

# CONSENT AND MODERATION REQUIREMENTS (CMR) for NZQA Base Scope of Assessment for Schools

(version 7)

## Contact for Field Māori

NZQA  
Māori Qualifications Services  
PO Box 160  
Wellington 6140  
Telephone 04 463 3007  
Fax 04 463 3114  
Email [mqs@nzqa.govt.nz](mailto:mqs@nzqa.govt.nz)

## Contact for non-Field Māori

NZQA  
National Qualifications Services  
PO Box 160  
Wellington 6140  
Telephone 04 463 3000  
Fax 04 463 3114  
Email [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz)

## Arts and Crafts > Music

Domain	Standard IDs
Music Technology	23730, 27656-27658

## Arts and Crafts > Niue Arts and Crafts

Domain	Standard IDs
Niue Arts	21286-21293
Niue Crafts	21298-21300, 21302, 21303, 21305, 21306
Niue Music	21310, 21311

## Computing and Information Technology > Computing

Domain	Standard IDs
Computer Support	29784, 29798
Generic Computing	2780, 2781, 2783-2792, 2796, 2797, 5940, 5943, 5946-5948, 5951-5955, 5957, 5968, 6743, 6745, 6746, 18734, 18742, 18743, 18756, 18758, 20332, 24872, 25655-25662, 25782, 26226, 26228-26230, 26744-26746, 29769-29783, 29785-29797
Software Development - Programming	18739-18741

## Core Generic > Core Generic

Domain	Standard IDs
Financial Capability	24695, 24697, 24699, 24705, 24709, 28087-28104, 29558

**Engineering and Technology > Design**

<b>Domain</b>	<b>Standard IDs</b>
Design - Computer Graphics	19355
Design - Graphic Communication	7512, 7515, 7517, 7521
Generic Design	7489, 7491, 7492, 7496

**Humanities > Languages**

<b>Domain</b>	<b>Standard IDs</b>
English for Academic Purposes	22749-22751, 22891, 22892, 30507-30511
English Language	27979-28001, 28022, 28050-28073, 30978-31021, 31023-31030, 31033, 31035, 31036, 31040, 31041, 31044, 31046
Vagahau Niue	19809-19838, 29694-29708, 29846

**Humanities > Pacific Studies**

<b>Domain</b>	<b>Standard IDs</b>
Cook Islands Tradition and Culture	28040-28042
Niue Tradition and Culture	21313, 21315-21321

**Māori > Environment Māori**

<b>Domain</b>	<b>Standard IDs</b>
Māori Environmental Management	6138
Māori Environmental Practices	6137, 6139, 6141-6143, 6147, 15976, 15983, 15985, 15987, 15988, 15990, 15991, 19670, 19671
Wāhi Tapu	6140, 6144, 21847, 27652, 28917

**Māori > Hauora**

<b>Domain</b>	<b>Standard IDs</b>
Kaupapa Hauora	18362

**Māori > Manaaki Marae - Marae Hospitality**

Domain	Standard IDs
Manaaki Marae - Takatū Kai	21232, 21248, 21251, 21253, 27509, 27510, 31159, 31161, 31287, 31288
Manaaki Marae - Whāngai Manuhiri	21245, 27511-27514, 29566-29569, 30540, 30541, 31160

**Māori > Mana Wahine**

Domain	Standard IDs
Te Aho Wahine	10696, 10707, 16056, 25762-25764

**Māori > Māori Business and Management**

Domain	Standard IDs
Māori Management - Generic	16071-16073, 30078

**Māori > Māori Performing Arts**

Domain	Standard IDs
Māori Performance	13359, 13363, 13367, 13371, 15019, 15020, 22752-22757, 27698
Māori Performing Arts Creation	29564
New Māori Dance	22758-22760, 30428
New Māori Music	18715, 31191-31193
Taonga Puoro	15025

**Māori > Marae Catering**

Domain	Standard IDs
Cookery in Whare Kai	21236, 21238, 21239, 21243
Tikanga in Whare Kai	21234, 21235

**Māori > Mau Rākau**

Domain	Standard IDs
Te Mau Rākau	27546-27548, 27550-27552

Domain	Standard IDs
Te Parawhakawai	20948-20950, 27544, 27545
Te Rangatiratanga Mau Rākau	27549

### Māori > Ngā Mahi a te Whare Pora

Domain	Standard IDs
Raranga	7869, 7873, 7879, 7881, 7882, 7906-7908, 29531, 29533, 29711
Tāniko	7886, 7888, 7889, 29532, 31649-31651
Taonga	29710, 30061, 31282-31284
Whatu	31285, 31286

### Māori > Reo Māori

Domain	Standard IDs
Kōrero	7269-7271, 30735-30738, 30751-30754, 31614-31621
Pānui	7265-7267, 30739-30742, 30755-30758, 31622-31629
Tuhituhi	7257-7259, 30743-30746, 30759-30762, 31630-31637
Whakarongo	7261-7263, 30747-30750, 30763-30766, 31638-31645

### Māori > Taonga Pūoro

Domain	Standard IDs
Ngā Kōrero o Neherā	30236, 30237, 30240, 30241, 30244, 31119, 31120
Te Whakatangi	30239, 30243, 30246, 31121, 31122
Te Whakatīnanatanga	30238, 30242, 30245, 31117, 31118

**Māori > Te Ara Hou ki te Ora**

Domain	Standard IDs
Hauora	15299, 15310, 15312, 15314, 15315, 15986, 18352-18354, 18356, 18357, 18360, 18361, 18363, 18560, 29559, 29583-29589
Whānau Ora	30617-30626

**Māori > Te Ara Nunumi - Bereavement Pathways Māori**

Domain	Standard IDs
Te Ara Nunumi - Ā-Kiko	21433, 21434, 27132, 27133
Te Ara Nunumi - Ā-Mahara	23640, 23641, 27131
Te Ara Nunumi - Ā-Wairua	27144

**Māori > Te Mātauranga Māori me te Whakangungu**

Domain	Standard IDs
Te Mātauranga Māori Whānui	16030, 16047-16050

**Māori > Tikanga**

Domain	Standard IDs
Tikanga Concepts	16032-16035, 16038, 16041-16044, 16054, 16058, 16065, 16160, 16165, 16167, 19624, 19625, 27105-27108, 27110, 27118, 27120, 27121, 27123, 27124, 27126, 27127, 27129, 29316, 29318-29320
Tikanga Issues	16046, 16051-16053, 16055, 16059, 16060, 16067, 27125, 27128, 29317
Tikanga Practices	16057, 16136, 16139, 16142, 27130, 31505-31509

**Māori > Tourism Māori**

Domain	Standard IDs
Environmental Tourism Māori	17788, 17789, 17791, 31071

Domain	Standard IDs
Tourism Māori Practices	17383-17385, 17391, 17578, 17784, 17786, 31070

### Māori > Whakairo

Domain	Standard IDs
Mana Whakairo	2572, 2574
Whakaraupapa Whakairo	31533

### Māori > Whenua

Domain	Standard IDs
Governance of Māori Authorities	16068, 16070, 21655
Te Whakamahi Whenua	6145, 6146, 15974, 15975, 15980, 15982, 15992, 15994, 19531, 19535, 25469-25471, 25473-25478

### Sciences > Mathematics

Domain	Standard IDs
Algebra	5223
Number	26567
Trigonometry	5236, 5268

### Sciences > Science

Domain	Standard IDs
Biology	6314, 6315
Chemistry	6345, 6347, 8949
Science - Core	27388

### Social Sciences > Social Science Studies

Domain	Standard IDs
History	5840
Legal Studies	8545, 8551, 8552, 8555, 10337, 10347, 27835-27852

Domain	Standard IDs
Psychology	27693-27697
Sociology	8989-8991, 8993-8995, 8997-8999, 9001-9003, 9005-9007, 28119-28121

## 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)<sup>1</sup> or school's quality systems in relation to the gazetted "criteria for accreditation".

### Standard Setting Body involvement in process for granting consent to assess

Levels 1 - 4                      Evaluation of documentation by NZQA.

### Visit waiver conditions

None.

### Areas of shared responsibility

None.

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

The [fees schedule](#) is applicable to all applications for consent to assess received by NZQA from 1 November 2004. However, the SSB may choose to charge lower fees for their involvement in granting consent to assess. Contact the SSB 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.

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

**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**

A 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**

None.



## 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 schools and TEOs assessing against the standards covered by this CMR.

Schools contact:

School Quality Assurance and Liaison

Email: [schoolsliasion@nzqa.govt.nz](mailto:schoolsliasion@nzqa.govt.nz)

Telephone: 04 463 3000

Fax: 04 463 3113

TEOs contact:

Tertiary Assessment and Moderation

Email: [tam@nzqa.govt.nz](mailto:tam@nzqa.govt.nz)

Telephone: 04 463 3000

Fax: 04 463 3114

## Moderation System

National external moderation systems are developed to ensure that assessment decisions of schools and TEOs are consistent with the national standard.

Feedback from national external moderation contributes to standard-setting, and improvements in assessment practice and outcomes for candidates.

## Responsibilities

Within NZQA three units - *Secondary Moderation* and *School Quality Assurance and Liaison* (for schools) and *Tertiary Assessment and Moderation (TAM)* (for TEOs) - manage national external moderation for standards for which the Ministry of Education or NZQA is the Standard Setting Body (SSB). 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 each standard that is moderated.

Each curriculum area or moderation system has a National Moderator whose role includes providing leadership in the interpretation of standards and monitoring consistency of moderator decisions in their system.

#### *Liaison with NZQA*

Each school must appoint a Principal's Nominee and each TEO a Moderation Liaison whose roles are to ensure their organisation engages in national external moderation of NZQA-managed standards.

### **Meeting national external moderation requirements**

Schools meet national external moderation requirements when they:

- meet moderation deadlines
- provide assessment materials and make assessor judgements that are fair, valid and consistent with the national standard.

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, valid and consistent with the national standard.

It is the responsibility of TEOs with consent to assess and intending to assess against these 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 TAM to advise when assessment against standards covered by this CMR will commence.

#### Assessment plan

Schools are not required to submit an assessment plan.

TEOs are required to submit an assessment plan that captures the organisation's assessment intentions. On an annual basis (usually in November) TAM sends a circular to all TEOs with consent to assess against the standards covered by this CMR and requests an assessment plan indicating those standards for which the TEO is likely to be assessing and/or reporting credit during the next academic (usually calendar) year. TEOs may request on their assessment plan that particular standards or groups of standards be selected for moderation in that year.

## Moderation plan

The moderation plan lists the sample of standards selected by NZQA for moderation in the academic year.

The moderation plan also includes a submission date(s) (the date that materials must be submitted to the moderator).

- Schools may negotiate changes to the moderation plan if the standard was not assessed in the previous year and will not be assessed in the current year.
- TEOs may negotiate changes to the moderation plan if standards selected for moderation will not be assessed by the submission date.

School moderation plans will be available online at <http://www.nzqa.govt.nz/login> during term one of that academic year.

TEO moderation plans will be posted to Moderation Liaisons, usually by 30 April in the academic year.

### ***Selecting standards for moderation***

For schools, a representative sample of standards will be selected from results reported in the previous year. Additional standards may be selected based on national external moderation results history.

For TEOs, the selection of standards depends on a combination of factors, which include:

- the amount of assessment being carried out
- the range of moderation systems from which standards are being assessed
- the number of standards being assessed within those moderation systems
- risk factors, such as health and safety
- any other contributing quality assurance considerations (for example, moderation results history or ongoing non-compliance) or requirements (for example, additional moderation).

## Submission date

The submission date is the date by when materials must be submitted to the moderator.

Schools submission date is between February and December.

TEOs have a single submission date, usually between July and February, which is based on information provided in the assessment plan.

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

## ***How moderation occurs***

Moderation is generally postal and carried out by individual moderators, rather than at cluster meetings or moderation workshops, and is usually post-assessment i.e. approval of assessment material and verification of assessor judgements are completed simultaneously after assessment has occurred.

### 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.

### Kāhui

For some moderation systems, mainly in Field Māori, moderation occurs through kāhui. Kāhui are meetings of moderators to moderate submitted assessment materials and candidate samples concurrently. The systems for which moderation occurs through kāhui will be confirmed annually by NZQA. The submission date for these systems may be different to that of the overall submission date shown on the moderation plan. If so, the kāhui submission date will be identified on the moderation plan.

### Verification visit for practical assessment

An on-site verification visit may occur to observe and verify assessor decisions for standards which contain highly practical components and postal moderation would be impractical or invalid. Verification visits are carried out by moderators. An NZQA staff member may also be in attendance. Schools and TEOs will be notified if a verification 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.

### Quality Assured Assessment Materials (QAAM)

The QAAM trademark is designed to identify assessment materials for secondary school subjects only, that have been certified by NZQA as meeting the requirements of the national standard. Assessment materials that hold a [QAAM](#) trademark must still be submitted for national external moderation to ensure that materials were assessed as intended or that any changes made do not impact on the validity of the materials or their consistency with the national standard. Further information about how to apply for a QAAM and the costs involved is available from the [NZQA website](#).

## **Materials required for moderation**

Materials submitted for moderation must include: a completed Moderation Cover Sheet; the assessment tool or assessment activity or instructions given to the candidate (learner evidence guide), an assessment schedule (that includes evidence and judgement statements) and samples of assessed candidate work. The assessor decisions for each sample of candidate work must be clearly identified. Individual candidates must be clearly identified where the candidate is part of a group performance. Requirements for submitting audio and visual material for moderation are provided on the [NZQA website](#).

### *Candidate samples*

Candidate samples must be a complete sample for each individual candidate, rather than composite samples.

Schools are required to submit:

- eight samples of candidate work for standards for which more than one grade is available (i.e. achieved, merit, excellence).
- four samples of candidate work for standards for which the only available grade is achieved.

Each school is required to have systems in place for random selection of candidate samples for the standards listed in the moderation plan. A guideline for the selection of candidate samples for moderation is available on the [NZQA website](#).

TEOs are required to submit:

- eight samples of candidate work for standards for which more than one grade is available (i.e. achieved, merit and excellence)
- three samples of candidate work for unit standards for which the only available grade is achieved.

The sample submitted by each TEO must include assessed work for each grade awarded including not achieved where available.

## **Reporting**

### **Moderation reports**

Moderation reports include decisions about whether:

- assessment materials meet the national standard, require modification or do not meet the national standard
- assessor judgements about candidate samples are verified.

Moderation reports are sent to the Principal's Nominee (schools) or Moderation Liaison (TEOs). Moderated assessment materials and candidate samples are returned to the school/TEO with the moderation report.

### **Annual summary of moderation outcomes**

For schools, a letter and report summarising moderation outcomes is sent to the Principal and Principal's Nominee at the conclusion of the moderation cycle.

For TEOs, the annual *National External Moderation Results (NEMR)* report, which summarises moderation outcomes, is sent to all TEOs within two months of the submission date and after NZQA has received the last moderation report for the TEO for that academic year. A letter attached to the NEMR report will detail what actions, if any, are required to address issues identified by moderation (See *Non-compliance with moderation requirements* below).

### **Clarifying moderation reports**

Schools and TEOs unclear about the meaning of comments in a moderation report or the basis on which the overall moderation decision has been made are able to seek clarification.

For schools, the process and form is the same as the appeal process listed below. However the school is asked to indicate on the form that it is seeking clarification only. Detailed information about how to clarify moderation results is provided on the [NZQA website](#).

For TEOs, the Moderation Liaison should contact TAM in the first instance. Detailed information about how to seek clarification is provided in the TEO Manual and on the [NZQA website](#).

Schools and TEOs with consent to assess may provide NZQA with feedback on the effectiveness and efficiency of 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 via circulars to schools and to TEOs 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 the QAAM process. The applicant is required to meet the costs of the QAAM process.

For TEOs, NZQA may charge for any additional activities required by NZQA to address issues identified through moderation or other non-compliance with national external moderation requirements (for example, non-submission of assessment material and/or candidate samples). These activities (such as pre-assessment moderation, additional moderation, moderation-specific visits to TEOs to discuss assessment or moderation issues) will be charged at \$150/hr (GST excl.)

## **Non-compliance with moderation requirements**

Non-compliance in 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 school is considered to be non-compliant, follow-up action will normally be initiated by the NZQA School Relationship Manager.

When a TEO is considered to be non-compliant, follow-up action will normally be initiated by the Assessment and Moderation Facilitator.

### *Ongoing non-compliance*

Where non-compliance continues, actions that may be taken by NZQA units for both schools and TEOs include:

- request for revised assessment materials (and associated candidate samples) to be submitted for moderation
- request for an action plan (or revised action plan) to address identified issues

- additional moderation in the system(s) in which non-compliance has been identified
- additional moderation in systems other than those in which non-compliance has been identified.

Further information for TEOs about non-compliance with National External Moderation requirements is included in the TEO Manual and on the [NZQA website](#).

## *Appeals*

### *Appealing moderation decisions*

There is an appeal process for those situations where an organisation disagrees with a moderator's decisions or comments. It is recommended that organisations seek clarification from NZQA about moderator comments or moderator decisions in the first instance (see Reporting section above), before formally appealing.

For schools, the Principal's Nominee should initially contact their School Relationship Manager.

For TEOs, the Moderation Liaison should initially contact [tam@nzqa.govt.nz](mailto:tam@nzqa.govt.nz) within three weeks of receipt of the NEMR.

To appeal a moderation decision, the school's Principal's Nominee or TEO's Moderation Liaison forwards the original moderation materials, moderation report and a completed Moderation Appeal form to NZQA for consideration.

Appeals must be about specific issues and must be made in writing.

The appeal process is completed within six weeks of receipt of the appeal. A response will be made to all issues raised in the appeal. A revised moderation report will be provided where some or all aspects of the appeal are upheld.

The outcome of the appeal is final.

## **DAS Registration Information**

<b>Process</b>	<b>Version</b>	<b>Date</b>
Registration	1	December 2001
Revision	2	March 2002
Revision	3	July 2002
Revision	4	August 2002
Review	5	January 2004
Revision	6	December 2005
Review	7	January 2013