

Digital Moderation: assessment & moderation plans

FACTSHEET #2

September 2016

This is the second of a series of factsheets introducing NZQA's new approach for managing national external moderation. NZQA, secondary schools and tertiary education organisations will start using a new national external moderation application for NZQA-managed standards from October 2016, ready for the 2017 moderation cycle. **The first step in this new process is for education organisations to receive their assessment plan.**

What is the assessment plan?

The assessment plan precedes the moderation plan and contributes directly to it. It lists the NZQA-managed standards for which the education organisation has consent to assess and, in the case of secondary schools, for which results were reported in 2015. This plan enables NZQA to complete the moderation plan.

The plan provides NZQA with slightly different information, depending on whether a secondary or tertiary education organisation completes it.

For tertiary education organisations, it's business as usual. The assessment plan lists all NZQA-managed standards for which you have consent to assess. Using the national external moderation application, you will indicate the standards you intend to assess in the coming year, and when you anticipate assessment materials will be available for moderation.

NZQA will use this information to create your moderation plan.

For secondary schools, your assessment plan lists all NZQA-managed standards for which your school has consent to assess and for which you reported results in 2015 for 2016. You have the opportunity to indicate which standards you would prefer to be moderated in the coming year. If you are adding a new standard to your assessment programme and want it moderated, you can also add that to your assessment plan.

This gives you the chance to have more input into your moderation plan. NZQA will take your assessment plan into consideration when preparing the moderation plan and, wherever your preferences can be accommodated, they will be included.

If you choose *not* to indicate the standards you'd like moderated next year, NZQA will create your school's moderation plan based on your previous year's plan.

For 2017, you will continue with your current submission date (although you can choose to submit assessment materials early). However, if you have a submission date in March or April 2017, you may wish to discuss moving it to better accommodate your assessment schedule. Contact your School Relationship Manager to discuss this.

NZQA is responding to schools' feedback to enable greater flexibility for the timing of submissions. Our challenge is to balance schools' preferences for timely feedback and (usually) later submission dates with moderator availability throughout the year.

Purpose of the assessment plan

Tertiary education organisations - indicate which NZQA-managed standards the TEO will assess in the next moderation cycle, and when the assessment materials will be available for moderation (**mandatory**).

Secondary schools - indicate the school's preferences for the standards they would like to see moderated in the next moderation cycle (**optional**).

What is the moderation plan?

The moderation plan lists NZQA-managed standards for which your education organisation submits student evidence for moderation, and the final date by which the material must be submitted (although you can choose to submit assessment materials early).

When is it happening?

Assessment plans will be accessible to all education organisations in late October 2016, to be completed and submitted by moderation contacts by 30 November 2016.

Moderation plans will be released during December 2016 for schools with March or April 2017 submission dates; other schools and tertiary education organisations can expect their moderation plan in the first quarter of 2017.

What support is available?

Guidance and support to use the national external moderation application will be made available online.

Principals' Nominees will be directly communicated to in October 2016.

Tertiary education organisations can contact qaadmin@nzqa.govt.nz with any 2017 assessment plan queries.

Further support services information will be provided shortly.

Visit our **website** for more information