

Guidelines for random selection of student work for external moderation

The random selection of assessed work for external moderation must:

- be undertaken by someone other than the teacher(s) who marked the work
- involve a method that does not allow for prediction, by the marker, of the sample likely to be selected (see below for non-predictive methods)
- include the work of all students who submitted evidence for the assessment activity
- include record-keeping of the selection process used for audit purposes.

Random selection should occur as soon as possible after assessment so that storage requirements are more manageable. It should be conducted for every standard internally assessed by the school.

Examples of non-predictive selection methods for moderation materials

It is recommended that schools apply one method school-wide.

1. Numerical selection

- a. Each learner who submitted evidence is assigned a number. These can be drawn from National Student Numbers.
- b. A manual or electronic draw takes place to generate a random sample. The electronic draw may be conducted through the School Management System, if it has this facility.
- c. Store the student work.
- d. Document and record the selection process for school files.

2. Alternative selection method

- a. A random selection may be devised by the school and approved by the school's NZQA School Relationship Manager (SRM). For example, a random alphabetical selection based on an unknown starting point in the alphabet may be used
- b. Store the student work.
- c. Document and record the selection process for school files.

The random selection must not be manipulated

It is not suitable to manipulate the selection in any way to include a range of grades.

Insufficient samples

If there are insufficient samples of learner evidence available, i.e. fewer than 8 for achievement standards, and unit standards with Merit and Excellence grades, or 4 for unit standards that have only Achieved or Not Achieved grades, all learner evidence must be stored and submitted with an explanation attached.

Documentation and storage

Schools must document the method used to randomly select student work for external moderation.

Schools must store the student work that is randomly selected until they have a fresh sample to replace it, or until 2 years have elapsed.

Questions and answers about random selection

1. When should the random selection be made?

The random selection should be made as soon as possible after assessment so that storage requirements are more manageable.

2. Who can make the random selection?

The person nominated by your school or anyone other than the teacher(s) who were involved in marking or verifying the student work can make the random selection.

3. If random selection does not generate a full spread of grades (N, A, M, E) can I substitute other evidence so I get better feedback?

No. The random selection must not be manipulated in any way. This may mean not all grades are represented in your selection.

4. When I am sending in assessment activities for moderation, should I also include work from further assessment opportunities?

Only one assessment activity is required for moderation. This should be the one that all students attempted in the first place. It is often much clearer for moderators to verify assessor judgements if they do not include further evidence and additional notes, so the selection of evidence for moderation should take place immediately after the assessment is marked and before further assessment opportunities take place.

5. If I have fewer than 8 students in my class. What do I do?

Store all of the student work available as your random selection. Retain an explanation in the school file.

6. How can we make it more manageable for subjects that have to record student performances?

The random selection should be made from a sufficiently large sample of students being assessed for a standard. For example, it may be useful to have a random selection process for deciding which classes will be recorded, and after assessment is complete, the random selection will be made from those classes. In respect of this is managed the selection must not be made by teacher(s) who were involved in the marking or verification of work for that particular standard the selection must not be able to be predicted. For example, a simple method could include drawing two English teachers' names from the hat and videoing only speeches from their classes. Or the teacher could have performances recorded in sets and the random selection is made for the set of students rather than of all the individuals in the class.

7. I have 120 students doing a speech. Do I have to record them all?

No. You can pre-select students or even classes randomly, to keep things manageable. You may need to record more than the sample required to ensure you have enough material to submit for moderation.

8. What do I do if there is no work for a student in the list but they got Not Achieved because they didn't hand in the assignment?

The Not Achieved grade is related to having an adequate assessment opportunity. If there is no evidence available for moderation, the student should not be considered in the random selection. That is why the list for random selection should be made up only of students who attempted and presented evidence for assessment, irrespective of the final grade awarded.

9. What do we do if there is no student work available for a standard because all students in the class got Not Achieved when they had an adequate assessment opportunity and did not take it?

There is no pool of students who submitted work, so therefore there is no work to select or store. File an explanation for the standard. This will also need to be discussed with the SRM if this standard is selected for external moderation.

10. How long do we need to keep student work for a standard we are no longer offering?

Keep assessment materials and randomly-selected student work until a fresh sample can replace it or until two years have elapsed.

11. Where else can I get feedback and information from moderators about national standards and assessment decisions?

NZQA offers Moderator Best Practice Workshops. Further information is available on the [guidelines for random selection of student work for moderation](#).