

## Policy Title

Assessment and moderation

## Audience and scope

Institution-wide.

## Document Management

Policy Number	AP09V2	Approval by	Academic Board
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## History

Version	Effective date
1	28 August 2018
2	06 December 2018

## Purpose

To ensure that assessment is planned, fair, valid, reliable and consistent.

## Glossary

Programme – a coherent arrangement of learning or training that is based on clearly linked aims, outcomes, content, and assessment practices leading to qualification(s) listed on the New Zealand Qualifications Framework.

Programme component (component) – is a part of a programme that is separately documented with a purpose and learning outcomes. (*An equivalent title to a “paper”, or a “course”*)

Moderation – a process of review of component teaching and assessment to ensure that assessment is fair, valid, reliable and consistent.

Pre and post-moderation – new teaching material and assessment must be moderated before it is used, pre-moderation. Teaching and assessment material, and assessor judgements on student work must be moderated each semester after it is used, post-moderation

External moderator – A person who is not an employee of the institute who is familiar with similar programmes offered by other organisations.

Internal moderator – an employee of the institute with the responsibility and relevant subject and process knowledge to moderate a programme component.

Assessment Plan – An assessment marking guideline which may include specimen answers where appropriate.

Assessment Conditions – A list of conditions that must be strictly adhered to for the assessment/exam that ensure no advantage or disadvantage is brought to any student or group of students.

Moderation – moderation of an assessment is a quality assurance process to ensure fair, valid, reliable and consistent assessment decisions are made.

## **Policy**

1. The Assessment conditions must be strictly adhered to.
2. Re-sit and reconsideration of assessment opportunities are provided in accordance with programme regulations and the UUNZ Reassessment & Re-sit, Retotalling Policies.
3. Internal pre and post moderation of assessments is undertaken in all programmes to ensure that assessments are fair, valid, reliable and consistent.
4. To ensure validity, external moderation of assessments, assessment methods, standards and techniques is undertaken by an NZQA approved independent external moderator. The moderator's comments are considered to improve all assessments.
5. New assessments are externally pre-moderated before new programme components are provided and approved by the Programme Committee.
6. All Assessments are internally pre and post moderated before and after delivery.
7. Assessments for all programme components are externally post moderated at least every three years on a cycle.
8. The Programme Committee approves all final pre and post moderations.

## **Procedures**

### **External Moderation**

1. External moderation schedules are prepared by the Programme Leader/Coordinator and approved by the Programme Committee.
2. External Moderation packs must be prepared by the component lecturers and provided to the Programme Leader/Coordinator within one week after the last exam of each semester for Post-moderation and no later than three weeks before the semester for Pre-Moderation.<sup>1</sup>
3. Post-Moderation packs are sent to external moderators one week after the last exam of each semester.
4. New Programme Pre-Moderation packs are sent to external moderators no later than three weeks before the start of each semester
5. Moderation feedback forms and subsequent action plans resulting from the feedback will be prepared and monitored by the Programme Leader/Coordinator and circulated to component developers to remedy.
6. Assessments are not finalised until the External Moderator has given approval and agreed to sign off the Moderation and the Programme Committee has approved the moderation.

## Internal Moderation

1. Moderation schedules are prepared by the Programme Leader/Coordinator and approved by the Programme Committee.
2. Internal Moderation packs must be prepared by the component lecturers and provided to the Programme Leader/Coordinator within one week after the last exam of each semester for Post-moderation and no later than three weeks before the semester for Pre-Moderation.<sup>1</sup>
3. Post-Moderation packs are sent to assigned internal moderators within one week after the last exam of each semester.
4. Pre-Moderation packs are sent to assigned internal moderators no later than three weeks before the start of each semester
5. Internal moderators are encouraged to provide critical feedback.
6. Moderation feedback forms and subsequent action plans resulting from the feedback will be prepared and monitored by the Programme Leader/Coordinator and circulated to component developers to remedy.
7. Assessments are not finalised until the Programme Committee has approved the Moderation.

<sup>1</sup> Post- Moderation packs contain, the component descriptor, assessment plan, assessment samples and samples of student work/results for each assessment, moderation forms (student work contains three samples, H/M/L for each component assessment)

Pre-Moderation packs contain the same as the above, without student work samples.