

Selection of work for external moderation

Facts

- The external moderation sample is selected once internal moderation is complete.
- NZQA requires a sample for external moderation comprising:
 - six samples of student work for standards where candidates could gain Achieved, Merit or Excellence results. Samples must include:
 - one sample each at N, A, M, E and two more from A, M, E. If a sample at a grade is not available, replace with one at the nearest grade available
 - a selection of samples that is representative of the range of student work that has been assessed
 - four pieces of student work for standards for which the only grade is Achieved.
 - where the total number of students assessed for the standard is smaller than the minimum requirements, all student work must be submitted.
 - no more than two samples with a reported grade of Not Achieved, for any standard
- For external moderation, schools need to store only the selected samples for each standard assessed. These should be kept until the standard is next assessed, or for two years.
- A standard will not be selected for external moderation if it has not been assessed in the last two years.
- Digitally generated or stored student evidence can be submitted online for external moderation.

More information

[Guidelines for the selection of student work for moderation \(PDF, 132KB\)](#)
[External moderation](#)

Myths

- ‘The samples selected for external moderation must be verified as part of the internal moderation process.’
- ‘NZQA requires all internally assessed work to be stored for three years.’
- ‘All work from the previous year must be kept in case it is required for external moderation.’
- ‘NZQA requires hard copies of student evidence.’

Suggestions for managing workload

- Select your external moderation sample soon after verification of assessment decisions for each standard assessed
- Follow your school’s procedure for filing or storing the selected student work.
- Clearly label work generated digitally and store it in an accessible place in case it is selected for external moderation.
- Clearly date all evidence so that it can be replaced by new work and discarded as necessary.



More information

[Guidelines for the selection of student work for moderation](#)

[External moderation](#)