**Appendix 1. DERIVED GRADE QUALITY ASSURANCE CHECK – FOR HEADS OF DEPARTMENT / FACULTY**

**For each externally assessed SUBJECT in your department/faculty, complete to confirm that the:**

* assessment activity mirrors NZQA external assessment and allows students to provide authentic, standard-specific evidence
* grades submitted are consistent with the standard and have been subject to a quality assurance process including:
	+ critiquing the assessment activity
	+ verification or justification of grades

|  |
| --- |
| **HEAD OF DEPARTMENT/FACULTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEACHER IN CHARGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****SUBJECT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LEVELS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STANDARDS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Procedure to ensure evidence is authentic and standard-specific** **SOURCE OF ASSESSMENT MATERIAL / GRADES**

|  |  |
| --- | --- |
|  | practice assessment developed by………………… |
|  | modified past NZQA assessment e.g. change of context or 3 questions from 3 different papers  |
|  | formal in-class test on standard |
|  | self-developed assessment activity |
|  | other – specify ………… |

Who critiqued the assessment activity?..............................**Attestation by HOD/HOF**I confirm that:1. the derived grades submitted for the above subject :* are authentic and standard specific
* have been subject to a quality assurance process

2. copies of the assessment task and schedule are storedSigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_..../…../2022 | **Procedures for ensuring the reported grade is consistent with the national standard****GRADE VERIFICATION** used for Levels 1, 2, 3 (circle level as appropriate)A *sufficient number and range of grades**are* ***verified*** *by another subject expert****:***

|  |  |
| --- | --- |
|  | Panel or strip marking |
|  | Check marking of selected papers for each teacher |
|  | Other (specify) |
|  |  |

**GRADE JUSTIFICATION** used for levels 1, 2, 3 (circle as appropriate)***Use when another subject expert is not available for grade verification****The evidence to justify the grades being consistent with the standard*

|  |  |
| --- | --- |
|  | The school’s practice external results and NZQA external results from previous years correlate |
|  | The assessor is involved with external assessment marking for this standard / subject / level |
|  | High rates of consistency in external moderation outcomes over time for this assessor |
|  | The assessor’s use of assessment schedules, NZQA exemplars and past student external assessment as benchmarks is appropriate |

**Return to Principal’s Nominee by … ./… /2022** |