***School logo / Name***

**INTERNAL MODERATION COVER SHEET**

**NZQA** [***Assessment Rules***](https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules/1/)**require that schools must establish an** [**internal moderation process**](https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/secondary-moderation/internal-moderation/) **that  meets NZQA's requirements and which is applied each year to every internally assessed standard being assessed, to ensure that judgements are consistent with the Assessment Standard**.

**Faculty/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher in Charge of Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Section A: Complete information on the assessment *before any teaching*** | | | | | | | | | | | | | |
| **Course Title:** |  | | | | | **Standard Number:** | | **Version:** | | | | | |
| **Standard Title:** |  | | | | | | | | | | | | |
| **Credits:** | | **NZQF Level:** | | | **The school has consent to assess this standard** | | | | | **Yes** | | **No** | |
| **Source of Materials:** **Commercial / Own / TKI / NZQA / Subject Association / Other (specify):** | | | | | | | | | | | | | |
| **Section B: Critique assessment materials *before any assessing*** | | | | | | | | | | | | | |
| **The critiquing process is to ensure that the assessment materials meet the requirements specified in the standard and provide the opportunity for students to present authentic evidence at all grades.** | | | | | | | | | | | | | |
| **Before use the assessment materials have been checked against:** | | | | | | | | | | | | | |
| The current moderator report and clarification of the standard document | | | | | | | | | | | **Yes** | | **No** |
| The conditions of assessment | | | | | | | | | | | **Yes** | | **No** |
| Any external moderation feedback | | | | | | | | | | | **Yes** | | **No** |
| The standard is unchanged and the task has been previously critiqued, | | | | | | | | | | | **Yes** | | **No** |
| ***If yes, no further critiquing required.*** | | | | | | | | | | | | | |
| The assessment is consistent with the explanatory notes/learning/context/curriculum level | | | | | | | | | | | **Yes** | | **No** |
| The assessment allows students to achieve **all** requirements and grades of the standard | | | | | | | | | | | **Yes** | | **No** |
| Assessment schedule is consistent with the standard and clarifications documents | | | | | | | | | | | **Yes** | | **No** |
| Instructions are consistent with the standard explanatory notes/range statements | | | | | | | | | | | **Yes** | | **No** |
| Judgement/sufficiency statements clearly describe performance levels for each grade, e.g. quality & length | | | | | | | | | | | **Yes** | | **No** |
| Evidence statements allow for a range of acceptable answers with specific examples for each grade (A/M/E) | | | | | | | | | | | **Yes** | | **No** |
| Student instructions are clear and language is appropriate | | | | | | | | | | | **Yes** | | **No** |
| Registered standard number, version, title, level and credits are given. | | | | | | | | | | | **Yes** | | **No** |
| **Critiquers’ Name:** | | | | **School:** | | | | | **Date:** | | | | |
| **Section C: Verify sufficient teacher judgements *before reporting results* PTO** | | | | | | | | | | | | | |
| **The verification process is to ensure that any teacher judgements are consistent with the standard before they are reported to NZQA.** | | | | | | | | | | | | | |
| **Verifier Name:** | | | **School:** | | | | **Position:** | | **Date:** | | | | |
| Evidence of verification is available overleaf, attached or **at location (specify**): | | | | | | | | | | | | | |
| **I have sighted evidence of the critiquing and verification processes completed for this standard.** | | | | | | | | | | | | | |
| **Signed: Position:** | | | | | | | | | **Date:** | | | | |
| **Section D: Retain samples and review assessment materials *after results are reported*** | | | | | | | | | | | | | |
| Results loaded into student management system: | | | | | | | | | **Date:** | | | | |
| Assessment materials and student work are stored ready for external moderation | | | | | | | | | | | **Yes** | | **No** |
| **Location or file path:** | | | | | | | | | | | | | |
| [NZQA selection requirements](https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/secondary-moderation/external-moderation/) have been used to select work for external moderation (if required). | | | | | | | | | | | **Yes** | | **No** |
| Assessment materials have been reviewed in response to feedback. | | | | | | | | | | | **Yes** | | **No** |
| New benchmark samples have been annotated and/or existing examples of grade boundary decisions have been updated. | | | | | | | | | | | **Yes** | | **No** |

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| **SECTION C: VERIFICATION OF EVIDENCE USING STRATEGIC SELECTION** | | | | | |
| **Strategic selection of samples of work is based on the experience of the assessor(s), external moderation history, and the previous use of the task. The sample size can be sufficient, purposeful (at grade boundaries) or minimal.** | | | | | |
| Student’s Name | **Marker’s**  **Grade** | **Reason selected for verification** | **Verifier’s**  **Grade** | **Summary of discussion comments (or location of these comments)** | **Final Grade** |
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| **Briefly justify the total number of pieces in this sample:** | | | | | |
| ***Complete all columns. Add extra rows as required. Where appropriate, it is good practice to indicate a grade’s proximity to a boundary.*** | | | | | |