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| Contents |
| This guide contains information for staff from schools and Tertiary Education Organisations (TEOs) who will create submissions for moderation. It contains information about how to:   * Create a submission for a Standard * Enter learner grades and upload materials * Submit one or more standards to NZQA * Tips * Understand Report Dates and Statuses   For a full list of guides to the External Moderation Application see: [Related Guides](#_Related_Guides) |

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| Quick Steps |
| 1. Log in to the application and select **Moderation.** 2. Select the required standard. 3. Complete the **Submission Details** and **Assessment Task** sections.    * Upload digital materials for task, if this is a digital submission. 4. Save the submission. 5. **Add Learners**:    * enter a grade for each learner, and comments as appropriate.    * upload digital materials, as required. 6. **Save,** and update status to **Ready to Submit.** 7. **Submit** the standard to NZQA for moderation (authorisers only). |

# Create a submission for a Standard

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| Create a submission for a standard |
| **Role required**: Moderation Processer or Moderation Authoriser (High Security User) |
| 1. Log in to the application and select **Moderation**. 2. CHECK – you have the correct plan year selected.    * Change the year in the *Select Moderation Plan Year* field, if required. 3. Select (click on row) the relevant standard. 4. Open the Actions menu (from the ribbon, or ‘right-click’ on the selected standard) and select **Edit Submission.** |

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| Create a submission for a standard, continued |
| 1. C:\Users\JackieR\AppData\Local\Temp\SNAGHTML2fc20246.PNGComplete the **Submission Details** section:    * *Submission Type*       + Digital - if submitting materials on-line      + Physical - if submitting materials by courier.    * *Language*      + English - default      + Te Reo Māori or ‘Other’ – choose the appropriate value.    * *Version*      + defaults to the latest version of the standard, update if a different version was assessed. 2. Complete the **Assessment Task** section:    * *Source*      + the source of the assessment task.    * *Modified*      + Yes - if the assessment task was modified (other than context) before use.      + No - if the assessment task was unmodified (other than context). 3. If making a digital submission, either:    * Enter a link (e.g. to Google Docs, SharePoint, etc)    * Include a username and password, if needed to access the files.   **Or**   * + Attach the assessment task files to the submission, in the Task/Activity section:     - Select **Browse**     - Find the file you want to upload, select it then click **Open**.     - Repeat as required.   **See**: [Tips](#_TIPS:) for how to:   * + Submit a link/url to the moderation materials.   + Delete a document. |

# Enter learner grades and upload materials

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| Enter learner grades and upload materials |
| **Role required**: Moderation Processer or Moderation Authoriser (High Security User) |
| **Notes**:   * Complete the Submission Details and Assessment Task sections (as above), before adding learners. * Enter a learner grade for ALL learners that you are submitting evidence for. |
| 1. Select **Add Learner**. 2. Enter the details for the learner.    * *Learner Identifier* - is automatically assigned (Learner A-H).    * Label any physical materials being submitted with the matching identifier.    * *Grade* – select the learner’s grade from the list of values (mandatory).    * *Comment* – an optional comment on the grade awarded, or to note if evidence applies to more than one learner.    * *Group work identifier* – use this option to identify an individual in a group work. Use a description (red shirt) not the learner’s name. 3. If this is a digital submission and you have not included a link, then attach the learner evidence:    * Select **Browse...**    * Find the file you want to upload, select it then click **Open**.    * Repeat as required. 4. To add more learners (to a maximum of eight), click the **Add next** button, and repeat from step 2. 5. Select **Save and Exit**, when all learner grades are added.    * As each learner is added the summary table (on the Edit Submission window) is updated.    * From the summary table, you can:      + view the attached evidence      + open and edit the learner record,      + delete the entire record. 6. When the standard is ready for submission select **Ready to Submit.**    * The status of the standard is now ‘Submission - Ready to Submit’    * The standard remains editable until it is submitted.   **See**: [Tips](#_TIPS:) for how to respond to validation error messages. |

# Submit one or more standards to NZQA

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| **Role required**: Moderation Authoriser (High Security User). |
| 1. Log in to the application and select Moderation. 2. Review standards where the status is ‘Submission - Ready to Submit’.   **Check**:   * The Submission Details and Assessment Task sections are complete. * A learner grade is entered for ALL learners that you are submitting evidence for. * Digital submissions only - at least one document/file is uploaded for: * Assessment task * Student A  1. Submit the standard(s) for moderation.   For **one** standard:   * Select the standard and open the action menu (right-click). * Select **Submit**. * Displays a confirmation message for the standard: * Select Yes   For **multiple** standards:   * **Note**: submits ALL standards with status ‘Ready to Submit’ * Select a standard and open the action menu (right-click). * Select **Submit All**. * Displays a confirmation message for the standards: * Select Yes   **Result**:   * The standard is submitted to NZQA for moderation. * The status changes to ‘Submission – Submitted’ * The submission is no longer editable. |

# Tips

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| Deleting an attached document |
| If you’ve uploaded the wrong document for a:  Task:   * Select **Delete documents** to open the Delete window. * Select **Delete**  to delete the file.   Learner:   * Select **Edit**  for the relevant learner on the summary table. * Select **Delete documents** to open the Delete window. * Select **Delete**  to delete the file. | |

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| Submitting a link |
| Files stored in a cloud storage system (e.g. Google Drive, SharePoint) can easily be submitted by providing a share link or URL.  Ensure that:   * the files relevant to the standard are organised so that the assessment task and work for each of the students is readily identifiable by the moderator. * the share rights are set so the moderator can directly access the materials. For example: * Google Drive: “Anyone with the link can view”. * SharePoint: provide a temporary username and password so the moderator can access the materials. * the link/URL is copied into a document, along with any other relevant information for the moderator. * the document is uploaded against:   + the assessment activity/task   + at least one learner (A)   Once the moderation is complete and the report becomes final, access to the materials can be removed.  For further information see the guide: *Digital Submission Tips* |

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| Validation errors |
| The following are common validation error messages and what to do about them:   |  |  | | --- | --- | | **Message** | **Action** | | At least one learner must be created. Please try again. | **Add Learner** to create a learner record. Ensure you create a record for ALL the learners you are submitting evidence for. | | For digital submission  You must enter a url OR upload files for assessment task and learner evidence before submitting this standard | Check there is either:   * a link entered in the Link field   OR   * a valid file uploaded for:   + the assessment task   + at least one learner.   Ensure you create a record and enter a grade for ALL the learners you are submitting evidence for. | | Standard (number) not ready to submit. Please enter results before submitting. | Check there is at least one learner record created for the submission.  Check the status is ‘Submission - Ready to Submit’. | |

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| View Previous/ Next Plan |
| At certain times of the year, and depending on your submission date, you may have two moderation plans available.  Use the year drop-down to change between plans. |

# Understand Report Dates and Statuses

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| **When the …** | **Status changes to …** | **Report (Due) Date is …** |
| * PN/Mod Liaison submits online. | Submission - Submitted | Blank |
| * moderator requests physical materials. | Report – Pending Material | Blank |
| * moderator accepts the submission (digital submission OK, or physical materials received). | Report - In Progress | Due date = Accepted date + 15 days\* |
| * moderator completes the report. | Report - Provisional | Provisional report publication date |
| * provisional period (20 days\*) expires, and * no appeal has been received. | Report - Final | Final report publication date |
| * appeal is accepted. | Appeal – In progress | Due date = Appeal accepted date + 20 days\* |
| * appeal is completed. | Report - Final (Appeal) | Final report (inc. appeal) publication date. |

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| Notes |
| * \* All timeframes are business (working) days. * The due date at the point where a submission (or appeal) is accepted is an estimate. The actual date may be sooner or later, depending on moderator workload. * Your PN/Mod Liaison will receive a notification when the report is ready. * Submitting a query does not change the status of a report or affect the Report (Due) Date. |

# Related Guides

The following guides provide further information on using the external moderation application:

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| **Guide** | **For how to:** |
| *Access the External Moderation Application* | Access and navigate the application. |
| *Submit an Assessment Plan* | Select standards and submit an assessment plan. |
| *View, Print & Customise Moderation Plan or History Views* | View, customise or print/export assessment plan, moderation plan or moderation history views. |
| *Submit Material for Moderation* | Create a moderation submission and submit to NZQA. |
| *Digital Submission Tips* | Additional tips relating to digital submissions including, submitting cloud-based files, video files, file types accepted and size limits. |
| *View and Query a Moderation Report* | View or print a moderation report. Submit a query. |
| *Appeal a Moderation Report* | Appeal a moderation outcome. |
| *Browser & Application Issues* | Resolve browser issues and oracle errors |

The guides can be found at: <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-online/qrgs-and-faqs/>

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| Note: Roles and Access rights |
| Access to functions within the application are restricted based on roles. Which roles you have is determined by your MOE ESAA set-up.  For a full list of roles and access rights see the guide: *Access to the External Moderation Application*. |

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| Note: Browsers |
| The External Moderation is supported across a range of browsers, however not all browsers behave in the same way. If you are experiencing issues with functionality described in this guide with a browser please try a different one. We have found Mozilla Firefox provides the best experience when using the application.  For specific advice on browser issues see the guide: *Browser & Application Issues*. |