

Section 40: External Moderation Procedure

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Section 41: Website Links to External Moderation Information

[NZQA External Moderation Guidelines](#)

[NZQA Assessment Rules for Schools, TEOs assessing against Achievement Standards, and Candidates 2024](#)

[MYTHBUSTER 7 – Selection of work for external moderation](#)

[NZQA Selecting work for Moderation FAQs \[PDF, 74 KB\]](#)

[External Moderation outcomes](#)

[External moderation application](#)

Section 42: What is National External Moderation

National external moderation provides an assurance that assessment decisions, in relation to assessment standards, are consistent nationally.

External moderation of internally assessed standards in schools and kura ensures that assessment judgements (marking of students' work) are consistent with the standard and provide feedback for future assessment decisions.

Where issues are identified with assessor judgements, the assessment materials used (tasks, activities or tests) may be moderated to check that they are at the national standard.

Schools and kura can access the report for each standard, including moderation outcomes, through the external moderation application.

An Annual Subject Report, which will include national moderator feedback, will be published in February.

Section 43: Level 1 2024 External Moderation Guidelines

In 2024 All New Level 1 Achievement Standards assessed at Sancta Maria College will be Externally moderated.

External Moderation must be prepared and given to Data Manager within 4 weeks of completing the Internal Assessment.

All External moderation must be sent to NZQA.

Section 44: Submission of All External Moderation Guidelines

Schools should submit moderation for each standard in their moderation plan once they have completed the assessment process. (Moderation has been completed and the results given to students for that standard).

Principals Nominee should be notified by teacher where this final date may be an issue so they can inform NZQA relationships Manager.

All External Moderation documents should be given to the school's Data Manager or placed in the NZQA external moderation Office365 folder.

The Data Manager will submit all documents using the NZQA app.

Section 45: Documents to be submitted for External Moderation

1. Copy of the assessment Task
2. Copy of all supporting documents for marking assessment
3. Copy of the Assessment schedule
4. 6 Selected samples of Work – Achievement Standard or 4 Selected samples of work – Unit Standard

(Selected samples of student work must consist of the key materials that the assessor has used to make an assessment judgement)

Section 46: Procedure for Selecting Student samples for External Moderation

- **There is NO Random selection of student samples. Selection of student samples must be specific and targeted.**
- **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.

Where the total number of students assessed for the standard means, there are insufficient samples of learner evidence available, all student work must be submitted, but only a maximum of 2 samples at N.

Section 47: Procedure Steps for submitting External Moderation

1. **Step 1: Achievement Standards: Select 6 pieces of work:** (EXAMPLE: Following pieces of work N, A, M, M, E, E) or similar combo. Only 1 Not achieved selected. (See Criteria for Student Selection in section:6). Unit Standards: Select 4 pieces of work.
2. **Step 2:** Place each piece of work on a USB or place it in the NZQA folder T:\NZQA and NCEA Resources\2024 External Moderation
3. **Step 3:** Save each piece of student work as a file separately and name as student A, student B etc. or student 1, student 2, student 3.... (See example below)

PHYSICAL EDUCATION EXTERNAL MODERATION

Share View

« 2022 External Moderation Saved Pieces of ... » PHYSICAL EDUCATION EXTERNAL MODERATION				
Name	Date modified	Type	Size	
Student A = Not Achieved	18/02/2022 12:00 PM	Microsoft Word D...	0 KB	
Student B = Achieved	18/02/2022 12:00 PM	Microsoft Word D...	0 KB	
Student C = Merit	18/02/2022 12:01 PM	Microsoft Word D...	0 KB	
Student D = Merit	18/02/2022 12:01 PM	Microsoft Word D...	0 KB	
Student E = Excellence	18/02/2022 12:01 PM	Microsoft Word D...	0 KB	
Student F = Excellence	18/02/2022 12:01 PM	Microsoft Word D...	0 KB	

4. **Step 4:** Once you open each student file label on the student's piece of work the Grade and also whether this is student A, or Student B etc. See example.

2021 3.7 Sancta Maria College Year 13 Physical Exercise Science "No Room for Error"

STUDENT: B

GRADE OVERALL: ACHIEVED

Safety Management Essay
AS91504
Appendix A – ESSAY PLANNING SHEET

Critical point 1:

Mistake made:

Jodie Sullivan didn't have the necessary skills to read the water levels. This recommendation is important because reading the water level could've been

Procedure Steps for submitting External Moderation

5. **Step:5 Complete NZQA EXTERNAL MODERATION COVER SHEET – See (Section: 9) a** full example of a cover sheet and (Section 10) a blank NZQA external cover sheet.

Fill out student A, Student B, cont.... and then the grade they got. Comment explanation of why students were given grades. See example.

- Achievement Standards: submit eight randomly selected samples of assessed work. - For standards with eight students or fewer, send all assessed work. All student work submitted for a standard must be for the same assessment activity.		
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>
STUDENT A	N	Student A only completed both tasks but did not describe any depth or safety procedures
STUDENT B	A	Task A was a merit level. However, Task B brought the students grade down to an Achieved because the standard asks students evaluate safety procedures. (Procedure meaning 2 or more. Student B only evaluated task A not both.
STUDENT C	M	Student C consistently evaluated but did not include any level of critical evaluation to receive any grade higher than a merit

6. **Step: 6 Save the assessment task**, marking schedule and all relevant information that will explain to the moderator how you assessed and what your grade boundaries were according to an assessment schedule. See example.

- Student Assessment Information (Task and Resources)
- Marking Schedule
- 6 Achievement Standard Marked Exemplars (4 Unit Standard) and any other material you used to help determine your grades.

<< 2022 External Moderation Saved Pieces of ... > PHYSICAL EDUCATION EXTERNAL MODERATION					Search
Name	Date modified	Type	Size		
2021 3.2 Sancta Maria College Assessmen...	4/02/2022 11:18 AM	Microsoft Word D...	663 KB		
NZQA External Moderation Cover Sheet	18/02/2022 12:00 PM	D...	0 KB		
Student A = Not Achieved	18/02/2022 12:00 PM	D...	0 KB		
Student B = Achieved	18/02/2022 12:00 PM	Microsoft Word D...	0 KB		
Student C = Merit	18/02/2022 12:00 PM	Microsoft Word D...	0 KB		
Student D = Merit	18/02/2022 12:01 PM	Microsoft Word D...	0 KB		
Student E = Excellence	18/02/2022 12:01 PM	Microsoft Word D...	0 KB		
Student F = Excellence	18/02/2022 12:01 PM	Microsoft Word D...	0 KB		

7. **Step 7: Once this is all completed.**

Place file in office 365 file (NZQA & NCEA File> 2024 External Moderation) and send the link to the school's Data Manager or place the files on a USB and give to the Data Manager.

Section 48: NZQA Questions and answers about moderation selection - Website Guidelines

1. If I have fewer than 6 students in my class. What do I do?

Store all of the student work available but do not send more than two samples of work graded at N.

2. How can we make it more manageable for subjects that have to record student performances?

Your selection should be made from a sufficiently large sample of students being assessed for a standard. For example, it may be useful to have a selection process for deciding which classes will be recorded, and after assessment is complete, the selection will be made from those classes.

3. I have 120 students doing a speech. Do I have to record them all?

No. You can pre-select classes or even students to keep things manageable. It would be advisable to record more than the sample required to ensure you have enough material to submit for moderation.

4. What do we do if there is no student work available for a standard because all students in the class got Not Achieved when they had an adequate assessment opportunity and did not take it?

There is no pool of students who submitted work, so therefore there is no work to select or store. File an explanation for the standard. This will also need to be discussed with the SRM if this standard is selected for external moderation.

5. How long do we need to keep student work for a standard we are no longer offering?

Keep assessment materials and selected student work until a fresh sample can replace it or until two years have elapsed.

6. How many samples should we send in for Unit Standards?

If the Unit Standard is one where only Not Achieved or Achieved results are available you only send four samples, but do not send more than two graded at N.

7. Where else can I get feedback and information from moderators about national standards and assessment decisions?

NZQA offers Moderator Best Practice Workshops if you are interested in going on a course. Let Principal's Nominee know, and they will enrol you in a course.

Section 49: Example of Cover Sheet

SECONDARY MODERATION COVER SHEET

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

Moderation System/Subject: **PHYSICAL EDUCATION**

School Name: **SANCTA MARIA COLLEGE** **School Code:** **491**

Standard No: **91504**

Version of standard: **2**
(not version of TKI activity)

Level: **3**

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

(Tick the boxes to confirm):

☒ assessment activity with
relevant resources

☒ assessment
schedule

☒ 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	Comments related to grade awarded (optional)
	M	<i>I have awarded Merit although the quality of the evaluation is marginal because the reasons were not explained.</i>
STUDENT A	N	Only completed both tasks but did not describe any depth or safety procedures
STUDENT B	A	Task A was a merit level. However, Task B brought the students grade down to an Achieved because the standard asks students evaluate 2 safety procedures.
STUDENT C	M	Consistently evaluated but did not include any level of critical evaluation so only merit
STUDENT D	M	Although the explanation was in depth. The essay lacked consistency of critical evaluation to be any higher
STUDENT E	E	Student E included numerous aspects of critical evaluation through both Task A & B
STUDENT F	E	Student F critically evaluated Task A to a high excellence. However, Task B although they did critically evaluate it was at a much lower depth but still enough for an excellence

Section 50: Sancta Maria College 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:

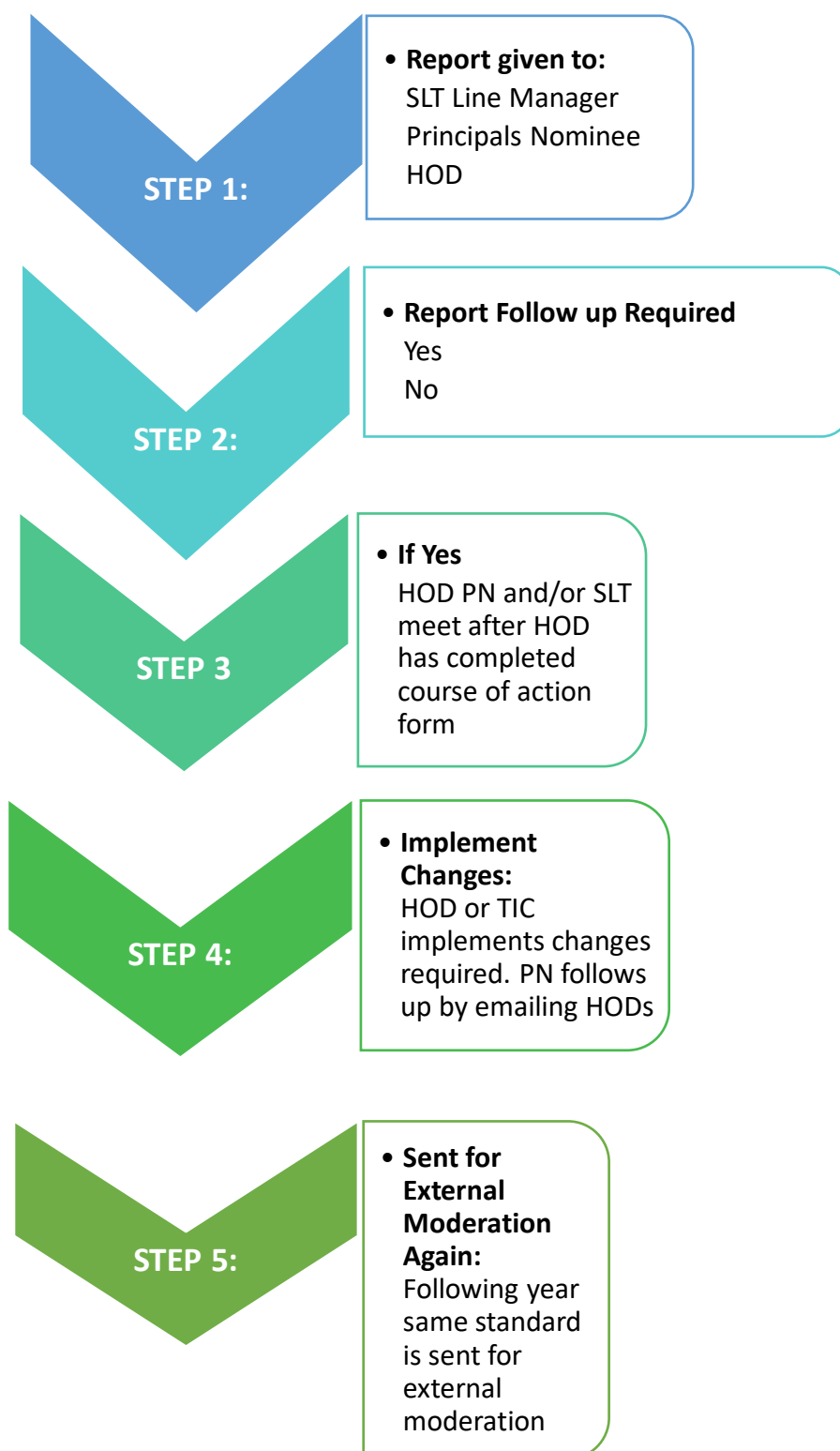
All student work submitted for a standard must be for the same assessment activity.

- **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.

[illegible]

Section 51: Procedures following Return of External Moderation Reports



⇒ Procedures following Return of External Moderation Reports

- ⇒ **STEP 1:** Assessment Materials and Moderation reports are returned to the Principal's Nominee. A hard copy of the report will be given to the Line Manager - Deputy Principal and Head of Department (HOD) and Teacher in charge of the Course. Principal Nominee will keep the original in a master file.
- ⇒ **STEP 2:** Sancta Maria College (Principal's Nominee) identifies following External Moderation reports as "**follow up required**" by Principals Nominee and/or SLT if external moderation reports contain following:
1. A agreement rate of 3/6 or less than that
 2. Where moderator states "Needs Modification"
 3. Where moderator states "Does not meet standard"
 4. Where moderator states any other form of change is needed
- ⇒ **STEP 3:** HOD will complete "Course of Action Form" to be taken to remedy the concern. The Principal's Nominee or other nominated SLT member, liaises with ALL HODs regarding matters of concern raised in moderation reports. Liaison can be email or meeting.
- ⇒ **STEP 4:** Where a standard has been externally moderated and has been identified as needs 'modification' or 'does not meet the standard', or where assessment judgments have a low agreement with the moderator - Heads of department and teachers in charge are required to provide documented evidence of actions taken, to the Principal's Nominee as soon as possible after the moderation. This would normally be discussed at a meeting or email organised by the Principal Nominee or SLT member.
- ⇒ **STEP 5:** The following year the same standard is selected and sent to NZQA for moderation to ensure assessment and marking meets standard.
- ⇒ **STEP 6:** If the external moderation in follow up year has a repeat of "follow up required". HOD or TIC will contact another school with a high agreement rate for standard and seek professional learning and support via discussion or school's assessment/criteria. HOD must show evidence to PN of changes made to assessment and/or marking.