

## Internal Moderation Methods

### 1. INTRODUCTION

The purpose of this policy is to ensure that all assessment material will be pre and post moderated to Industry Standards and will align with external moderation requirements as above.

### 2. POLICY

- 2.1.1 Time frames to be set for internal moderation and approved at staff meeting.
- 2.1.2 All unit packages will be moderated over a period of time and passed by the selected staff member/s. Course assessments to be moderated internally.
- 2.1.3 Meeting to be held pre assessment report to be completed and follow up of meeting to take place.
- 2.1.4 Recommendations to be completed and changes made to assessment material and then re-submitted for internal approval.
- 2.1.5 Tutors will hold a meeting to ensure all requirements, prepared documents and moderation forms align with NZQA standards.
- 2.1.6 Tutors will follow up on any recommendations, prepare reports and set deadlines.
- 2.1.7 Tutors will submit finding and ensure reports are copied and files in appropriate folders.
- 2.1.8 Administration staff will check course content, obtain an accreditation and moderation action plan, copy and put on file.
- 2.1.9 Administration staff will make contact with NZQA external moderation through email, fax, phone and mail. Documents will be sent by due date for NZQA.
- 2.1.10 Tutors will maintain contact throughout the process and hold meetings for updated information.
- 2.1.11 Tutors will prepare and send required assessments with correct documentation for allocation of an external moderator.

### 3. RESPONSIBILITY

- 3.1 Tutors are responsible for ensuring that the information is made available at the expected timeframes.

### 4. COMPLIANCE

---

Responsibility for Procedure:	All Managers
Approving Authority:	Chief Executive
Reference:	Education

4.1 Where Tutors fail to apply this policy in a fair and timely manner, the Tutor may face disciplinary action under the Employer's policy for Discipline and Dismissal for Poor Performance.

## 5. REFERENCES

5.1.

---

Copyright