



## 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.

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