

General Details

Pre-assessment moderation requested by Connexis. Please return this completed report to quality@connexis.org.nz	
Provider Name:	
Provider Contact or Assessor Name and contact details:	
Moderators Name	
Moderation Due Date	

Purchase Order: (to be quoted on invoice)	
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Unit Standard	Title:			
	Number:	Level:	Credit:	Version:
Material design	<input type="checkbox"/> Connexis	<input type="checkbox"/> Commercial	<input type="checkbox"/> Assessor	<input type="checkbox"/> Provider

Pre assessment moderation and unit standard/resource review requirements

Connexis resource?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Not Connexis resource - evidence of Connexis pre-assessment moderation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Not Connexis resource – evidence of SSB pre-assessment moderation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The unit standard and/or Resource requires review (Review form is available from Connexis website)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Moderation Result

Moderation: support of assessor decisions on the trainee(s) performance

Total number of Assessment samples submitted by assessor

Number of Assessor decisions **Supported** by moderator

Number of Assessor decisions **Unsupported** by moderator

Number of Assessor decisions **Supported (Borderline)** by moderator

Moderators Signature: _____

Date: _____

Moderation Decisions

Trainee Assessment Samples			
Number of samples requested:		Number of samples submitted:	
Sample identification	Trainee Name 1	Trainee Name 2	Trainee Name 3
Assessor decision (A or N)			
Moderator decision (A or N)			

Sample			Evidence	
Moderate these sections as they apply to the assessment resource.				
1	2	3	A. Prerequisite required?	
	<input type="checkbox"/>		No	Prerequisite not required for this standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Evidence supplied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	Evidence not supplied <i>Assessor decision not supported</i>
1	2	3	B. Technical Expert/Verifier Assessment Validation Form <i>(Required if the assessor did not conduct any of the observations and no verifier sign off within assessment resource)</i>	
	<input type="checkbox"/>		N/A	not required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Form submitted (verifiers details entered and experience identified)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	Form not submitted, or no details entered on form. <i>Assessor decision not supported</i>
1	2	3	C. Resource requires Company Letter of Attestation	
	<input type="checkbox"/>		N/A	not required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Required – signed by appropriate company personnel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	Required not signed <i>Insufficient evidence assessor decision not supported</i>
1	2	3	D. Supporting documents supplied?	
	<input type="checkbox"/>		N/A	<i>not required</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	
1	2	3	E. Correct no of observations required?	
	<input type="checkbox"/>		No	Observations not required for this standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Evidence supplied

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	Evidence not supplied	<i>Insufficient evidence assessor decision not supported</i>
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T1	T2	T3	F. Does the trainee evidence meet C.R.A.V.E.S.? ('No' comment required)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current – (Was the assessment conducted within the last 12 months? Does the evidence support current competence, knowledge and skill? Is supporting evidence provided current to the assessment completed?) Comments:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repeatable – (Do the trainee samples show understanding and correct interpretation of any texts, not word for word or copied, are observation requirements complete?) Comments:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Authentic – (is the evidence attributable to the trainee and the verification signed?) Comments:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid - (are photos identified? is the trainee linked to the task in the evidence? does the environment meet unit standard specification?) Comments:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equitable – (has the assessment schedule been applied fairly to each candidate's work? Is the assessor decision justifiable?) Comments:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient – (does the evidence meet the requirement of the assessment?) Comments:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the assessor contacted? Comments:	Date of contact

T1	T2	T3	Compliance Issues
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The following do not affect the moderation decision, Connexis will follow-up issues as required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trainee verification complete?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessor final result noted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessor feedback to trainee noted?

Comments to Assessor