

This cover sheet is to accompany all assessment samples sent to your moderator.

Email submissions:

- Send a scanned copy of the assessment samples via email or send an email with the link to the scanned documents, if using cloud-based document sharing app such as WeTransfer.

Paper-based submissions

- Forward the assessment samples together, not separately, if by courier. Ensure you attach this coversheet to the front of your assessment samples.

Online assessments

- If the samples selected were assessed online, please email [quality@connexis.org.nz](mailto:quality@connexis.org.nz) and they will arrange to send the evidence to the moderator.

Please send in all documentation that impacted your assessment decisions, which may include:

- Supporting Evidence: Plans, Tailgates, H&S Forms or photographs that are clearly referenced to the assessment task.
- Copy of the Assessor Guide used.

**Please complete this section:**

Unit Standard Number and Title	No of Samples

<b>Moderation Plan:</b>	
<b>Assessor Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Address:</b> If you wish for the samples to be returned, please include a prepaid, self-addressed envelope	

Please send to your allocated Moderator:

<b>Moderator Name:</b>	
<b>Address:</b>	

If you have any questions regarding the moderation process, please contact the quality team at [quality@connexis.org.nz](mailto:quality@connexis.org.nz).

