

# NZQA

New Zealand Qualifications Authority  
Mana Tohu Matauranga O Aotearoa

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## Assessment Matters

### External Moderation Application A2018/24 - 21 Sep 2018

To:

**Principal**  
**Principal's Nominee**  
**All Teachers**

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### External Moderation Application

#### Digital Uptake

NZQA introduced the new External Moderation Application (EMA) for the external moderation of internally assessed standards in 2017. Digital submission by the sector has been higher than expected with over a third of all student evidence now being submitted online.

For physical submissions in 2019, courier bags will still be available to schools but only on request. Requests will need to include the number and size of bags, and be sent to [ams@nzqa.govt.nz](mailto:ams@nzqa.govt.nz)

#### Ease of use features

There are some features in the Application that we are encouraging schools to use. These include:

Feature	Explanation
Comments	Teachers can add reasons for their decisions or other comments at the time of submission to help focus the feedback they get from moderators.
Queries	Teachers can directly ask the moderator questions or get further clarification about the feedback they receive back from the moderator within 20 working days of a provisional report being published.
Appeals	Teachers can appeal a decision within 20 working days of a provisional report being published, and if the materials are digital there is nothing more to send.

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#### Current Moderation Priorities

Our first priority is to moderate materials within 30 days from a school's annual submission date. There are exceptions to this turnaround time for subjects that require face-to-face moderation panel meetings,

which we call Kāhui or Fono. These also apply to Te Marautanga o Aotearoa standards, Pasifika language or very small subjects with few submissions.

Our second priority is to moderate early submissions as soon as possible. This depends on the volumes of moderation we have and moderators' capacity. If you are concerned about the time that has elapsed since you submitted materials for external moderation without receiving feedback, please check the status of the report on the EMA. If you would like us to investigate further, please contact us at [ams@nzqa.govt.nz](mailto:ams@nzqa.govt.nz).

We will need to know:

- the name of the organisation
- the standard number
- the annual date of submission for your organisation
- the date when the physical materials were submitted

### **External Moderation Application requirement to upload an assessment task for digital submissions**

Where teachers have not used a specific task with a digital assessment, the system requirement that at least one document be uploaded against the Task/Activity section and at least one document against a learner can be worked around by uploading a blank document against the Task/Activity. If teachers upload a link to cloud storage for moderation, this workaround is not necessary. Learner evidence still needs to be uploaded.

## **Enquiries**

Please refer any enquiries relating to this circular to your School Relationship Manager:

School Relationship Manager  
School Quality Assurance and Liaison  
Telephone: 04 463 3000  
Fax: 04 463 3113  
Email: [firstname.lastname@nzqa.govt.nz](mailto:firstname.lastname@nzqa.govt.nz)

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