**CHECK LIST FOR UNEXPECTED EVENT AND DERIVED GRADE PROCESSES**

**Use this checklist with subject areas for evidence that:**

* where an assessment task (exam or test) is used, authentic, standard-specific evidence covering all criteria of the standard is gathered
* where external assessment evidence gathering templates are used, authentic, standard-specific and sufficient evidence is gathered from the learning process
* the grades submitted are consistent with the standard by being subject to a verification or justification process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUBJECT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HEAD OF DEPARTMENT/TEACHER-IN-CHARGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Processes ensure authentic, standard-specific and sufficient evidence is collected**  **EVIDENCE GATHERING METHOD** | | **Procedures used to confirm the reported grade is consistent with the standard**  **EITHER**  **GRADE VERIFICATION** *a sufficient number and range of grades**are* ***verified*** *by another subject expert****:*** | | | |
| external assessment evidence gathering templates | *Describe the process used to confirm student evidence gathered reflects the standard* |  |  | panel or strip marking | |
|  |  | check marking of selected papers by ……………. | |
|  |  | other - specify ……………. | |
| **OR**  **GRADE JUSTIFICATION** *when another subject expert is not available the evidence to justify the grades are consistent with the standard is:* | | | |
| practice examination  class test  modified past NZQA papers  self-developed | *Describe the assessment material review/critiquing process* |
|  |  | 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 | |
|  |  | the assessor’s ability and accuracy in applying an assessment schedule and their use of NZQA exemplars. | |
|  |  | high agreement rate of external moderation over time in assessor’s courses | |