APA Post-Assessment Moderation Form

General Details

Assessor or Provider Contact	Name:	
	Email:	
	Phone:	
Moderator Name:		
APA Package Title		
Material design	☐ Connexis	☐ Provider

Pre assessment moderation and unit standard/resource review requirements				
Non Connexis APA resource - evidence of pre-assessment moderation	☐	Yes	☐	No
The resource requires review change form is completed and emailed to resources@connexis.org.nz	☐	Yes	☐	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.			
☐ Yes	☐ No	**Was the assessor contacted?**	**Date of contact:**
Comments from assessor contact?			

Moderation Decisions

Candidate Samples			
Candidate Name			
APA Assessor Decision	☐ Achieved ☐ Not Achieved	**Moderator decision**	☐ Acceptable ☐ Not Acceptable

	Compliance The following do not affect the moderation decision, Connexis will follow-up issues as required.
☐	Front cover details complete?
☐	Assessor signature on the front page?
☐	Assessor feedback to candidates noted?

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

		Entry Criteria, Qualifications and Work History
☐ Yes	☐ No	Evidence of qualifications/current practicing licence/trade endorsements documents
☐ Yes	☐ No	Suitable and sufficient work history
☐ Yes	☐ No	Strand selected
Comment required for 'No' above		

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

		Supporting Evidence
☐ Yes	☐ No	Sufficient – meets the requirements of the assessment
☐ Yes	☐ No	Relevant to the qualification outcomes/graduate profile
☐ Yes	☐ No	Attributable to the candidate
Comment required for 'No' above		

		Professional discussion
☐ Yes	☐ No	Evidence of professional discussion planning (gap analysis)
☐ Yes	☐ No	Professional Discussion Recorded - provided
☐ Yes	☐ No	Professional discussion was well prepared for and assessors questioning was clearly understood by candidate
☐ Yes	☐ No	Professional discussion confirmed assessors decisions
Comment required for 'No' above		

		Site visit where applicable – Assessor discretion
☐ Yes	☐ No	☐ Not applicable Assessor notes attached?
Comment		

		Referee contact
☐ Yes	☐ No	Recorded referee discussion: Electronic or written
☐ Yes	☐ No	Supports assessment decision
Comment required for 'No' above		

		Qualification outcomes
☐ Yes	☐ No	Qualification outcomes are met using the evidence supplied
☐ Yes	☐ No	Assessor decision is supported against all unit standard outcomes

☐ Yes	☐ 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?
☐ Yes	☐ No	**Valid/Pono**
☐ Yes	☐ No	**Reliable/Haepapa**
☐ Yes	☐ No	**Authentic/Tūturu**
☐ Yes	☐ No	**Informative/Mārama**
☐ Yes	☐ No	**Equitable/Tika**

General Comments regarding Assessment