

General Details

Assessor or Provider Contact	Name:	
	Email:	
	Phone:	
Moderator Name:		
APA Package Title		
Material design	<input type="checkbox"/> Connexis	<input type="checkbox"/> Provider

Pre assessment moderation and unit standard/resource review requirements

Non Connexis APA resource - evidence of pre-assessment moderation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
The resource requires review change form is completed and emailed to resources@connexis.org.nz	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Moderation Result

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



Assessor decision **Acceptable** by moderator



Assessor decision **Not Acceptable** by moderator

Moderator must attach the APA Candidate Assessment form identifying all assessment results reported as part of this APA programme.

Moderator Signature: _____ Date: _____

Assessor Contact

The following do not affect the moderation decision, Connexis will follow-up issues as required.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was the assessor contacted?	Date of contact:
Comments from assessor contact?			

Moderation Decisions

Candidate Samples

Candidate Name			
APA Assessor Decision	<input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	Moderator decision	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable

Compliance	
The following do not affect the moderation decision, Connexis will follow-up issues as required.	
<input type="checkbox"/>	Front cover details complete?
<input type="checkbox"/>	Assessor signature on the front page?
<input type="checkbox"/>	Assessor feedback to candidates noted?

Initial Documents for Gap Analysis received		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	APA Eligibility Checklist
<input type="checkbox"/> Yes	<input type="checkbox"/> No	CV
<input type="checkbox"/> Yes	<input type="checkbox"/> No	APA Work History Record
<input type="checkbox"/> Yes	<input type="checkbox"/> No	APA Employer Recommendation
<input type="checkbox"/> Yes	<input type="checkbox"/> No	APA Referees
<input type="checkbox"/> Yes	<input type="checkbox"/> No	RoA
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supporting Evidence Portfolio (Electronic/hard copy)
Comment required for 'No' above		

Entry Criteria, Qualifications and Work History		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Evidence of qualifications/current practicing licence/trade endorsements documents
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Suitable and sufficient work history
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Strand selected
Comment required for 'No' above		

Gap Analysis completed		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Identified unit standards from RoA listed in Candidate Initial Assessment and Assessor form?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Additional Strand and Electives selected, as required?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Elective unit standards identified and others crossed out?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial assessment and awarding of appropriate unit standards completed
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Additional supporting evidence to be received is identified clearly and concisely?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Completed the relevant tick boxes associated with achievement of Graduate Outcome unit standards?
Comment required for 'No' above:		

Supporting Evidence		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sufficient – meets the requirements of the assessment
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Relevant to the qualification outcomes/graduate profile
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attributable to the candidate
Comment required for 'No' above		

Professional discussion		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Evidence of professional discussion planning (gap analysis)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Professional Discussion Recorded - provided
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Professional discussion was well prepared for and assessors questioning was clearly understood by candidate
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Professional discussion confirmed assessors decisions
Comment required for 'No' above		

Site visit where applicable – Assessor discretion			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable	Assessor notes attached?
Comment			

Referee contact		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Recorded referee discussion: Electronic or written
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supports assessment decision
Comment required for 'No' above		

Qualification outcomes		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Qualification outcomes are met using the evidence supplied
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Assessor decision is supported against all unit standard outcomes

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Evidence that all unit standards, electives included, have been assessed or returned to CSAM for completion
Comment required for 'No' above		

Yes/No		Section 2 Assessment task sheets does the evidence submitted by each ākonga meet the aromatawai principles?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Valid/Pono
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reliable/Haepapa
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Authentic/Tūturu
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Informative/Mārama
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Equitable/Tika

General Comments regarding Assessment	