**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

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| **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 stored  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_..../…../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** | |