

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0908.01
Title:	<b>Moderation of Assessment</b>	
ITPNZ Std:	<b>9 Assessment</b>	
Chief Executive Approval:	Date of approval: <b>1 February 2016</b>	Effective Date: <b>1 February 2016</b>
Previous Policy No:	<b>AP902, AP900</b>	Review Date: <b>as required</b>
Contact Authority:	<b>Director: Quality</b>	Status: <b>Current</b>

## Purpose

To provide a framework for moderation practices which enable moderation to verify that assessment design and assessor judgements

- are valid, fair, consistent and reliable,
- meet approved learning outcomes, and
- are appropriate to the learning environment.

## Background

Moderation is an integral part of assessment best practice. The NZ Qualifications Authority (NZQA) requires institutions to have robust assessment and moderation processes. Otago Polytechnic's Academic Quality Management Manual outlines the systems and processes designed to achieve valid, fair and consistent assessment and to meet external requirements for best practice.

External moderation processes are expected to meet relevant national and international best practice.

## Statutory Compliance

National External Moderation Manual for Tertiary Education Organisations  
NZQA Programme approval and accreditation Rules 2013.

NZQA Guidelines for approval of New Zealand Qualifications at levels 1-6 for listing on the New Zealand Qualifications Framework (Version 2 December 2014).

Degrees and Related Qualifications, Guidelines for Programme Approval and Accreditation to Provide Programmes (July 2014).

NZQA Monitoring of programmes leading to degrees and related qualifications 2014.

## Policy

- 1 Heads of School/College are responsible for the implementation and maintenance of internal and external moderation practices for all programmes which ensure that assessment is fair, valid, reliable, appropriate to the assessment mode, consistent across the Polytechnic and meets external requirements.
- 2 Heads of School/College or delegated moderation co-ordinator or Programme Managers in conjunction with School/College Assessment Committees are responsible for ensuring that a robust and effective internal moderation system is in place for both pre-assessment and post-assessment moderation activity.
- 3 Capable NZ Programme Leader is responsible for ensuring that Capable NZ assessments meet the requirements of the moderation system in place for relevant subject areas and/or qualifications.
- 4 Where more than one school assesses in a particular subject area each Head of School/College/Programme Manager/Assessment Committee/moderation co-ordinator, is required to establish a moderation relationship with the other programmes.



- 5 All Assessment tools and/or processes are to be moderated prior to use (pre-assessment moderation) by person(s) other than the assessment tool developer and a sampling process is used to moderate the marking of learner work (post-assessment moderation) by person(s) other than the original assessor.
- 6 Annual Moderation Plans will be prepared for both pre-assessment and post-assessment moderation to be implemented within each school.
- 7 For NZQA managed external moderation, the Quality Enhancement Centre will liaise with NZQA and school/college contacts and facilitate the annual Assessment Plan and annual Moderation Plan.
- 8 For ITO managed external moderation, the school programme moderation coordinator will liaise with the relevant ITO and facilitate the external ITO moderation processes within the required timeframes.
- 9 Outcomes of the annual review of moderation systems and processes must be included in the Annual Programme Evaluation and Review report for each programme.

## Procedures

- 1 Head of School/College/Programme Managers/Assessment Committees are required to:
  - a. Prepare and implement the Schools/Colleges/Programmes annual Moderation Plan which must include internal and external moderation.
  - b. Meet relevant external moderation requirements
  - c. Liaise with the Quality Enhancement Centre regarding internal and external moderation requirements.
- 2 Moderation activity, including any outcomes and actions resulting from moderation feedback, are reported in the Annual Programme Evaluation and Review report and to external monitors.
- 3 Moderation records will be retained within each school.
- 4 For areas where Otago Polytechnic holds accreditation on the National Qualifications Framework, the procedures for internal and external moderation at school and responsible school level must comply with external moderation requirements and Accreditation and Moderation Action Plans (AMAPs). This may include liaison with an external standards setting body such as NZQA and/or an Industry Training Organisation (ITO).

## Guidelines

- 1 **Pre-Assessment:** Assessments are moderated and approved for use prior to assessment being undertaken; the moderation process will ensure that in the assessment design, the following conditions are met:
  - Conditions are clearly stated
  - Instructions are appropriate and easily understood
  - Assessments enable students to provide evidence congruent with identified learning outcomes.
  - Assessment/Marking schedules indicate range of evidence and judgements required to ensure consistency.
  - Feedback from previous assessments will be considered.
- 2 **Post Assessment:** Consistency of marking is ensured by post-assessment moderation procedures and checking of student scripts against the moderated marking schedules. These moderation procedures will be outlined in the programme document.

**Definitions****Local Qualification**

An award recognising the successful completion of a programme of study which consists of either locally developed courses, or a combination of unit standards that is not a national qualification registered by the NZ Qualifications Authority (NZQA). Qualification will begin with Certificate in .., Diploma in .., Bachelor of .., Graduate Certificate in .., Graduate Diploma in .., Postgraduate Certificate of .., Postgraduate Diploma of .., Master of ...

**New Zealand/National Qualification**

An award recognising the successful completion of a programme of study containing unit standards or nationally approved courses which meet the requirements of a qualification registered by the NZQA. Qualification will begin with National Certificate, or National Diploma, or New Zealand Diploma or NZ Certificate.

**Referral Documents**

AP0607 Cheating  
AP0900 Assessment  
AP0910 Assessment Committee  
AP0907 Impaired Performance - Aegrotat  
AcQual 163 Best Practice in the Assessment of Unit Standards  
AcQual 164 Best Practice Moderation

**Delegation of Procedures**

Quality Enhancement Centre – liaise with NZQA re NZQA managed moderation systems.

**Approved by Chief Executive**

**Date: 1 February 2016**

