

Derived Grade Procedures when assessing a student for an External Standard

Procedure Before Derived Grade Exams / Assessment:

1. Enter Externals by single green ticking Markbook E with standards to be assessed.
2. Ensure all external entries by 1st September on Kamar
3. External Derived Grade Assessment must be completed in an identical process to how the external standard is assessed. Example: If an external standard assesses a student's understanding through an exam, then the Derived Grade assessment must be an exam also. (Exam = Exam)
4. Set exam / test period with at least two weeks warning to students or alternatively enter students to sit derived grade external Term 3 Week 7/8 Derived Exams
5. Enter digital practice exam (Level 1 English only) via Kamar (Assessment Master is the digital platform used for this derived grade assessment)
6. Creating assessments via google docs, education perfect or other models are suitable if the platform notifies or blocks users from accessing other platforms (prevent cheating)
7. Teachers accessing outside purchase an exam through subject associations, write exam in accordance with NZQA achievement standard.
8. Prior to the exam ensure all photocopying or digital access is completed and ready.

During Derived Grade Exam

1. Ensure derived grade exam test is completed in an identical process to the end of year external exams. All NZQA external rules apply. Please read below.

[Rules for Students Taking External Assessments](#)

2. Ensure teacher supervision during whole exam/test.
3. No relief teachers can be used for supervision.

Section 25: Derived Grade Exams Change of Assessment Date Procedures: (If a student misses the derived exam)

Section 26: Use of Commercial Tasks during Derived Grade Procedures

It is an NZQA requirement that commercial tasks are kept secure when used to provide evidence for derived grades.

Teachers must be aware that tasks from public sources have to be modified, commercial tasks **MUST** be kept secure. This means the student only has access to the assessment task during their (Test, Exam, Assessment Period) and they have NO access to the assessment prior to or after the testing period.

Rules for student access to exam paper post Assessment -

If a department is using exams that were:

- Supplied and/or purchased by subject associations/organisations.
- Used by any other secondary school.

Rules:

In order to maintain the authenticity of assessment and derived grade process nation wide

1. **Before:** Ensure students have no access or sighting of assessment prior to the test/exam
2. **During:** Collect all questions and written exam papers back after derived grade exam/test. Ensure no photos or copies are taken by the student.
3. **After:** Marking and Derived grade moderation has taken place, students can be given their exam result papers but they cannot take any photos of the test/exam. Students cannot be in possession of a Physical or Digital copy of the exams until

Section 27: Derived Grade Internal Moderation Procedures

After Derived Grade Exams

DERIVED GRADE MODERATION IS IDENTICAL TO INTERNAL MODERATION PROCEDURES

Teachers will Follow All Steps to ensure quality assurance.

Internal moderation includes two processes. 1. Critiquing – (Prior to Assessment), 2. Verification – (After Assessment). **Wording to be aware of: Critiquer is the MARKER, Verifier is the Moderator**

Step 1: COMPLETED BY TEACHER

- Complete the three sections.
 1. Standard Information
 2. Source of Materials
 3. Critiquing (Pre-Marking) Process

STANDARD INFORMATION			
Course Title:		Standard Number:	Version:
Credits:	NZQF Level:	The school has consent to assess this standard (Y/N)	
Standard Title:			
CRITIQUING OF ASSESSMENT MATERIALS			
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 evidence at all grades. Assessment materials should be checked against the standard before use.			
Source of materials:		Critiquing process:	Y/N
Own	Commercial	The materials have been previously critiqued and the standard and current clarification are unchanged.	
Subject Association	TKI / NZQA	If yes, stop here. No further critiquing is required.	
Other (e.g. QAAM material):		Registered standard number, version, title, level & credits are given	
		Student instructions are clear and language is appropriate	
		Assessment is consistent with learning/context/curriculum at the appropriate level	
		Assessment allows students to achieve requirements of the standard for all grades	
		Instructions are consistent with explanatory notes/range statements in the standard	
		Assessment schedule is consistent with the standard and clarifications documents	
		Judgement/sufficiency statements clearly describe performance levels for each grade, e.g. quality & length	
		Evidence statements allow for a range of acceptable answers from students with specific examples for each grade (A/M/E)	
Critiquer:			
Name:			
School:			
Date:			

Step 2: MARKERS MEETING 1

GUIDE TO MARKERS (MEETING 1) – BEFORE MARKING STUDENT WORK

- Immediately after the student has completed the assessment an initial moderation meeting/discussion (**Meeting 1**) will take place with ALL marker/s and verifier/s to ensure consistency at the National Standard. Reference to all steps in Critiquing (Marking) – prior to assessment will be discussed. Including reference to annotated benchmarks, marking schedule, external moderation, samples of work at the grade boundary reference, Reference to records of meetings with advisors, colleagues outside the school, cluster groups
- A small body of student work is marked by ALL markers according to the assessment schedule, and judgment and evidence statements - which are provided by the critiquing process. (previous page)

Step 3: COMPLETED BY VERIFIER (MODERATOR)

NOTE: Verifier is the Moderator

- This section is completed after marking and should be done in collaboration with a peer.
- The top section is the information about who is verifying (MODERATING) the grading, their position, and the verification (moderation) date and location.

THE MARKER AND VERIFIER (MODERATOR) MUST BE TWO DIFFERENT PEOPLE

- Put in the details of the person who is verifying (moderating).
- Monitoring of the internal moderation process should be HOD and where the materials will be safely stored.

Evidence statements allow for a range of acceptable answers from students with specific examples for each grade (A/M/E)		
VERIFICATION (MODERATOR) OF TEACHER JUDGEMENTS		
The verification process is to ensure that the teacher judgements are consistent with the standard before they are reported to NZQA. Purposefully selected samples of work around grade boundaries should be verified by a subject specialist with standard-knowledge.		
The verification was completed by the following subject specialist with standard-specific knowledge:		
Name:	Date:	
Position or School:		
Evidence of verification is available overleaf, attached or at location (specify):		
Sufficient pieces of work have been verified from all teachers reporting results to assure consistency across classes (where applicable).		
MONITORING OF THE INTERNAL MODERATION PROCESS		
I have sighted evidence that all quality assurance processes have been completed for this standard.		
Name:	Signature:	Date:
SAMPLES ARE RETAINED & ASSESSMENT MATERIALS REVIEWED		
Results loaded into student management system. Date:		
The school's random selection procedure has been used to select work for external moderation (if required).		
Assessment materials and student work are stored ready for external moderation (indicate file path or location):		
Assessment materials have been reviewed in response to feedback.		

Step 4: COMPLETED BY VERIFIER (MODERATOR)

NOTE: Verifier is the Moderator

- Select 6 student's pieces of work purposely selected around grade boundaries.
- The teacher (Marker) and the Verifier (Moderator) complete the moderation discussion **together** and confirm the:
 1. Moderation result (Minimum of 6)
 2. Moderation comment (Minimum of 6)
- Moderation Comment must be made for each student selected about why the student was given that grade by the Verifier (Moderator).

SANCTA MARIA COLLEGE VERIFICATION (MODERATION) EVIDENCE				
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.				
Purposeful selection at grade boundaries (1 x Highest N/ 1 x Lowest A, 1 x Highest A/ 1 x Lowest M, 1x Highest M/, 1 x Lowest E)				
All pieces of work selected for Moderation must be border line and purposeful selection with a range of grades.				
Student's Name	Marker's Grade	Verifier's Grade	Reported Grade	Discussion comments

GUIDE TO SELECTING STUDENTS FOR MODERATION

The following should guide how students are selected for internal verification (Moderation).

- Student Assessment work must be **purposely selected** around **grade boundaries**.
- There are sufficient assessments from all teachers across classes to ensure consistency. (Minimum 6 selected)
- Quantity of samples strategically selected is based on experience, moderation history, and previous use.

Verification (Moderation) should be completed by a subject specialist or by someone with standard specific knowledge. The verification person cannot be the same person as the marker. They must be two different people.

GUIDE TO TEACHERS FOR VERIFICATION (MODERATION)

You can add students to the selection at any time:

If changes are required, then results can be updated in the Entry tab.

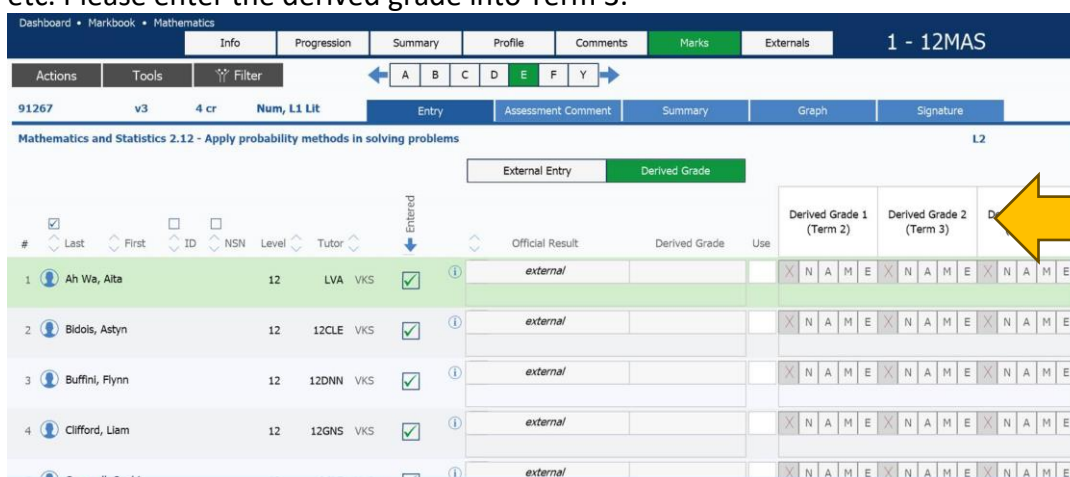
- **(Meeting 2)** Second moderation meeting/discussion will take place with ALL marker/s and verifier/s to ensure consistency at the National Standard.
- Marking of all Assessments takes place. Usually, students' work will be marked by their class teacher in the first instance.
- **If the critiquer (marker) and verifier (moderator) disagree:** If the Critiquer (Marker) and the Verifier (Moderator) disagree. Then further marking and moderation must take place or alternatively a further experienced Verifier (Moderator) is used to confirm the student's grade.
- **If the Verifier (moderators) grade is marked either higher or lower:** If the verifier (moderator's) grades are different than the original grade given, then the original students grade must be changed to the verifiers (moderators) grade.
- **If a Verifier (moderator) grade is marked higher or lower:** Any students who have completed this standard and have similar grades or reasoning that matches the grade the verifier (moderator) sighted as different must now be checked to ensure any other students do not have to have their grades adjusted up or down as well.

Step 5: COMPLETED BY TEACHER (Verifier)

Submit the PINK Derived grade form to Data Manager.

Step 6: COMPLETED BY TEACHER (Verifier) Publish Grades – Double Green Tick

- Now derived grade form has been completed and the derived grade moderation process has been completed you will now be able to double green tick and publish the grades.
- Go to entry and ensure all the verified grades are correct.
- Grades can only be double green ticked once derived grade moderation has been completed.
- Please enter your Derived grade results under mark-book E, Derived grade. Please see the photo below. Each student must have a grade attached if they are sitting externals at the end of the year due to the likelihood of a number of our students being away due to sickness/mental health etc. Please enter the derived grade into Term 3.



The screenshot shows the Markbook interface for Mathematics. The 'Derived Grade' tab is selected for Term 3. The table lists students and their grades. A yellow arrow points to the 'Double Green Tick' button in the 'Use' column.

#	Last	First	ID	NSN	Level	Tutor	Entered	Official Result	Derived Grade	Use	Derived Grade 1 (Term 2)	Derived Grade 2 (Term 3)
1	Ah Wa, Alta				12	LVA VKS	☒	external			X N A M E	X N A M E
2	Bidois, Astyn				12	12CLE VKS	☒	external			X N A M E	X N A M E
3	Buffini, Flynn				12	12DNN VKS	☒	external			X N A M E	X N A M E
4	Clifford, Liam				12	12GNS VKS	☒	external			X N A M E	X N A M E

Section 28: 2025 Derived Grade Internal Moderation Cover Sheet



2025 SANCTA MARIA COLLEGE DERIVED GRADE INTERNAL MODERATION COVER SHEET

NZQA Assessment (including Examination) Rules for Schools with Consent to Assess 2024 (5.6b) requires that schools must report to NZQA only those internal assessment results which have been subject to an internal moderation process.

STANDARD INFORMATION

Course Title:				Standard Number:		Version:	
Credits:		NZQF Level:		The school has consent to assess this standard (Y/N)			
Standard Title:							

CRITIQUING OF ASSESSMENT MATERIALS

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 evidence at all grades. Assessment materials should be checked against the standard before use.

Source of materials:	Critiquing process:	Y/N
Own	The materials have been previously critiqued and the standard and current clarification are unchanged.	
Commercial		
Subject Association	If yes, stop here. No further critiquing is required.	
TKI / NZQA		
Other (e.g. QAAM material):	Registered standard number, version, title, level & credits are given	
Critiquer: Name: School: Date:	Student instructions are clear, and language is appropriate	
	Assessment is consistent with learning/context/curriculum at the appropriate level	
	Assessment allows students to achieve requirements of the standard for all grades	
	Instructions are consistent with explanatory notes/range statements in the standard	
	Assessment schedule is consistent with the standard and clarifications documents	
	Judgement/sufficiency statements clearly describe performance levels for each grade, e.g. quality & length	
	Evidence statements allow for a range of acceptable answers from students with specific examples for each grade (A/M/E)	

VERIFICATION (MODERATOR) OF TEACHER JUDGEMENTS

The verification process is to ensure that the teacher judgements are consistent with the standard before they are reported to NZQA. Purposefully selected samples of work around grade boundaries should be verified by a subject specialist with standard-knowledge.

The verification was completed by the following subject specialist with standard-specific knowledge.

Name:

Date:

Position or School:

Evidence of verification is available overleaf, attached or at location (specify):

Sufficient pieces of work have been verified from all teachers reporting results to assure consistency across classes (where applicable).

MONITORING OF THE INTERNAL MODERATION PROCESS

I have sighted evidence that all quality assurance processes have been completed for this standard.

Name:

Signature:

Date:

SAMPLES ARE RETAINED & ASSESSMENT MATERIALS REVIEWED

Results loaded into student management system. Date:

The school's random selection procedure has been used to select work for external moderation (if required).

Assessment materials and student work are stored ready for external moderation (indicate file path or location):

Assessment materials have been reviewed in response to feedback.

New benchmark samples have been annotated and/or existing examples of grade boundary decisions have been updated.

SANCTA MARIA COLLEGE VERIFICATION (MODERATION) EVIDENCE

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.

Purposeful selection at grade boundaries (1 x Highest N/ 1 x Lowest A, 1 x Highest A/ 1 x Lowest M, 1x Highest M/, 1 x Lowest E)

All pieces of work selected for Moderation must be border line and purposeful selection with a range of grades.

Student's Name	Marker's Grade	Verifier's Grade	Reported Grade	Discussion comments