

General Details

Moderation Date:	Moderator Name:			
Assessor or Provider Contact	Name:			
	Email:		Phone:	
	Postal:			
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

Moderation Result

The assessment material is approved	<input type="checkbox"/>
The assessment material is approved with modifications as indicated.	<input type="checkbox"/>
The assessment material is not approved and is required to be resubmitted before use.	<input type="checkbox"/>
Resubmission date:	

Comments

Signed:

Date:

Key for Outcomes: **Sup** – Support; **Rec** – Recommend; **Mod** – Modification required

Criteria	Outcome	Comments
Connexis material: Both Trainee and Assessor packs are provided?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Non Connexis material: assessment schedule / marking guide / model answers attached?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Unit Standard title, number, version, level, credit given in full and consistent on all documents?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Assessment instructions and conditions are clear and easily understood?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Provision on material to record final assessment decision?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Explanatory notes are quoted where they impact on assessment?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Pre-requisite noted where appropriate?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Level of difficulty is appropriate to the level of the standard?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Does the assessment activity give the trainee opportunity to meet the requirements of the Unit Standard outcomes, evidence requirements and range statements?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Are the evidence statements consistent with the requirements of the assessment activity and the unit standard?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Do the judgment statements clearly describe acceptable performance levels (quantity and quality)?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Electrical supply: Observation check sheet allows for 3, or more, observations as required?	<input type="checkbox"/> Sup <input type="checkbox"/> Rec <input type="checkbox"/> Mod	
Additional Comments		

Moderation of Trainee Assessment or Assessor Guide

Are all ER/PCs covered in this resource Yes No

All unsupported, identify the reasons below:

Sup – Support; **Rec** – Recommend; **Mod** – Modification required

Tasks	ER/PC	Outcome	Comments

Additional Comments