Title	Manage moderation within an organisation		
Level	6	Credits	9

Purpose	People credited with this unit standard are able to plan, prepare for, and support moderation within an organisation. They are also able to manage quality assurance for moderation within the organisation.

Classification	Generic Education and Training > Assessment of Learning

Available grade	Achieved

Guidance Information

1   Definitions
     Organisation refers to an entire organisation or a business unit within the organisation.
     Organisational requirements refer to the policies, procedures and reporting requirements of the provider and/or client organisation.
     Stakeholders refer to the organisation, and may also include assessors, candidates, and standard setting bodies (SSBs).

2   Assessment against this standard is subject to compliance with organisational requirements.

Outcomes and performance criteria

Outcome 1

Plan and prepare for moderation within an organisation.

Performance criteria

1.1   A moderation plan is developed in accordance with the requirements of the SSB whose standards are to be assessed within the organisation and organisational requirements.

   Range   includes but is not limited to – identification of moderators, assessors, assessment standards and materials, internal and/or external moderation requirements, timeframes, sample selection.

1.2   Moderation materials and resources are prepared and distributed in accordance with organisational requirements.

Outcome 2

Support moderation within the organisation.

Performance criteria

2.1 Moderation plan is communicated to assessors, moderators, and SSBs involved in the moderation process.

2.2 Procedures are established to facilitate networking amongst moderators and assessors.

2.3 Moderator performance is monitored to ensure that assessment meets internal and/or external moderation standards.

2.4 Development needs of moderators are identified and addressed in accordance with organisational requirements.

Outcome 3

Manage quality assurance for moderation within the organisation.

Performance criteria

3.1 Quality assurance for moderation within the organisation is documented and communicated to moderators, assessors, and stakeholders involved in the moderation process.

Range quality assurance procedures for internal and/or external moderation includes – pre-assessment moderation of materials, post-assessment moderation of assessor decisions, appeals; may also include but is not limited to – observation of assessment.

3.2 Moderation plan is reviewed, evaluated, and adjusted (if necessary) to meet internal and/or external requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 June 2010	31 December 2025
Rollover	2	20 August 2015	31 December 2025
Rollover	3	28 June 2018	31 December 2025
Rollover	4	27 January 2022	31 December 2025
Rollover	5	27 October 2022	31 December 2025
Review	6	27 April 2023	31 December 2025

Consent and Moderation Requirements (CMR) reference	0045

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.