

General Details

Pre-assessment moderation requested. Please complete report and send to quality@connexis.org.nz			
Provider Name:	e.g. Te Pūkenga Business Division T/a Connexis		
Or, Assessor/ Provider contact details:	Name:		
	Email:		
	Phone:		
Purchase Order: (to be quoted on invoice)			
Unit Standard:	<no.>	<title>	
	Level:	Credit:	Version:
Moderator Name:			
Moderation Report Due Date:			

MODERATION RESULT

<p style="text-align: right;">Approved</p> <p>The ākongā assessment activity and assessor guide meet the unit standard requirements and no changes are required.</p> <p style="text-align: right;">Approved Date: / /</p>	<input type="checkbox"/> Moderator
<p style="text-align: right;">Approved</p> <p>The ākongā assessment activity and assessor guide meet the unit standard requirements, but minor modifications or corrections are required, and the assessment material is to be resubmitted to QA Advisor before use.</p> <p style="text-align: right;">Date: / /</p>	<input type="checkbox"/> Moderator
<p style="text-align: right;">Not Approved</p> <p>The ākongā assessment activity and assessor guide do not meet the unit standard requirements and the assessment material is to be resubmitted to moderator before use.</p> <p style="text-align: right;">Date: / /</p>	<input type="checkbox"/> Moderator
<p>Overall comments about resources:</p> 	
<p>Moderator (signature):</p>	

Resubmission (if Not Approved)

<p>Approved</p> <p>The ākonga assessment activity and assessor guide meet the unit standard requirements.</p> <p>Approved Date: / /</p>	<input checked="" type="checkbox"/> Moderator
<p>Approved</p> <p>The completed minor modifications or corrections are accepted and the ākonga assessment activity and assessor guide meet the unit standard requirements.</p> <p>Approved Date: / /</p>	<input type="checkbox"/> QA Advisor
<p>Not Approved</p> <p>The ākonga assessment activity and assessor guide do not meet the unit standard requirements and the assessment material is to be resubmitted to moderator before use.</p> <p>Date: / /</p>	<input type="checkbox"/> Moderator
Moderator/QA Advisor (signature):	

Pre-Assessment Moderation Checklist

Assessment Material Submitted for Moderation

Ākonga Assessment Activity / Assessment schedule	<input type="checkbox"/> Y <input type="checkbox"/> Not applicable
Assessor Guide / Marking guide / Model answers	<input type="checkbox"/> Y

Moderation of Ākonga Assessment Activity

Criteria	Outcome	Comments
The assessment instructions for the ākonga include the conditions and are clear and easily understood	<input type="checkbox"/> Y <input type="checkbox"/> N	
Level of task difficulty is appropriate to the level of the unit standard	<input type="checkbox"/> Y <input type="checkbox"/> N	
For Electrical supply assessments: Observation check sheet allows for 3 or more observations, as required	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Not applicable	
Overall, the assessment activity gives the ākonga opportunity to meet all the requirements of the unit standard outcomes, p.c., and range statements (use table to show where each p.c. is covered)	<input type="checkbox"/> Y <input type="checkbox"/> N	Ideally, the assessment developer should provide a matrix showing the task and the matching outcome & p.c.

Moderation of Assessor Guide

Criteria	Outcome	Comments
Unit standard title, number, version, level, credit correct and in full	<input type="checkbox"/> Y <input type="checkbox"/> N	
Unit standard guidance notes are considered	<input type="checkbox"/> Y <input type="checkbox"/> N	

INTERNAL TO BUSINESS PRE-ASSESSMENT MODERATION REPORT

Pre-requisites included in guidance to assessor	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Not applicable	
Evidence statements are consistent with the requirements of the assessment activity	<input type="checkbox"/> Y <input type="checkbox"/> N	
Judgement statements clearly describe acceptable performance levels (quantity and quality)	<input type="checkbox"/> Y <input type="checkbox"/> N	
Overall, evidence & judgement statements cover all the required unit standard outcomes, p.c., and range statements	<input type="checkbox"/> Y <input type="checkbox"/> N	Ideally, the assessment developer should provide a matrix showing the task and the matching outcome & p.c.
Provision on material to record final assessment decision and date	<input type="checkbox"/> Y <input type="checkbox"/> N	
Task No./Assessment Activity	P.c.	Modifications required for approval