

Title	Participate in the quality assurance of assessment		
Level	4	Credits	15

Purpose	<p>People credited with this unit standard can: explain the purposes and principles of quality assurance of assessment; participate in pre-assessment quality assurance of assessment materials; and review own assessment decisions for consistency.</p> <p>This unit standard has been developed to contribute to the New Zealand Certificate in Assessment Practice (Level 4) [Ref: 2752].</p>
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Classification	Generic Education and Training > Assessment of Learning
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Available grade	Achieved
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Guidance Information

1 Definitions

Quality assurance means a process of monitoring assessment to ensure that it is valid, consistent, fair and sufficient and supports equitable outcomes for all learners. Depending on the context, it may also be called moderation, peer review, validation, audit, consistency reviews or other similar terms. Quality assurance activities may include but are not limited to – combinations of discussion with and observations of assessors, meetings of assessors, analysis of assessment documents and materials and assessor decisions.

Standard(s) are statements of performance with measurable outcomes against which assessment occurs. Standards may include but are not limited to – Directory of Assessment (DAS) unit standards, other national and international standards, organisational standards.

- 2 It is essential that the assessments providing evidence for this standard are conducted in real situations, which have not been artificially created for assessment purposes. Simulations should not be used for the quality assurance of assessment unless their use is common practice for the type of standards being assessed, e.g. Emergency Response.
- 3 All activities must conform to the procedures and requirements of any relevant standard setting body or quality assurance body, as well as contextual requirements.
- 4 Assessment against this standard could be undertaken in conjunction with Unit 30421, *Carry out assessments against standards to make judgements of learner performance*, as the two standards assess complementary skills.

Outcomes and performance criteria

Outcome 1

Explain the purposes and principles of quality assurance of assessment.

Performance criteria

- 1.1 The purposes and principles of quality assurance of assessment are explained in terms of assessment design and assessor judgements.

Outcome 2

Participate in pre-assessment quality assurance of assessment materials.

Range assessment materials must relate to real assessment carried out by the candidate, for a minimum of at least three different standards for a total of at least 10 credits, or equivalent, or one larger standard of at least 10 credits, or equivalent.

Performance criteria

- 2.1 Learner assessment materials are reviewed for their suitability for assessment against required outcomes.
- 2.2 Assessor guidance materials are reviewed to ensure they are matched to the required outcomes, and are fit for their intended purpose.
- 2.3 Any suggested amendments to assessment materials or processes are documented and communicated to relevant standard setting body (SSB), provider, or organisation.

Outcome 3

Review own assessment decisions for consistency.

Range at least two assessment decisions for each of at least three different standards for a total of at least 10 credits, or equivalent, or two assessment decisions for one larger standard of at least 10 credits, or equivalent.

Performance criteria

- 3.1 Own assessment decisions are reviewed for consistency with decisions made on similar evidence.
- Range self-review, organisational post-assessment quality assurance.
- 3.2 Feedback is sought and evaluated. It is responded to, if required, in a manner that respects all parties.
- 3.3 Improvements to own practice are identified and documented.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 September 2017	N/A

Consent and Moderation Requirements (CMR) reference	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.