



Sancta Maria College External Moderation Cover Sheet

This cover sheet must be completed and submitted with the moderation materials for each standard selected for moderation.

Moderation System/Subject:

School Name:

School Code:

Standard No:

Version of standard:

Level:

The following assessment materials should be attached or enclosed with this form:

(Tick the boxes to confirm):

☐

assessment activity with any relevant resources

☐

assessment schedule

☐

6A/S or 4U/S samples of assessed work

Please indicate the source of assessment material by ticking the appropriate box:

☐

own materials

☐

commercial materials

☐

modified MOE/NZQA materials

☐

other e.g. unmodified MOE/NZQA materials

Samples of student work must be selected specifically:

All student work submitted for a standard must be for the same assessment activity.

- **Achievement Standard:** Six samples of student work for standards where Not Achieved, Achieved, Merit or Excellence grades are available. Samples should include:
 - one sample each at N, A, M, E (if a sample at a grade is not available, replace with one at the nearest grade available, but only send a maximum of 2 samples at N). Where possible, these should be typical for the grade, not borderline.
 - two more from A, M, E. These could be borderline or particular pieces of work you wish to have moderated.

Unit Standard: Four samples of student work for standards where only Not Achieved or Achieved results are available.

Student identifier <i>e.g.: student A, student 1</i>	Grade <i>M</i>	Comments related to grade awarded (optional) <i>I have awarded Merit although the quality of the evaluation is marginal because the reasons were not explained.</i>