

External Moderation Methods

1. INTRODUCTION

This policy is to ensure that all tutors are compliant with the relevant Industry Training Organisation (ITO) or New Zealand Qualifications Authority (NZQA) standard and will participate in external moderation as required.

2. POLICY

- 2.1 Tutors will ensure administration staff has a copy of all correspondence received and sent to ITO and NZQA contacts
- 2.2 *Moderation Action Plans* with selected assessment units will be completed and sent to relevant ITOs and NZQA for approval.
- 2.3 Staff will attend Industry meetings on moderation and make changes if required to selected assessments.

3. RESPONSIBILITY

- 3.1 All Tutors to ensure their information has been received in a timely manner. Administration to forward the appropriate information to the organisations relevant to this policy.

4 COMPLIANCE

- 4.1

5 REFERENCES

- 5.1