

# Selection of work for external moderation

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## Facts

- The external moderation random sample is selected once internal moderation is complete.
- NZQA requires a random sample for external moderation comprising:
  - eight pieces of student work for standards for which more than one passing grade is available (i.e. Achieved, Merit or Excellence)
  - four pieces of student work for standards for which the only grade is Achieved.
- For external moderation, schools need to store only the randomly selected samples for each standard assessed. These should be kept until the standard is next assessed, or for two years.
- A standard will not be selected for external moderation if it has not been assessed in the last two years.
- Digitally generated or stored student evidence can be submitted online for external moderation.

## Myths

- ‘The samples randomly selected for external moderation must be verified as part of the internal moderation process.’
- ‘NZQA requires all internally assessed work to be stored for three years.’
- ‘All work from the previous year must be kept in case it is required for external moderation.’
- ‘NZQA requires hard copies of student evidence.’

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## Suggestions for managing workload

- You should follow your school’s
  - random selection process soon after verification of assessment decisions for each standard assessed
  - procedure for filing or storing the random selection of student work.
- Clearly label work generated digitally and store it in an accessible place in case it is selected for external moderation.
- Clearly date all evidence so that it can be replaced by new work and discarded as necessary.



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## More information

[Guidelines for the selection of student work for moderation](#)

[External moderation](#)