Sancta Maria College is an integrated co-educational Catholic College and its practices, beliefs and values are Catholic and guide the work of the college.

Rationale

Sancta Maria College is committed to delivering robust moderation assessment practices to ensure the integrity of the New Zealand National Qualifications Authority is upheld.

Purpose: To ensure all student assessment work is marked consistently to the NZQA standards of assessment.
- Set out clear and consistent procedures for internal moderation by teachers
- Set out clear and consistent procedures for external moderation by teachers
- Set out clear and consistent school wide monitoring processes that ensures all Departments are maintaining efficient and effective moderation procedures

The quality of national assessment relies on quality assurance systems operating in Sancta Maria College. Sancta Maria College must have assessment policies and procedures to ensure that results reported are accurate and consistent with the listed standard.

Internal moderation supports the credibility of assessment by ensuring that assessment is valid and judgements are verifiable.

Sancta Maria College undertake quality assurance each year to ensure that:

- All assessment material is critiqued and modified as necessary, before use
- Judgements are consistent across classes
- For each standard a sufficient sample of each teacher's grade judgements is verified
- Annotated benchmark samples of student work are identified and retained
- For each standard assessment materials are retained with a random selection of student work for the purpose of external moderation
- All advice from external moderation is actioned before the materials are used again
- Staff use external professional links to maintain their understanding of the standards.

The critiquing process is to ensure the assessment activity focusses on the requirements specified in the standard and provides the opportunity for students to present evidence at all grades.

NZQA Verification for Internal Moderation Process

- The verification process is to ensure that the teacher judgements are consistent with the standard, before they report the results to NZQA.
- It should be undertaken by a subject specialist with standard specific knowledge.
- The marker should seek verification of samples of work around grade boundaries, as well as for any grades that need review, to satisfy themselves that their decisions are consistent with the standard.
- Work for verification should be purposefully selected, rather than being selected randomly.

Teachers establish external links with colleagues in other schools, subject associations and subject advisers. Contact can be maintained through, online social networking, instant messaging, video conferencing or email links, as appropriate.

As external professional interaction helps teachers to maintain a current understanding of the standards, it is recommended that senior management in all schools continues to encourage and, if necessary, facilitate these contacts.

Annotated exemplars of TKI resources that can be used to assess against standards are available on the subject pages. Clarification documents for standards and Best Practice Workshops also provide assistance to increase teacher confidence when making assessment judgements.

Teachers may seek further clarification on how to interpret a standard by asking specific questions of moderators using the Request for clarification of an internally assessed standard (DOCX, 78KB) form.

NZQA Internal Moderation Facts

• A purposefully selected sample of student work from each standard assessed needs to be internally moderated every year.

• Schools can document their internal process in any way, including adopting or adapting the *Internal Moderation Cover Sheet.*

• The subject leader is responsible for making sure that internal moderation occurs. Senior management is responsible for ensuring that all standards are moderated.

• Schools must have a documented internal moderation process to ensure reported results are consistent with the national standard.

• Schools must report only those internal assessment results which have been subject to an internal moderation process.

• Schools must undertake internal moderation each year to ensure that assessment materials meet the standard and that teacher judgements are consistent across tasks, classes, and years.

• External moderation provides feedback on the effectiveness of the school's internal moderation.

NZQA Rules and Guidelines for Internal Assessments

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6.7 Assessment Opportunities for Internal Assessment:

http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules-2019/6/7/

1. Assessment evidence used to award grades needs to be available for verification, and approaches to assessment that involve collection of evidence must be documented.
2. Where manageable, and after further learning has taken place, Candidates may be offered a [maximum of one further opportunity for assessment](#) against an assessment standard within a year.
3. All students, including those who did not complete the original assessment for a reason acceptable under the School's policies, must be able to:
   a. Access the further opportunity, if they wish; and
   b. Use the further opportunity to improve their original grade.
4. Students must be awarded the higher grade achieved over both opportunities.
5. A resubmission may be offered when students have made mistakes that they should be capable of discovering and correcting on their own. Where this is not possible, however, a further assessment opportunity may be more appropriate.
6. A resubmission should be limited to specific aspects of the assessment and no more than one resubmission should be provided per assessment opportunity.
7. A 'Not Achieved' must be reported for a student who has had an adequate opportunity to be assessed but has failed to avail themselves of this opportunity.

Sancta Maria College Internal Moderation Procedures

1. Schools must establish an [internal moderation process](#) that meets NZQA's requirements and which is applied each year to every internally assessed standard being assessed, to ensure that judgements are consistent with the assessment standard.
2. Schools must have monitoring systems that ensure they only report results that have been subject to the internal moderation process.
3. **Verification through Moderation** is the process by which the accuracy of the initial marking is double checked, and grades are either confirmed or altered.

Departmental Moderation Practices

Sancta Maria College has a valid and sound set of internal moderation practices.

List of Contained information per internally moderated assessment in locked cupboard:
Checklist:
1. Fully Completed Internal Moderation Summary Sheet including names, grades, standard related teacher grading and detailed discussion
2. Will contain all of the information relating to this standard
3. Moderation meetings dates/times discussion
4. Random samples of student work that must be kept
5. Annotated changes to the assessment task as a result of the external moderation and self-critiquing process.

SMC Departmental Expectations:

- All internal assessment tasks must be internally moderated regardless of the source.
- This must occur before work is returned to students.
- A one month turnaround is required from the time the assessment is sat to marking, moderation and return to the students.
- All internally assessed student moderated work must be kept in a locked cupboard
- Sancta Maria College Staff are expected to initiate and maintain subject association memberships and actively participate in subject cluster groups.
- Sancta Maria College staff are expected to actively participate in internal and externally offered Professional development.
- All assessment material for each internally assessed standard – activity outlines, schedules, review notes, moderation notes, and bench mark exemplars etc. - will be held centrally in the department and stored by the department in an approved manner.

Sancta Maria College Internal Moderation Procedures

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Head of Department (HOD) or Teacher in Charge (TIC) Responsibilities:

- The HOD/TIC is responsible for ensuring that the moderation (verification) process is carried out properly and fully for EVERY standard offered to students.
- This does not mean that the HOD/TIC will automatically be the verifier, but the HOD/TIC must express confidence in the verification process for each standard.
- HOD/TIC will provide the original copy to Jenny Fisher (NZQA data Manager). Jenny will upload this data to Sancta Maria's Schoology Moderation Page
- HOD/TIC will then enter grades to Kamar Markbook and double green tick the student grades
- Where students' work is drawn from a number of different classes and teachers, sufficient verification should take place to ensure that the HOD/TIC is confident that the marking of each teacher can be verified as accurate.
- Teachers in Charge of a course are expected to complete the Random Sample of student work after internal moderation and store this random sample in a the Department locked cupboard

Valid options for Moderation (verification) are:

- Teachers assess their own class and a sample from all classes is then moderated by another teacher, or a panel of teachers.
- One teacher assesses every student's work for interclass consistency and a sample of marking is moderated by another teacher.
- Cross assessment: Where the course is taught in another subject area, teachers should moderate between these subject areas.
- Teachers assesses and then an outside colleague, or subject associations/cluster meeting, verifies a range of student work.
- Teachers assess their own class and a sample from all classes is then moderated by another teacher, or a panel of teachers.
- These practices can be varied according to the nature of the assessment.

Sancta Maria College Internal Moderation Procedures - **BEFORE**

CRITIQUING PROCEDURES PRIOR TO STUDENT COMPLETING ASSESSMENT:

(Teacher Step by Step -What to do _BEFORE_ an assessment)

1. Person critiquing assessment and marking schedule will be an experienced assessor. The critiqer/moderator could come from another school or be a member of the department or a member of another department.

2. NZQA subject page is checked to ensure latest standard version or standard version has not expired.

3. Sancta Maria College reference nationally developed materials – benchmark samples. (TKI, Subject Related Pages and NZQA). Designed assessments may use NZQA/TKI exemplars as a starting point (Alterations from year to year may be necessary to ensure authenticity)

4. All activities and schedules used for assessing against an internal standard, must be checked for suitability and modified if necessary.

5. Teachers must check and consult the standard. The registered standard is the final measure against which all judgments should be made. NZQA warns that teachers should be wary of the tendency to let any **assessment exemplar** become the de-facto standard. You must use assessed work of previous years for your benchmarks only.

6. If External moderation has taken place, then the moderator's comments should also be taken into account in the critiquing process. Therefore, an assessment task is expected to be altered and changes made in accordance with the external moderators report in order for the task to meet the required standard.

7. Any changes arising from the critiquing process must be made in consultation with other teachers that the changes affect.

8. An assessment marking schedule will be agreed upon and developed before the assessment is undertaken by the student. The mark schedule allows judgments that distinguish between achieved, merit and excellence (achievement standards) or achieved and not achieved (unit standards).

9. The critique section on the Sancta Maria Internal Moderation form must be completed **BEFORE** the activity/assessment is given to students. Keep records (e.g. annotated drafts) of the feedback from this critiquing process for ongoing reference.

10. Log all meetings on your moderation cover sheet.

11. Check correct standard, correct version is entered into your Kamar Mark-book

Sancta Maria College Internal Moderation Procedures - AFTER

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VERIFYING PROCEDURES AFTER STUDENT HAS COMPLETED ASSESSMENT:

(Teacher Step by Step -What to do _AFTER_ an assessment)

1. Verification (Moderation) will take place for every assessment standard.

2. When the students have 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 – 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

3. 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)

4. **(Meeting 2)** Second moderation meeting/discussion will take place with ALL marker/s and verifier/s to ensure consistency at the National Standard. Changes made to marking if needed

5. Marking of all Assessments takes place. Usually students' work will be marked by their class teacher in the first instance. Verification must take place before any random sample is drawn by the Teacher in Charge (TIC) or Head of Department (HOD).

6. **(Meeting 3)** Verification Meeting takes place between ALL Marker/s and Verifier/s

7. Moderation (Verification) does not mean that every piece of work has to be double marked, but "sufficient pieces of work need to be verified to be confident the grades are consistent with the listed standard" (NZQA _Internal Moderation Cover Sheet 2019_).

8. **Where only one class is applicable for this standard. 8 Samples of work will be chosen**

9. **Where multiple classes are applicable for this standard. 4 Samples of work per class will be chosen.**

10. How do I choose these Samples of Student work: A range of work should be verified across grades, borderline work may be especially useful, and teachers should be encourage to ask for borderline work to be put forward for verification. The marker should seek verification of samples of work around grade boundaries, as well as for any grades that need review, to satisfy themselves that their decisions are consistent with the standard.

    Work for verification should be purposefully selected, rather than being selected randomly.

11. Where students' work is drawn from a number of different classes and teachers, sufficient verification should take place. The HOD/TIC has overall/ultimate responsibility and must be confident that the marking of each teacher can be verified as accurate.

Sancta Maria College Internal Moderation Procedures - **AFTER**

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VERIFYING PROCEDURES AFTER STUDENT HAS COMPLETED ASSESSMENT:

(Teacher Step by Step -What to do _AFTER_ an assessment)
Appendix F   - Sancta Maria College Internal Moderation AFTER PROCEDURE CHECKLIST Form

12. Completion of SMC Moderation cover sheet including each student's full name, grade given by Marker, grade given by verifier, Grade agreed upon as final grade given to student, Direct reference/written explanation to the standard must be documented on Moderation cover sheet for each student by the verifier.

13. Sancta Maria College Moderation cover sheet to be fully completed with all related materials. Assessment activity / schedules / annotated benchmarks (to be refreshed on an annual basis / teacher selected material.

14. Grades given back to students.

15. Students sign assessment cover sheet after they have sighted the grade and agreed with grade

16. Students are given a chance to appeal grade – Formal Appeal process will apply

17. FULLY COMPLETED Sancta Maria College Moderation cover sheet to be given to the Principals Nominee or Data Manager.

PLEASE NOTE – DO NOT ENTER GRADES AND DOUBLE GREEN TICK UNTIL YOU HAVE COMPLETED STEP 17.

18. Enter Grades into Kamar Mark book. Double Green Tick.

19. Select the external moderation random sample once internal moderation is completed.

20. Heads of Departments and Teachers in Charge will be expected to report briefly on internal and external moderation in annual department report.

Sancta Maria College Data Manager and Principal's Nominee Internal Moderation Procedures.

- Hard Copy of ALL Internal Moderation Forms given to Data Manager by HOD. Data Manager checks that the form is completed correctly. (detailed commentary of established grade, names of verifier and critiquer are both different etc). If the internal moderation form is in-complete or identified as having mistake's the form is returned to the HOD who must ensure changes are made and correctly returned. Data Manager monitors this process and gives HOD 5 working days to complete the corrections.
- Hard Copy Folder is kept of all internal moderation
- Internal moderation process includes uploading of all internal moderation documentation to Schoology Internal Moderation Subject/Page BEFORE grades can be entered into Kamar Student mark-book. (All staff can view these pages) (Only P/N, Data Manager and HOD can upload or make changes to each subject page)
- Principal's Nominee and Data Manager monitor schoology.
- Data Manager cross checks Kamar teacher mark-book assessment entries with Course Outlines and completed internal moderation forms on schoology.
- Any data entered into Kamar student mark-book without internal moderation form being given to Principal's Nominee/Data Manager is immediately identified and HOD is emailed by Data Manager. The P/N is cc'd into this email and Principal's Nominee verbally speaks to HOD. HOD must immediately hand in hardcopy of internal moderation form to Data Manager.
- All entries into Teacher mark-book must have a completed internal moderation form given to data manager before grades can be entered into teacher mark-book. If this internal moderation form has not been received, then this data will not be sent to NZQA and is not allowed to be double green ticked.
- Data Manager 2 days prior to Data Submission will inform principals nominee of any such cases where teachers/HOD has double green ticked without Internal Moderation form received. Principals Nominee untick data so no data is sent to NZQA.

Sancta Maria College Storage of Internal Assessments.

Steps and Storage of Internal Moderation in a locked Cupboard

1. Select the external moderation random sample once internal moderation is complete.
2. NZQA requires a random sample for external moderation that is:
   Achievement Standard - Eight pieces of student work for standards for which more than one grade is available (i.e. achieved, merit, excellence)
   Unit Standard - Four pieces of student work for standards which grade available is achieved.
3. Store only the selected random samples for each standard assessed, for external moderation. Keep these until the standard is next assessed or for two years.
4. A standard will not be selected for external moderation if it has not been assessed in two years.
5. Identify and save benchmark samples for teaching and learning purposes during the marking process. This is part of BEFORE Process Step 3.

External Moderation Guidelines
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External Moderation

The following outlines the process:

- Moderation plan prepared by NZQA – sent to schools in Term 1
- Principals Nominee notifies HOD – Head of Departments the requested standards and the date they are required to be handed in.
- Principal's Nominee/Data manager collects all materials from the HOD's and sends to NZQA moderator's at the end of Term 1 or Term 3. (Dependent on date stipulated by NZQA)
- Data Manager/ Principal Nominee copies reports and passes to Deputy Principal – Curriculum and HOD/TIC of subject.
- External Moderation reports reviewed – HOD meets with Deputy Principal – Curriculum and discusses their external moderation report.
- Evaluation and Action plan prepared if required. Including strategies to be actioned to ensure the standard meets NZQA standard levels.
- HOD meets with all staff of teaching and assessing this standard to ensure staff are aware of Moderation Report and Action Plan strategies to be implemented.
- HOD will monitor and ensure these strategies are being implemented
- HOD will report to Deputy Principal responsible for learning area to give continuous feedback on action plan strategies and implementation.

External moderation follows NZQA procedures. All documentation for external moderation is kept within departments.

External Moderation Procedures

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The following outlines the process:

1. Complete Random Selection immediately after internal moderation has been completed. **Random Selection:** Sancta Maria College uses the Kamar Student Management Random Student Selection process. (See separate instructions to complete this process to identify student work for External Moderation.

2. Highlight the names of the 8 students (Achievement Standard) or 4 students (Unit Standards) whose work needs to be kept for External Moderation.

3. External Moderation Documents for each standard should contain:

   - Work from the student's identified

   - Student Assessment Information

   - Marking Schedule

   - Exemplars and any other material you used to help determine your grades

   4. Bag all above external moderation documents in a clear bag and label this bag with the standard, version number, year of completion.

   5. Stored in a secure/locked place.

   6. At the start of the academic year Heads of Departments will be given a list of the standards required for External moderation.

   7. Heads of Departments in consultation with the Teachers in charge of the course will complete the External Moderation cover sheet that will be sent to you for each required standard.

   8. Place a hard copy of this cover sheet with all the external moderation documents (Step 3).

   9. Hand all work to Data Manager/Principal's Nominee before due date.

Further Information:

An external moderation date will be given by NZQA in the Moderation Plan. This can be viewed on the NZQA school log-in web page after December of the assessment year. Assessment material to be sent for moderation must be given to the Principal Nominee by the due date stated. This varies every year. Most likely moderation materials must be handed in by the end of Term 1.

Please Note: Students who failed to hand in any work need to be identified and a line drawn through their name. Please note if they had every opportunity to complete the assessment a Not Achieved grade must be awarded.

External Moderation Procedures Once Reports are returned
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External Moderation Reports

• Assessment Materials and Moderation reports are returned to the Principal Nominee. The report will be copied and copies will be given to Principal and HOD. Principal Nominee will keep the original in a master file.

• The Principal's Nominee or other nominated SLT member, liaises with ALL HODs regarding matters of concern raised in moderation reports and the course of action to be taken to remedy the concern.

• The annual NZQA external moderation round provides heads of department and teachers in charge with valuable feedback on tasks and on assessed work.

• 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 organised by the Principal Nominee or SLT member.

Sancta Maria College Random Selection for External Moderation

How do I randomly select students for External Moderation?

Choose the Random Selection Using Kamar Random Selection Tool – Follow Instructions below

1. Go to Markbook
2. Select Class eg: 13PES
3. Click on Standard for Selection e.g Physical Education 3.4
4. At the top of the student list of names there is a letter 'R'. Click on the letter 'R'

The random selection must not be manipulated
It is not suitable to manipulate the selection in any way to include a range of grades.
Insufficient samples
If there are insufficient samples of learner evidence available, i.e. fewer than 8 for achievement standards, and unit standards with Merit and Excellence grades, or 4 for unit standards that have only Achieved or Not Achieved grades, all learner evidence must be stored and submitted with an explanation attached.

Random selection for external moderation must be undertaken by someone other than the teacher who marked the work, must use a method that does not allow for prediction and must include the work of all students who submitted work for the assessment. The selection should be made as soon as possible after assessment and should be conducted for every standard assessed by the school.

Documentation and Storage of Moderated Student Work
Sancta Maria College must document the method used to randomly select student work for external moderation. (Keep a record of random selection list printed from Kamar)

Sancta Maria College must store the student work that is randomly selected until they have a fresh sample to replace it, or until 2 years have elapsed if the standard is no longer being offered and no further fresh samples will be obtained.

Questions and Answers about Random Selection

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1. When should the random selection be made?
The random selection should be made as soon as possible after the assessment so that storage requirements are more manageable.

2. Who can make the random selection?
The person nominated by your school or anyone other than the teacher(s) who were involved in marking or verifying the student work can make the random selection.

3. If random selection does not generate a full spread of grades (N, A, M, E) can I substitute other evidence so I get better feedback?
No. The random selection must not be manipulated in any way. This may mean not all grades are represented in your selection.

4. When I am sending in assessment activities for moderation, should I also include work from further assessment opportunities?
Only one assessment activity is required for moderation. This should be the one that all students attempted in the first place. It is often much clearer for moderators to verify assessor judgements if they do not include further evidence and additional notes, so the selection of evidence for moderation should take place immediately after the assessment is marked and before further assessment opportunities take place.

5. If I have fewer than 8 students in my class. What do I do?
Store all of the student work available as your random selection. Retain an explanation in the school file.

6. How can we make it more manageable for subjects that have to record student performances?
The random 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 random selection process for deciding which classes will be recorded, and after assessment is complete, the random selection will be made from those classes. In respect of this is managed the selection must not be made by teacher(s) who were involved in the marking or verification of work for that particular standard the selection must not be able to be predicted. For example, a simple method could include drawing two English teachers' names from the hat and videoing only speeches from their classes. Or the teacher could have performances recorded in sets and the random selection is made for the set of students rather than of all the individuals in the class.

7. I have 120 students doing a speech. Do I have to record them all?
No. You can pre-select students or even classes randomly, to keep things manageable. You may need to record more than the sample required to ensure you have enough material to submit for moderation.

Questions and Answers about Random Selection
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8. What do I do if there is no work for a student in the list but they got Not Achieved because they didn't hand in the assignment?

The Not Achieved grade is related to having an adequate assessment opportunity. If there is no evidence available for moderation, the student should not be considered in the random selection. That is why the list for random selection should be made up only of students who attempted and presented evidence for assessment, irrespective of the final grade awarded.

9. 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.

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

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

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

NZQA offers Moderator Best Practice Workshops. Further information is available on the guidelines for random selection of student work for moderation.

SANCTA MARIA COLLEGE
INTERNAL MODERATION COVER SHEET 2019

NZQA *Assessment (including Examination) Rules for Schools with Consent to Assess 2019* (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 current clarification of the standard, conditions of assessment and/or any external moderation feedback 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	
Critiquer:				The assessment is consistent with learning/context/curriculum at the appropriate level	
Name:				The assessment allows students to achieve **all** requirements of the standard for **all** grades	
School:				Instructions are consistent with explanatory notes/range statements in the standard	
Date:				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 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-specific 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 EVIDENCE

Sufficient purposefully selected samples of work around grade boundaries should be verified by a subject specialist with standard-specific knowledge to be confident that teacher judgements are consistent with the standard. Use as many rows as you require.

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

Sancta Maria College Internal Moderation Procedures

BEFORE CHECKLIST
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CRITIQUING PROCEDURES PRIOR TO STUDENT COMPLETING ASSESSMENT:

(Teacher Step by Step -What to do _BEFORE_ an assessment)

TICK BOX ONCE COMPLETED

☐ Person critiquing assessment and marking schedule will be an experienced assessor. The critiqer/moderator could come from another school or be a member of the department or a member of another department.

☐ NZQA subject page is checked to ensure latest standard version will be used or the standard version has not expired.

☐ Sancta Maria College reference nationally developed materials – benchmark samples. (TKI, Subject Related Pages and NZQA). Designed assessments may use NZQA/TKI exemplars as a starting point (Alterations from year to year may be necessary to ensure authenticity)

☐ All activities and schedules used for assessing against an internal standard, must be checked for suitability and modified if necessary.

☐ Teachers must check and consult the standard. The registered standard is the final measure against which all judgments should be made. NZQA warns that teachers should be wary of the tendency to let any **assessment exemplar** become the de-facto standard. You must use assessed work of previous years for your benchmarks only.

☐ If External moderation has taken place then the moderator's comments should also be taken into account in the critiquing process. Therefore an assessment task is expected to be altered and changes made in accordance with the external moderators report in order for the task to meet the required standard.

☐ Any changes arising from the critiquing process must be made in consultation with other teachers that the changes affect.

☐ An assessment marking schedule will be agreed upon and developed before the assessment is undertaken by the student. The mark schedule allows judgments that distinguish between achieved, merit and excellence (achievement standards) or achieved and not achieved (unit standards).

☐ The critique section on the Sancta Maria Internal Moderation form must be completed **BEFORE** the activity/assessment is given to students. Keep records (e.g. annotated drafts) of the feedback from this critiquing process for ongoing reference.

☐ Log all meetings on your moderation cover sheet.

☐ Check correct standard, correct version is entered into your Kamar Mark-book

Sancta Maria College Internal Moderation Procedures

AFTER CHECKLIST

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<u>**VERIFYING PROCEDURES AFTER STUDENT HAS COMPLETED ASSESSMENT:**</u>

(Teacher Step by Step -What to do _AFTER_ an assessment)

☐	Verification (Moderation) will take place for every assessment standard.
☐	When the students have 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 – 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 (BENCH MARKING) according to the assessment schedule, and judgment and evidence statements - which are provided by the critiquing process. (previous page)
☐	Second moderation meeting/discussion **(Meeting 2)** will take place with ALL marker/s and verifier/s to ensure consistency at the National Standard. Changes made to marking if needed
☐	Marking of all Assessments takes place. Usually students' work will be marked by their class teacher in the first instance. Verification must take place before any random sample is drawn by the Teacher in Charge (TIC) or Head of Department (HOD).
☐	Verification Meeting takes place between ALL Marker/s and Verifier/s **(Meeting 3)**
☐	Moderation (Verification) does not mean that every piece of work has to be double marked, but "sufficient pieces of work need to be verified to be confident the grades are consistent with the listed standard" (NZQA _Internal Moderation Cover Sheet 2019_).
☐	<u>**Where only one class is applicable for this standard. 8 Samples of work will be chosen**</u>
☐	<u>**Where multiple classes are applicable for this standard. 4 Samples of work per class will be chosen.**</u>
☐	<u>How do I choose these Samples of Student work</u>: A range of work should be verified across grades, borderline work may be especially useful, and teachers should be encourage to ask for borderline work to be put forward for verification. The marker should seek verification of samples of work around grade boundaries, as well as for any grades that need review, to satisfy themselves that their decisions are consistent with the standard.
☐	Work for verification should be purposefully selected, rather than being selected randomly.

Sancta Maria College Internal Moderation Procedures

AFTER CHECKLIST

_____

VERIFYING PROCEDURES AFTER STUDENT HAS COMPLETED ASSESSMENT:

(Teacher Step by Step -What to do _AFTER_ an assessment)

☐ Where students' work is drawn from a number of different classes and teachers, sufficient verification should take place. The HOD/TIC has overall/ultimate responsibility and must be confident that the marking of each teacher can be verified as accurate.

☐ Completion of SMC Moderation cover sheet including each student's full name, grade given by Marker, grade given by verifier, Grade agreed upon as final grade given to student, Direct reference/written explanation to the standard must be documented on Moderation cover sheet for each student by the verifier.

☐ Sancta Maria College Moderation cover sheet to be fully completed with all related materials. Assessment activity / schedules / annotated benchmarks (to be refreshed on an annual basis / teacher selected material.

☐ Grades given back to students.

☐ Students sign assessment cover sheet after they have sighted the grade and agreed with grade

☐ Students are given a chance to appeal grade – Formal Appeal process will apply

☐ FULLY COMPLETED Sancta Maria College INTERNAL MODERATION cover sheet to be given to the Principals Nominee or Data Manager.

PLEASE NOTE – DO NOT ENTER GRADES AND DOUBLE GREEN TICK UNTIL YOU HAVE COMPLETED STEP 17.

☐ Enter Grades into Kamar Mark book. Double Green Tick.

☐ Select the external moderation random sample once internal moderation is completed.

☐ Set up External Moderation Samples with all required documents in a locked cupboard

**Heads of Departments and Teachers in Charge will be expected to report briefly on internal and external moderation in annual department report.**

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:

School Name: **School Code:**

Standard No: **Version of standard:**   **Level:**
                                (not version of TKI activity)

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 randomly:
- Unit Standards with Merit or Excellence criteria: submit eight randomly selected samples of assessed work.
- Unit Standards with Achieved criteria only: submit four randomly selected samples of assessed work.
- 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 *eg: student A, student 1*	Grade *M*	Comments related to grade awarded (optional) *I have awarded Merit although the quality of the evaluation is marg because the reasons were not explained.*