and administered by the New Zealand Qualifications Authority (NZQA). TEOs accredited to offer NZDipBus prescriptions undertake assessment according to their own policies.

Separate systems operate for high volume prescriptions and low volume prescriptions. High volume prescriptions are part of the national external moderation process. To ensure the maintenance of a national standard, prescriptions are moderated on a cyclic basis.

The process is a quality assurance mechanism to ensure that an appropriate standard is maintained nationally across all TEOs, giving users of the qualification (students, employers and the business community) confidence that it has integrity.

Specifically, the moderation process has two functions:

- To identify the extent to which the assessment tasks for a prescription being moderated adhere to and cover the prescription.
- To establish a national standard, and to identify, in each aspect of the prescription, how each TEO's standard relates to the national standard.

Outline of the moderation process

Prescriptions to be moderated in each semester are notified to TEOs several months in advance via Tertiary Circular. TEOs offering these prescriptions submit material for moderation on the due date.

Any TEO not offering a prescription in a nominated semester but offering it in the semester immediately prior also submits material for the nominated semester.

Each prescription has two moderators – one from industry and the other from a TEO except where there are over 20 submissions for a prescription. When moderation submissions for a prescription are over 20, a lead moderator will also be contracted.

Each TEO teaching the prescription sends in assessment material for the prescription. The material submitted consists of:

1 Course outline and text book/reading list

A copy of the material provided to students.

2 Statistical summary

The form is available from

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>

3 Assessment tasks and marking schedules

Test prescriptions, assignments, case studies, final examinations, and any other assessment tasks students were given to complete. Marking schedules or suggested solutions for each assessment task must be included.

4 Student work samples

Select **two** items of assessed work:

- one substantial test or final examination (ie a supervised assessment)
- one substantial assignment, case study or project (ie a non-supervised assessment).

For each item, 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 (ie six items of assessed work are to be submitted).

The level of student (lower quartile, near median, upper quartile) must be indicated.

The assessment material is evaluated by each moderator, independently of the other. When moderation submissions for a prescription are over 20, a lead moderator will conduct check moderation to ensure the consistency of the moderation.

Following evaluation of the material, the moderators/lead moderator confer and prepare reports as follows:

- A brief report to NZQA which indicates, for each TEO, whether or not all required material has been submitted, and which highlights any strengths or matters of concern.
- A one or two page summary commenting on issues, standards and trends nationally.
- A report specific to each TEO and confidential to that TEO.

Moderators are also asked to identify any assessment material which is particularly useful in identifying an appropriate national standard or which illustrates good practice. Such material may be distributed to teaching institutions as exemplar material after approval has been obtained from the teaching institutions concerned.

Timeframe for moderation

It is essential that teaching institutions submit materials according to this timeframe to ensure that there are no consequential delays in the moderation process.

If a TEO has delivered a prescription for moderation during summer school, the moderation submission in July must come from the summer school delivery.

Moderation Timeframe:

Activity	Semester one	Semester two
Material received by NZQA from teaching institutions	End of July	End of January (the following year)
Material received by moderators	End of first week of August	End of first week of February (the following year)
Material returned from moderators to NZQA (6 – 8 weeks allowed for moderation)	Early October	End of March (the following year)
Moderation reports received by teaching institutions	End of October	Early April (the following year)

NZQA will follow up missed submission dates.

Collection of material

It is suggested that material is put aside cumulatively during the progress of the course. This means that the material will be readily available when it needs to be submitted for moderation.

Presentation of material

Please submit three copies of the material assembled in the following order:

- 1 Statistical summary form.
- 2 An assessment grid showing the assessments set for the whole course and their weightings. It is helpful to mark on the grid those assessments for which student work has been submitted.
- 3 Each assessment followed immediately by its marking schedule. Assessments should be assembled in the order in which they were completed during the course.
- 4 The marked student work for the supervised assessment. The work from the student near the upper quartile should be presented first, followed by the work from the student near the median and then the work from the student near the lower quartile.
- 5 The marked student work from the unsupervised assessment, presented in the order as above.
- 6 Course outline and text book/reading list.

Please clearly label and identify the purpose of each piece of work submitted. Using coloured paper to separate the various items may help.

Important note:

TEOs often fail to meet the national standard as a result of:

- not submitting crucial assessment documents such as the final exam, marking schedules etc.

- failing to fully assess the learning outcomes
- lack of sufficient evidence in marking schedules to clearly show the required student response
- lack of detailed mark allocations or break-up of marks for each question to assist with consistency of assessor decisions.

Checking that these points do not apply to the material submitted by your organisation will help minimise this occurrence.