**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.

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| **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 |