**SELF REVIEW OF DERIVED AND UNEXPECTED EVENT GRADE PROCESSES**

**For each subject complete a review template in discussion with HODs/TICs of their processes to ensure:**

* that the assessment task (exam/test/other) provides authentic, standard-specific evidence covering all criteria of the standard
* that the grades submitted are consistent with the standard by being subject to a quality assurance process including:
  + the assessment task was critiqued
  + the marking process was subject to a verification or justification process.

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| **SUBJECT HEAD OF DEPARTMENT/TEACHER-IN-CHARGE** | | | | | |
| **Procedure to ensure authentic, standard-specific evidence is collected**  **SOURCE OF ASSESSMENT MATERIAL** | | | **Procedures for ensuring the reported grade is consistent with the national standard**  **EITHER**  **GRADE VERIFICATION** *a sufficient number and range of grades**are* ***verified*** *by another subject expert****:*** | | | |
|  |  | practice examination |  |  | panel or strip marking | |
|  | purchased from ……………… |  |  | check marking of selected papers by ……………. | |
|  | modified past NZQA exams |  |  | other - specify ……………. | |
|  | class test of the standard | **OR**  **GRADE JUSTIFICATION** *when another subject expert is not available for grade verification the evidence to give confidence / justify the grades as being consistent with the standard is:* | | | |
|  | self-developed |
|  | other - specify ………… |
| Past NZQA papers **must be modified** to ensure authentic grades.  How is commercial material kept secure?  Who critiqued the assessment activity, if it is not critiqued, why not? | | |
|  |  | a comparison of previous year’s practice exam results and NZQA external examination grades in that subject | |
|  |  | assessor is involved in marking external examinations in the subject area | |
|  |  | high agreement rate of external moderation over time in assessor’s courses | |
|  |  | the assessor’s ability and accuracy in applying an assessment schedule and their use of NZQA exemplars. | |

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| **RECOMMENDED CHANGES** | **RECOMMENDED CHANGES** |