

ACCREDITATION AND MODERATION ACTION PLAN

for Achievement Standards

(version 1)

Contact

Secondary Outcomes
Ministry of Education
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Arts and Crafts > Dance

Domain	Standard IDs
Dance Choreography	90858, 91205, 91206, 91588, 91589
Dance Performance	90002, 90859, 91207-91209, 91590-91592
Dance Perspectives	90005, 90860, 90861, 91210-91212, 91593-91595

Arts and Crafts > Drama

Domain	Standard IDs
Drama Creation	90997, 91214, 91220, 91221, 91513, 91519
Drama Performance	90006, 90009, 90999, 91213, 91216, 91218, 91512, 91515, 91517
Drama Studies	90011, 90998, 91000, 91215, 91217, 91219, 91514, 91516, 91518, 91520

Arts and Crafts > Music

Domain	Standard IDs
Making Music	91090-91093, 91270-91275, 91416-91420, 91849
Music Studies	91094, 91095, 91276-91278, 91421-91425

Arts and Crafts > Visual Arts

Domain	Standard IDs
Art History	91015-91020, 91180-91186, 91482-91489
Practical Art	90913-90917, 91305-91325, 91440-91460

Business > Accounting

Domain	Standard IDs
Accounting - Generic	90976-90982, 91174-91177, 91179, 91386, 91404-91409, 91481

Business > Business Operations and Development

Domain	Standard IDs
Business Studies	90837-90848, 91379-91385, 91865-91871

Engineering and Technology > Technology

Domain	Standard IDs
Construction and Mechanical Technologies	91057-91062, 91096, 91344-91350, 91620-91626
Design and Visual Communication	91063-91069, 91337-91343, 91627-91631
Digital Technologies	91367-91378, 91632-91642, 91877-91887, 91890-91909
Generic Technology	91044-91056, 91354-91366, 91608-91619
Processing Technologies	91082-91084, 91351-91353, 91643, 91644

Humanities > English

Domain	Standard IDs
English Oral Language	90857, 91099, 91102, 91473, 91476

Domain	Standard IDs
English Visual Language	90850, 90855, 90856, 91103, 91107, 91477, 91480
English Written Language	90052, 90053, 90849, 90851-90854, 91098, 91100, 91101, 91104-91106, 91472, 91474, 91475, 91478, 91479

Humanities > Health and Physical Education

Domain	Standard IDs
Health Education	90971-90975, 91097, 91235-91239, 91461-91465
Home Economics	90956-90961, 91299-91304, 91466-91471
Physical Education	90962-90970, 91327-91336, 91498-91505, 91789

Humanities > Languages

Domain	Standard IDs
Chinese	90868-90872, 91108-91112, 91533-91537
Cook Islands Māori	90873-90877, 91113-91117, 91538-91542
French	90878-90882, 91118-91122, 91543-91547
German	90883-90887, 91123-91127, 91548-91552
Indonesian	90888-90892, 91128-91132, 91645-91649
Japanese	90893-90897, 91133-91137, 91553-91557
Korean	90898-90902, 91138-91142, 91558-91562
Latin	90862-90867, 91194-91199, 91506-91511
Lea Faka-Tonga	91669-91683
New Zealand Sign Language	91795-91802, 91822-91825

Domain	Standard IDs
Samoan	90903-90907, 91143-91147, 91563-91567
Spanish	90908-90912, 91148-91152, 91568-91572

Humanities > Religious Studies

Domain	Standard IDs
Understanding Religion	90816-90819, 90821-90823, 90825-90827, 91724, 91725

Māori > Reo Māori

Domain	Standard IDs
Kōrero	91086, 91285, 91651
Pānui	91087, 91286, 91652
Tuhituhi	91088, 91089, 91287, 91288, 91653, 91654
Whakarongo	91085, 91284, 91650

Māori > Te Marautanga o Aotearoa

Domain	Standard IDs
Hangarau	91714-91718, 91770-91776, 91836-91838
Hauora - Wāhanga Ako	91684-91689, 91790-91794, 91811-91816
Ngā Toi	91690-91713, 91737-91757, 91850-91864
Pāngarau	91655, 91656, 91764, 91765
Pūtaiao	91719-91723, 91766-91769, 91818-91821
Te Reo Rangatira	91657-91668, 91777-91788, 91803-91810, 91817
Tikanga ā-Iwi	91726-91732, 91758-91763, 91826-91835

Sciences > Mathematics

Domain	Standard IDs
Algebra	91027-91029, 91257, 91258, 91261, 91269, 91573, 91574, 91577, 91587
Calculus	91262, 91578, 91579
Geometry	91031, 91033, 91034, 91256, 91260, 91576
Measurement	91030
Number	91026
Trigonometry	91032, 91259, 91575

Sciences > Science

Domain	Standard IDs
Agricultural and Horticultural Science	90155, 90157, 90160, 90918-90924, 91289-91298, 91528-91532
Biology	90925-90929, 91153-91160, 91601-91607
Chemistry	90930-90934, 91161-91167, 91387-91393, 91910, 91911
Earth and Space Science	91187-91193, 91410-91415
Environmental Sustainability	90810, 90811, 90813, 90814, 90828, 90831, 90832, 91733-91736
Physics	90935-90939, 91168-91173, 91521-91527
Science - Core	90940-90955

Sciences > Statistics and Probability

Domain	Standard IDs
Probability	91038, 91267, 91268, 91585, 91586
Statistics	91035-91037, 91263-91266, 91580-91584

Social Sciences > Economic Theory and Practice

Domain	Standard IDs
Economics	90983-90988, 91222-91228, 91399-91403

Social Sciences > Social Science Studies

Domain	Standard IDs
Classical Studies	91021-91025, 91200-91204, 91394-91398
Geography	91007-91014, 91240-91247, 91426-91433
History	91001-91006, 91229-91234, 91434-91439
Media Studies	90989-90996, 91248-91255, 91490-91497
Psychology	91839-91848, 91872-91876
Social Studies	91039-91043, 91279-91283, 91596-91600

ACCREDITATION INFORMATION (AI)

Introduction

The purpose of the Accreditation Information (AI) is to set out the nature of the accreditation process and involvement of the standard setting body (SSB) 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 criteria for accreditation.

The Ministry of Education, the SSB for these standards, is not directly involved in the accreditation of organisations. Applicant organisations should contact the relevant quality assurance body (QAB) directly (NZQA, ITPQuality, or CUAP).

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

Contacts

Schools contact the designated School Relationship Manager

NZQA
 PO Box 160
 Wellington 6140
 Telephone 04 463 3000
 Fax 04 463 3113
 Website <http://www.nzqa.govt.nz>

Private Training Establishments, Industry Training Organisations and Institutes of Technology and Polytechnics contact the designated Sector Relationship Manager

NZQA
 PO Box 160
 Wellington 6140
 Telephone 04 463 3000
 Fax 04 382 6895
 Website <http://www.nzqa.govt.nz>

Standard Setting Body involvement in accreditation process

Levels 1-3 Evaluation of documentation by NZQA.

Areas of shared responsibility

None.

Fees schedule for SSB involvement in accreditation process

There is no direct SSB involvement in the accreditation process.

Additional fees can be charged by [NZQA](#), the Institutes of Technology and Polytechnics Quality (ITP Quality), and the Committee for University Academic Programmes (CUAP) for involvement in accreditation. 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](#), ITP Quality, 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

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 accreditation

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures that ensure the development of teaching programmes that will be assessed by these achievement standards is based on *The New Zealand Curriculum (2007)*.

Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures that ensure administrative systems and processes comply with NZQA's requirements for the

enrolment of students for internal and/or external assessment and provision of opportunities for internal assessment.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures that ensure:

- teaching and/or assessing staff have knowledge and skills and/or experience at a higher level than the standards that they are required to teach towards and/or assess against;
- teaching and/or assessing staff have an appropriate teaching qualification. Examples of appropriate teaching qualifications include but are not limited to: a National Certificate or National Diploma in Adult Education and Training; Certificate or Diploma in Teaching; Bachelor of Education; Bachelor of Teaching; Graduate Diploma of Teaching
- teaching and/or assessing staff have been trained in standards-based assessment and understand competency-based assessment practice which may be demonstrated through gaining credit for Unit 4098, *Use standards to assess candidate performance*, or being able to demonstrate equivalent knowledge and skills
- a job description and person specification is established for each teaching and/or assessing position
- teaching and/or assessing staff undertake ongoing professional development.

The applicant organisation must have policies and procedures that ensure staff who take a lead role in their organisation's internal moderation and/or have responsibility for preparing external moderation material for submission to NZQA are competent in moderation practice, which may be demonstrated through gaining credit for Unit 11551, *Moderate assessment*, or being able to demonstrate equivalent knowledge and skills.

Criterion 7 Assessment

The applicant organisation must have policies and procedures that ensure the relevant Rules and Procedures for assessment against achievement standards, as specified at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-rules-and-procedures/>, are complied with.

Criterion 8 Reporting

The applicant organisation must have policies and procedures that ensure information on enrolled students and their grade for internally assessed standards is reported to NZQA.

Non-compliance with accreditation requirements

Where there is evidence of non-compliance with the requirements for accreditation the QAB (NZQA, ITP Quality, 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 accreditation.

Implementation

There is no direct Ministry of Education involvement in the accreditation process.

MODERATION INFORMATION (MI)

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

Introduction

The purpose of the Moderation Information (MI) is to provide details on the national external moderation system, developed by NZQA, to ensure that assessment decisions of accredited TEOs and schools are consistent with the national standard. All accredited TEOs and schools assessing against the standards in this Accreditation and Moderation Action Plan (AMAP) must meet the requirements for moderation outlined in this MI.

NZQA manages moderation systems for accredited schools and TEOs assessing against the standards covered by this plan.

Accredited schools and TEOs intending to assess against these standards need to make contact as below so that national external moderation of assessments can be arranged.

Secondary providers contact the

Operations Officer
 Secondary Moderation
 NZQA
 PO Box 160
 Wellington 6140
 Telephone 04 463 3000
 Fax 04 463 3113
 Email secmod@nzqa.govt.nz

TEOs contact the

Operations Officer
 Tertiary Assessment and Moderation
 NZQA
 PO Box 160
 Wellington 6140
 Telephone 04 463 3000
 Fax 04 463 3114
 Email tam@nzqa.govt.nz

Moderation System

Moderation is post-event, ie approval of assessment material and verification of assessor judgements are completed simultaneously after assessment has occurred.

Each school and TEO must have a named person for moderation contact with NZQA.

NZQA will confirm standards for moderation and allocate moderator(s) to the school or TEO.

The school or TEO is required to submit materials to the moderator(s) by the due date in the moderation plan.

Moderators complete moderation reports and send them to the school or TEO, and a copy to NZQA.

Coverage and Intensity of Moderation

The level of moderation required and selection of standards, which forms the *moderation plan*, depends on a combination of:

- the amount of assessment being carried out
- the number of standards used
- the moderation history of the organisation
- Directory of Assessment Standards assessment and other moderation commitments, and
- any other contributing quality assurance factors or requirements

and will focus on:

- the highest level at which assessment is occurring
- newly registered standards and/or areas of accreditation
- high 'risk' standards
- targeted moderation systems, if applicable.

Material required for moderation

Assessment materials (assessment activities and assessment schedules) and a sample of assessed candidate work will be required to be submitted for moderation.

Comprehensive details

Comprehensive details of the moderation system and relevant documentation can be accessed through the following links:

Secondary providers:

<http://www.nzqa.govt.nz/ncea/acrp/index.html>

TEOs:

<http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/tertiary-moderation/>

Reporting

An annual report, summarising moderation outcomes and any required future actions, is provided to the school or TEO at the conclusion of each complete moderation cycle.

NZQA reviews all national external moderation systems on an annual basis.

NZQA reports annually to the NZQA Board on the national external moderation systems it manages.

Funding

Costs associated in establishing and centrally managing the national external moderation system will be funded by NZQA.

Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action. Ongoing unresolved non-compliance will be referred to the appropriate QAB and may ultimately result in the withdrawal of consent to assess.

Appeals

NZQA has an appeals procedure in place for situations where disagreement concerning moderation decisions cannot be mutually resolved.

NZQF Registration Information

Process	Version	Date
Registration	1	November 2010

The next AMAP review is planned to take place during 2015.