

CONSENT AND MODERATION REQUIREMENTS (CMR) for NZQA Cervical Screening

(version 6)

From the 4th October 2021 these standards will be managed by a WDC. Please contact the relevant WDC if you have any questions.

Notes:

The WDCs will not be charging for any external moderation activities.

The CMRs will be fully updated by the WDCs over the coming months.

Contact

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Health > Health Studies

Domain	Standard IDs
Cervical Screening	29556

Requirements for Consent to Assess (RCA)

Introduction

The purpose of the Requirements for Consent to Assess (RCA) is to set out the nature of the process for granting consent to assess and involvement of the standard setting body (SSB) and others in the process, and to set out the SSB's industry or sector-specific requirements for a tertiary education organisation (TEO)¹ or school's quality systems in relation to the gazetted "criteria for accreditation".

Standard Setting Body involvement in process for granting consent to assess

Level 6 Evaluation of documentation and visit by NZQA and industry.

Industry involvement in the process for granting consent to assess requires a visit from a nominated representative of the *National Cervical Screening Programme (NCSP)* at the Ministry of Health.

Visit waiver conditions

None.

Areas of shared responsibility

None.

¹ Tertiary education organisation (TEO) includes public and private tertiary education providers, industry training organisations, government training organisations, and other providers.

Fees schedule for SSB involvement in process for granting consent to assess

NZQA National Qualifications Services (NQS) may choose to charge reasonable fees for their involvement in granting consent to assess. Contact NQS for further information.

Additional fees can be charged by [NZQA](#), and the Committee for University Academic Programmes (CUAP) for involvement in granting consent to assess. Contact the relevant quality assurance body (QAB) for information.

General requirements for accreditation

These are the general requirements for accreditation of providers gazetted in 1993. Applicants should consult their QAB ([NZQA](#) or CUAP) for details of the requirements.

Criterion 1 Development and evaluation of teaching programmes

There is a system for developing coherent teaching programmes and for their evaluation, which should include evaluation by learners/consumers.

Criterion 2 Financial, administrative and physical resources

Adequate and appropriate financial and administrative resources will be maintained to enable all necessary activities to be carried out.

Adequate, appropriate and accessible physical resources will be available for supporting students to meet the required standards.

Criterion 3 Staff selection, appraisal and development

Teaching staff with the necessary knowledge and skills will be maintained through staff selection, appraisal, and development.

Criterion 4 Student entry

There is a system for establishing and clearly publicising student entry requirements that include no unreasonable barriers.

Criterion 5 Student guidance and support systems

Students have adequate access to appropriate guidance and support systems.

Criterion 6 Off-site practical or work-based components

There are arrangements for ensuring that any off-site practical or work-based components are fully integrated into the relevant programmes.

Criterion 7 Assessment

There is a system for ensuring that assessment is fair, valid, and consistent.

Criterion 8 Reporting

There is a system for providing students with fair and regular feedback on progress and fair reporting on final achievements, with an associated appeals procedure.

There is a reliable system for archiving information on final student achievements.

Industry or sector-specific requirements for consent to assess

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure that the requirements specified in the *Competencies for Cervical Screening Education and Training*, which is available at

https://www.nsu.govt.nz/system/files/page/competencies-for-cervical-screening-education-and-training_may_2019.pdf, are met.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that:

- teaching staff hold a qualification in adult education and training (or are working towards one), or a teaching qualification, or are able to demonstrate equivalent knowledge and skills
- staff involved in teaching and assessment are involved in on-going professional development related to cervical screening
- clinical staff who have input into the course must have current and relevant industry experience and qualifications. Appropriate qualifications and industry experience include:
 - Registered Nurse with certification in cervical screening;
 - Nurse Practitioner with certification in cervical screening; and
 - Registered medical practitioner with experience in sexual and reproductive health
 - Other relevant clinical-related experience.
- staff providing clinical supervision in the workplace, including the clinical assessor designated by the TEO to carry out assessments of the practical component of the cervical screening training course, must be:
 - a registered nurse, nurse practitioner, midwife or medical practitioner with a current practising certificate who is currently involved with cervical screening and delivering services according to *Section 3 of National Cervical Screening Programme Policies and Standards - Cervical Screening Services*, found at <https://www.nsu.govt.nz/health-professionals/national-cervical-screening-programme/policies-and-standards>
 - an experienced sample taker with a minimum of two years' experience.

Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that students are registered health practitioners, such as a medical practitioner, nurse practitioner, registered nurse, enrolled nurse or registered midwife.

Students must meet the following requirements:

- hold a current New Zealand practising certificate;
- have access to a clinical supervisor for completion of the clinical component;
- possess professional/personal indemnity insurance;
- have access to an appropriate client base.

Under exceptional circumstances, health practitioners who do not have a current New Zealand registration but who intend to practise cervical screening in New Zealand or overseas will be considered to be eligible for cervical screening training. Applications will be considered on a case-by-case basis by the National Screening Unit (NSU).

The applicant organisation must have policies and procedures to ensure that pre-course information for students is current, accurate, and sufficient to enable prospective students to assess their own suitability to apply for cervical screening training.

The applicant organisation must have policies addressing the professional relationship between staff and students and have documented procedures for dealing with breaches in that relationship.

The applicant organisation must have policies and procedures for dealing with the cultural, physical, spiritual, and emotional safety of their students.

Non-compliance with requirements for maintaining consent to assess

Where there is evidence of non-compliance with the requirements for consent to assess, the QAB (NZQA or CUAP) will seek remedial action. In cases where this action is ineffective and non-compliance continues, or in cases of repeated non-compliance, the QAB will take action that can ultimately lead to the withdrawal of consent to assess.

Implementation

NZQA is able to provide sufficient trained participants to service the requirements of processes for granting consent to assess.

Moderation Requirements (MR)

A centrally established and directed national external moderation system has been set up by NZQA.

Introduction

The purpose of the Moderation Requirements (MR) is to provide details on the national external moderation system, developed by NZQA, to ensure that assessment decisions of TEOs and schools with consent to assess are consistent with the national standard. All TEOs and schools with consent to assess against the standards in this CMR must meet the requirements for moderation outlined in this MR.

NZQA manages moderation systems for TEOs assessing against the standards covered by this CMR.

For enquiries contact:

Monitoring and Assessment

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Moderation System

National external moderation systems are developed to ensure that assessment decisions in relation to assessment standards are consistent nationally.

Feedback from national external moderation contributes to standard-setting, and improvements in assessment practice and outcomes for learners and people being screened.

Responsibilities

Two NZQA business units share the responsibility for national external moderation for the standards covered by this CMR.

The Assessment and Moderation business unit is responsible for producing and quality assuring moderation reports.

The Monitoring and Assessment team is responsible for establishing and monitoring annual moderation plans with TEOs. Final accountability and decision-making rests at management level.

Moderators

NZQA appoints or contracts moderators, selected for their assessment and curriculum or subject expertise, to carry out the national external moderation of assessment materials and assessor decisions and complete a moderation report for the standards that are moderated.

This moderation system has a National Moderator whose role includes providing leadership in the interpretation of the standard and monitoring consistency of moderator decisions in the system.

Liaison with NZQA

Each TEO must appoint a Moderation Liaison whose role is to ensure their organisation engages in national external moderation of NZQA-managed standards.

Meeting national external moderation requirements

TEOs meet national external moderation requirements when they:

- provide an assessment plan for the year that fully reflects the organisation's assessment intentions
- meet moderation deadlines
- provide assessment materials and make assessor judgements that are fair and valid
- provide assessment materials that reflect the requirements of the standard.

It is the responsibility of TEOs with consent to assess and intending to assess against standards to contact NZQA so that national external moderation of assessments can be arranged. All TEOs with new consent to assess or change of scope must contact Monitoring and Assessment to advise when assessment against the standards covered by this CMR will commence.

Assessment plan

TEOs are required to submit an assessment plan that captures the organisation's assessment intentions. On an annual basis (usually in November), Monitoring and Assessment requests an assessment plan, identifying standards the TEO is likely to be assessed and/or reporting credit during the next academic (usually calendar) year.

Moderation plan

The moderation plan includes a submission date (the date by when materials must be submitted to the moderator, although materials may be submitted prior to this date).

Moderation plans for the relevant academic year are available online through the organisation's provider login at <http://www.nzqa.govt.nz/login>.

Submission date

The submission date is the date by when materials must be submitted to the moderator. TEO submission dates are usually between June and November.

Detailed information for TEOs about assessment and moderation plans is available in the *National External Moderation Guidelines for TEOs*, published on the [NZQA website](#).

How moderation occurs

National external moderation is carried out online, generally by individual moderators, and is usually post-assessment i.e. approval of assessment material and the review of assessor judgements are completed concurrently after assessment has occurred.

Guidance on how to submit material for external moderation is available on the [NZQA website](#).

The focus of moderation is on assessor decisions. NZQA may not moderate assessment materials, particularly where assessor decisions in relation to assessment standards are nationally consistent.

Pre-assessment moderation

NZQA recognises the academic autonomy of organisations with consent to assess to use self-developed assessment materials. Pre-assessment moderation by NZQA of assessment materials is not usually required. Situations in which pre-assessment moderation may be requested include:

- newly registered standards which include health and safety components that present a potential risk if not validly assessed
- organisations with consent to assess where issues have been identified around their capability to develop valid assessment material.

On-site moderation

An on-site verification visit may occur to observe and verify assessor decisions for standards which contain practical components. Moderation visits are carried out by moderators. An NZQA staff member may also be in attendance. TEOs will be notified if an on-site visit is part of the moderation process. The timing of the visit will be at a time mutually agreed between the organisation with consent to assess and NZQA.

Materials required for moderation

Materials submitted for moderation must include:

- the assessment tool or assessment activity or instructions given to the learner (learner evidence guide)
- an assessment schedule (that includes evidence and judgement statements)
- samples of assessed learner work.

The assessor decisions for each sample of learner work must be clearly identified.

Learner sample

Learner samples must be a complete sample for each individual learner, rather than composite samples.

TEOs are required to submit three samples of learner work for the unit standard for which the only available grade is achieved.

Reporting

Moderation reports

Moderation reports include feedback on assessor judgements and may include feedback on assessment materials.

Moderation reports are uploaded to the TEO's homepage on the NZQA website - <http://www.nzqa.govt.nz/login>. For postal moderation submissions, moderated assessment materials and learner samples are returned to the TEO.

Annual summary of moderation outcomes

An annual summary is uploaded to the TEO's homepage on the NZQA website at the end of the moderation cycle. The summary will detail what actions, if any, are required to address issues identified by moderation (see *Non-compliance with moderation requirements* below).

Querying moderation reports

TEOs unclear about the meaning of comments in a moderation report may lodge a query with the moderator. Guidance is available on the [NZQA website](#).

Feedback on the national external moderation system

TEOs with consent to assess may provide NZQA with feedback on the national external moderation system at any time. NZQA will evaluate the moderation system at least every three years, with feedback sought from participants as to its effectiveness and efficiency. Where significant changes are made, NZQA will revise the CMR's MR to reflect the changes. Information about significant changes to the MR will be promulgated to organisations with consent to assess via the review summaries page on NZQA's website. Minor changes to the management of the moderation system will be communicated through the TEO Manual.

Funding

Costs associated in establishing and centrally managing the national external moderation system will be funded by NZQA. This funding excludes NZQA Best Practice Workshops. Please refer to the NZQA website for the costs relating to this service. If moderators are required to provide additional support to organisations with consent to assess, this will be charged at \$190/hr (GST excl.).

NZQA may charge for any additional activities required by them to address issues identified through moderation or other non-compliance with national external moderation requirements (for example, non-submission of assessment material and/or learner samples). These activities (such as pre-assessment moderation, additional moderation, on-site moderation, assessment practice reviews, and visits to TEOs to discuss assessment or moderation issues) will be charged at \$190/hr (GST excl.)

Non-compliance with moderation requirements

Non-compliance with meeting the requirements of this moderation system will result in further action by NZQA. Ongoing unresolved non-compliance will be referred to the appropriate QAB (NZQA or CUAP). Ultimately the QAB may withdraw consent to assess.

When a TEO is non-compliant, follow-up action will normally be initiated by the Monitoring and Assessment Evaluator.

Ongoing non-compliance

Where non-compliance continues, actions that may be taken by NZQA business units may include but are not limited to:

- request for revised assessment materials (and associated learner samples) to be submitted for moderation
- request for an action plan to address identified issues
- additional targeted moderation in the system(s) in which non-compliance has been identified, which may include NZQA nominating specific learner samples to be submitted
- additional moderation in the systems other than those in which non-compliance has been identified, which may include NZQA nominating specific learner samples to be submitted
- focused reviews of assessment practice
- imposing a condition on the organisation's Consent to Assess.

Further information about non-compliance with national external moderation requirements is available on the [NZQA website](#).

Appeals*Appealing moderation decisions*

An appeal process is in place for occasions when an organisation disagrees with a moderator's decisions. Guidance is available on the [NZQA website](#).

The outcome of the appeal is final.

DAS Registration Information

Process	Version	Date
Registration	1	19 July 1999
Revision	2	22 October 2002
Review	3	23 April 2008
Revision	4	21 February 2013
Review	5	29 November 2018
Revision	6	25 February 2021

The next CMR review is planned to take place during 2023.