

## Sancta Maria College Internal Moderation Guidelines and 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.

Sancta Maria College's Procedures of Internal moderation supports the credibility of assessment by ensuring that assessment is valid, and judgements are verifiable.

1. Sancta Maria College has monitoring systems that ensure they only report results that have been subject to the internal moderation process.
2. **Verification (Moderation)** is the process by which the accuracy of the initial marking is double checked, and grades are either confirmed or altered.

### **Contents:**

Section 29: Sancta Maria College Internal Moderation Guidelines and Procedures

Section 30: NZQA and Kamar Links to internal Moderation Website Information

Section 31: Teacher Moderation Procedures

Section 32: Internal Moderation Expectations of all NCEA Teachers

Section 33: Responsibilities for Critiquer (Marker) of Internal Moderation Procedures

Section 34: Responsibilities for Verifier (Moderator) of Internal Moderation Procedures

Section 35: Responsibilities for HOD and TIC of Internal Moderation Procedures

Section 36: Responsibilities for Data Manager of Internal Moderation Procedures

Section 37: Responsibilities for Principal's Nominee of Internal Moderation Procedures

Section 38: Storage of Internal Moderation Procedures

## Section 30: NZQA and Kamar Links to Internal Moderation Website Information

[Video of Internal Moderation Kamar](#)

[NCEA Moderation on Kamar](#)

[Moderation for Teachers Kamar](#)

[Moderation for Verifiers Kamar](#)

[Moderation for HOD's Kamar](#)

[NZQA Link Internal Moderation Information](#)

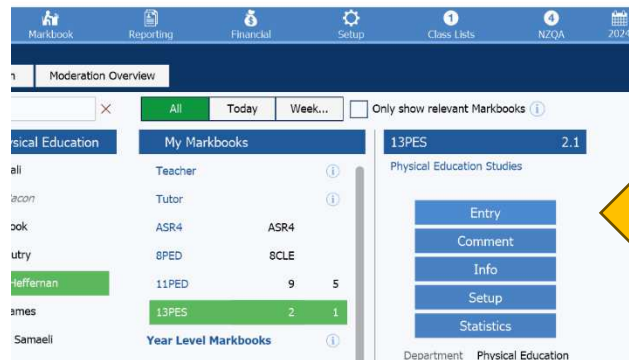
## Section 31: Teacher Moderation Procedures

**Teachers will Follow All Steps to ensure quality assurance.**

### Step 1 – Markbook Entry (Before Teaching)

#### COMPLETED BY TEACHER

- Click on Markbook
- Click one NCEA Senior Markbook
- Click Entry



### Step 2 – Standard

#### COMPLETED BY TEACHER

Internal Assessments are in Markbook D

- Select D at the top.
- Now select the standard

NOTE:

Internal moderation includes two processes.

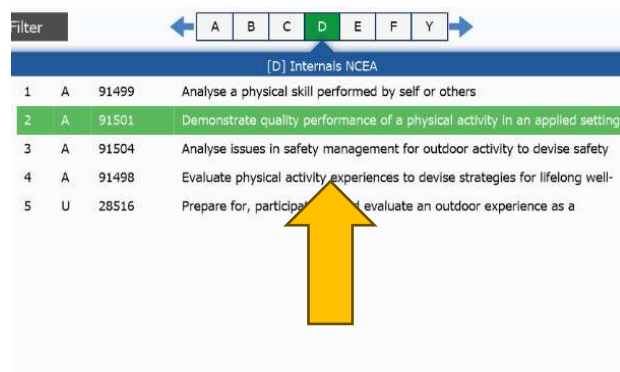
Critiquing – (Prior to Assessment)

Verification – (After Assessment)

**Wording to be aware of**

**Critiquer is the MARKER**

**Verifier is the Moderator**



### Step 3 – Select Moderation Tab

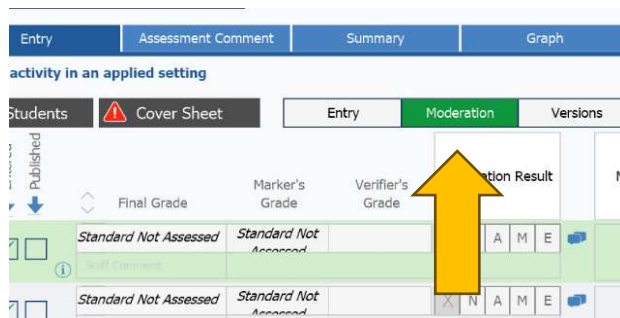
#### COMPLETED BY TEACHER

At the top of the student lists

Entry = Entering Grades

Moderation = Entering Moderation

- Select Moderation Tab

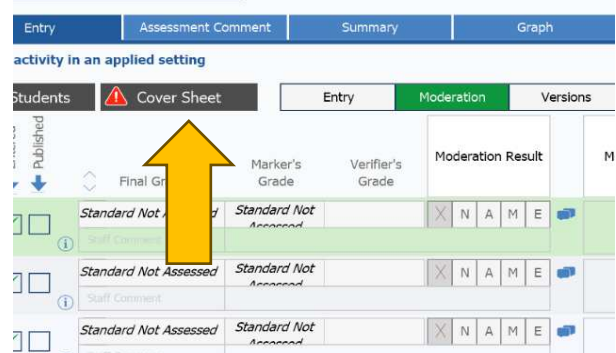


### Step 4 – Select Coversheet Tab

#### COMPLETED BY TEACHER

At the top of the student lists

- Select Coversheet Tab



## Step 5 – First Tab

### (Before Teaching)

#### COMPLETED BY TEACHER

- Complete the two sections.
  1. Source of Materials
  2. Teacher in Charge
- Scroll down and click OK.

Standard Title: Physical Education 3.4 - Demonstrate quality performance of a physical activity in an applied setting

Before Teaching | Before Assessing | Before Reporting Results | After Reporting Results

Credits: 4 NZQF Level: 3

Consent to teach: Yes

Source of Materials:  Commercial  NZQA  Subject Association  Other...  
 MOE  Own  TKI

Teacher in Charge: HEF Mrs A Heffernan Staff with Markbook Setup: HEF HLS

Subject Code: 13PES

OK

## Step 6 – Second Tab

### (Before Assessing)

#### COMPLETED BY TEACHER

- The first four questions ask the teacher about their understanding of the context and the conditions of the assessment.
- If you answer NO to the fourth question, then you need to answer the further questions.
- These questions are critiquing the Assessment Task and ensuring it is fit for purpose.
- Scroll down and click OK.
- Complete **Markers Meeting 1**

Before Teaching | Before Assessing | Before Reporting Results | After Reporting Results

Section B: Critique 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 authentic evidence at all grades.

Before use the assessment materials have been checked against:

The current moderator report and clarification of the standard document	<input checked="" type="checkbox"/>	Yes	No
The conditions of assessment	<input checked="" type="checkbox"/>	Yes	No
Any external moderation feedback	<input checked="" type="checkbox"/>	Yes	No
The standard is unchanged and the task has been previously critiqued	<input checked="" type="checkbox"/>	Yes	No

If yes, no further critiquing required.

The assessment is consistent with the explanatory notes/learning context/curriculum level	<input checked="" type="checkbox"/>	Yes	No
The assessment allows students to achieve all requirements and grades of the standard	<input checked="" type="checkbox"/>	Yes	No
Assessment schedule is consistent with the standard and classification documents	<input checked="" type="checkbox"/>	Yes	No
Instructions are consistent with the standard explanatory notes/range statements	<input checked="" type="checkbox"/>	Yes	No
Judgements/sufficiency statements clearly describe performance levels for each grade, e.g. quality & length	<input checked="" type="checkbox"/>	Yes	No
Evidence statements allow for a range of acceptable answers with specific examples for each grade (A/N/E)	<input checked="" type="checkbox"/>	Yes	No
Student instructions are clear and language is appropriate	<input checked="" type="checkbox"/>	Yes	No
Registered standard number, version, title, level and credits are given.	<input checked="" type="checkbox"/>	Yes	No

Critique Date: 18/04/2024  
Critique Staff: HEF Mrs A Heffernan

OK

## 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 7 – Third Tab (Before Reporting Results after marking)

### 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). If they are from Sancta Maria College – the staff code should autofill name and position data.
- Now click on select students.

Moderation Cover Sheet for 91501 v2

Section A: Complete information on the assessment

Course Title: Physical Education Studies Standard Number: 91501 Version: 2

Standard Title: Physical Education 3.4 - Demonstrate quality performance of a physical activity in an applied setting

Before Teaching Before Assessing Before Reporting Results After Reporting Results

Section C: Verify sufficient teacher judgements

The verification process is to ensure that any teacher judgements are consistent with the standard before they are reported to NZQA.

I have sighted evidence of the critiquing and verification processes completed for this standard.  Yes  No

Verifier Staff Code: BAI Leave blank if externally verified

Verifier Name: Mr A Ball

Verification Date: 18/04/2024

Verification Location: Sancta Maria College Gym

Students selected for internal verification

Student's Name	Marker's Grade	Verifier's Grade	Final Grade	Reason selected for verification	Comments

Select Students

## Step 8 – Selecting Students for Internal Moderation

### COMPLETED BY VERIFIER (MODERATOR)

NOTE: Verifier is the Moderator

The selection screen allows teachers/s to select (tick) the students “Flag” them for internal moderation.

Students are grouped based on their results. In the last column you can state reasons.

grade, boundary, etcetera.

- Make your selections and hit OK.

Internal Verification Selection for 91501 v2

#	Last	First	ID	NSN	Level	Tutor	Grade	Flag for Internal Moderation	Reason for Selection
44	Arenas	Arias, Jeronimo			13	WSR6 HEF	Achieved	<input checked="" type="checkbox"/>	Manually selected
Merit 2									
45	Ball	Ethan			13	ASR4 HEF	Merit	<input checked="" type="checkbox"/>	Manually selected
46	Bechera	Christina			13	ASR6 HEF	Merit	<input checked="" type="checkbox"/>	Manually selected
Excellence 2									
47	Ah Kau	Allan			13	HSR1 HEF	Excellence	<input checked="" type="checkbox"/>	Manually selected

Select Students for Internal Verification

Student Picker Select All

OK

## 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.

## Step 9 – Verification (Moderation)

## COMPLETED BY VERIFIER (MODERATOR)

NOTE: Verifier is the Moderator

- Once you select OK you are brought. Back to the Moderation tab of your mark book. You can see the students selected for moderation.
- 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).

Before Teaching
Before Assessing
Before Reporting Results
After Reporting Results

Section C: Verify sufficient teacher judgements

The verification process is to ensure that any teacher judgements are consistent with the standard before they are reported to NZQA.

I have sighted evidence of the critiquing and verification processes completed for this standard.  Yes  No

Verifier Staff Code:  Leave blank if externally verified

Verifier Name:  Verifier Position:

Verification Date:

Verification Location:

Students selected for internal verification

Student's Name	Marker's Grade	Verifier's Grade	Final Grade	Reason selected for verification	Comments	Select Students
Kellan Gersbach	A	A	A	Low Achieved	Not enough detail for a mark book as comprehensive detail is required for anything higher	
Levi Nelson	M	M	M	High merit	Thorough assessment for merit level. Disappointing high concept excellence part	
Liam O'Rourke	E	E	E	Low Excellence	Challenged merit level more than what is a decent level	
Louis Magallanes	M	M	M	Low Merit	Was not enough quality or challenge of content merit for excellence	
Nicole Xu	E	E	E	High Excellence	Very high level of judgements and explained in detail	
Ryan Butcher	A	A	A	Low Achieved	Very low achieved. Lacked any depth or detail	

### ➤ 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 10 Fourth Tab – External Moderation Selection

### COMPLETED BY TEACHER

- Fourth tab is the final tab. Select this tab after. (After reporting students results)
- Select 6 Students
- The student work should be stored saved (Department Folder) or hard copies saved in a locked cupboard.

Section A: Complete information on the assessment

Course Title: Physical Education Studies Standard Number: 91501 Version: 2

Standard Title: Physical Education 3.4 - Demonstrate quality performance of a physical activity in applied setting

Before Teaching Before Assessing **After Reporting Results**

Section D: Retain samples and review assessment materials

Assessment materials and student work are stored ready for external moderation  Yes  No

Location or file path: 3rd Cupboard in hall way in Gym on right hand side

NZQA's selection procedure has been used to select work for external moderation  Yes  No

Assessment materials have been reviewed in response to feedback  Yes  No

New benchmark samples have been annotated and/or existing examples of grade boundary decisions have been updated  Yes  No

Student's Name	Marker's Grade	Verifier's Grade	Final Grade	Reason selected for verification	Comments	Select Students
Alexandria Lazatin	E	E	E	Weight and efficacy meeting/exceeding success criteria	This candidate due to difficulty against all grade criteria, insufficient responses, additional and unannotated copies demonstrate skills	<input type="checkbox"/>
Benedict Louie-Wiltenburg	E	E	E	Defence weakness	Work on defence for all other areas Excellence Criteria	<input type="checkbox"/>
Cedence Alenapi	M	M	M	Reading consistency	Annotations effective demonstrate a wide range of	<input type="checkbox"/>
Euriel Beltran	A	A	A	Consistency	Effective demonstrates a wide range of useful skills	<input type="checkbox"/>

## GUIDE TO SELECTING STUDENTS FOR EXTERNAL MODERATION

### (Fourth Tab) COMPLETED BY TEACHER

- Selection for External Moderation is **NOT RANDOM**
- **Six** samples of student work for achievement standards. The six samples should include:
- **One** sample each at N, A, M, E (typical not borderline)
- If you do not have a sample at a grade, replace with one at the nearest grade available.
- Only send a maximum of two Not Achieved samples.
- Plus, **two** more selected from either A, M, E
- These could be borderline or particular pieces of work you wish to be moderated.

Where there are insufficient samples of learner evidence available all student work must be submitted, but only a maximum of 2 samples.

## Step 11 Publish Grades – Double Green Tick - COMPLETED BY TEACHER

- Now all 4 tabs have been completed and the whole internal 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 all tabs have been completed. The Principals Nominee has locked entering grades in kamar until all four tabs within internal moderation markbook has been completed by the verifier (moderator) and critique (marker).

Entry Assessment Comment Summary Graph

gement for outdoor activity to devise safety management strategies

Entry Moderation Versions

NZQA Attempt 1

Tutor	Entered	Published	Grade	Staff Comment	Staff Comment	Staff Comment	Staff Comment	Staff Comment	Staff Comment	Staff Comment	
3DNN HEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Excellence	X	N	A	M	<b>E</b>	X	N	A
13PES			External Provider								
13CLE HEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Excellence	X	N	A	M	<b>E</b>	X	N	A
13PES			External Provider								
3GNS HEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Achieved	X	N	<b>A</b>	M	E	X	N	A
13PES			External Provider								
3DNN HEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Merit	X	N	A	<b>M</b>	E	X	N	A
13PES			External Provider								
13CLE CMP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Achieved	X	N	<b>A</b>	M	E	X	N	A

## Section 32: Internal Moderation expectations of ALL NCEA Teachers:

- Every internal standard offered to students must complete the SMC moderation process and be internally moderated regardless of the source.
- This must occur before work and grades are returned to students.
- A one-month (4 week) turnaround is required from the time the assessment is set to marking, moderation and return to the students.
- All internally assessed student moderated work must be kept in a locked cupboard or saved in Office365 departmental folder.
- Sancta Maria College Staff are expected to initiate and maintain subject association memberships and actively participate in subject cluster groups.
- Staff are expected to participate in internal and externally 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.
- For each standard assessment materials are retained with a specific selection of 6 pieces of student work (Achievement Standard) N, A, M, E + M, E for the purpose of external moderation (4 x Student work Unit Standard)
- All advice from external moderation is actioned before the materials are used again.

## Section 33: Responsibilities for Critiquer (Marker/Teacher) of Internal Moderation Procedures

- 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.
- Where students' work is drawn from several different classes and teachers (CORE Subjects), sufficient verification should take place to ensure that all teachers are confident that the marking of each teacher can be verified as accurate.

## Section 34: Responsibilities for Verifier (Moderator) of Internal Moderation Procedures

- The person critiquing assessment and marking schedule will be an experienced assessor. The critiquer/moderator could come from another school or be a member of the department or a member of another department.
- Teachers must check and consult the achievement/unit 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 standard to guide marking.
- Tab 3 must be completed by the verifier (Moderator).

## **Section 35: Responsibilities for HOD and TIC of Internal Moderation**

### **Procedures**

- Start of each year confirm in writing the allocation of internal moderator for each senior NCEA course.
- The HOD/TIC is responsible for ensuring that the moderation (verification) process is carried out properly and fully for EVERY standard offered to students.
- NZQA subject page is checked to ensure latest standard version or standard version has not expired.
- Check entries of standards are correct and single green ticked by April 1st.
- HOD and TIC must check all entries each term to ensure staff are entering and completing internal moderation.
- Follow up with each member of the department cross checking verbally that moderation has been completed.
- If notified by Data Manager or Principals Nominee regarding mistakes HOD / TIC immediately responds and rectifies any issues/anomalies.
- External Moderation is reviewed by HOD and Teacher in charge – Review is recorded by PN and/or SLT.
- The subject leader is responsible for making sure that internal moderation occurs.
- Stored samples should be regularly updated, and benchmark samples should be identified during the marking process and kept for future reference and decision making.
- Schools must report only those internal assessment results which have been subject to an internal moderation process.

## **Section 36: Responsibilities for Data Manager of Internal**

### **Moderation Procedures**

- Hard Copy Folder (2022) and Printed Summary 2023,2024 Moderation is kept of all internal moderation.
- Principal's Nominee and Data Manager monitor Kamar Moderation any moderation forms that are incorrect teachers will be immediately contacted and HOD and PN cc'd into email.
- Data Manager cross checks Kamar teacher mark-book assessment entries with NZQA and completed internal moderation.



## **Section 37: Responsibilities for Principals Nominee of Internal Moderation Procedures**

- Enter and set up all subjects/teacher markbooks with correct standards on Kamar.
- Principals' nominee cross checks Kamar teacher mark-book assessment entries with internal moderation Tab 1,2,3,4 on Kamar
- Any data entered that is incorrect is immediately identified and HOD is emailed by Data Manager and/or Principals Nominee. The P/N is cc'd into this email and Principal's Nominee verbally speaks to HOD. HOD must immediately correct any mistakes.
- Before data submission to NZQA principal's nominee will cross check, any mistakes and remove entries or untick if moderation have not been completed correctly.
- Send communication reminder of Procedures of Moderation to all staff.
- Meet with all HOD's and remind them of our procedures and responsibilities of internal moderation.
- The Principal's Nominee and/or Senior leadership are responsible for ensuring that all assessed standards are subject to internal moderation before results are reported.
- External Moderation is reviewed by HOD and Teacher in charge – Review is recorded by PN and/or SLT and follow up evidence is sought to ensure changes have been implemented.

## **Section 38: Storage of Internal Moderation Procedures:**

- Select the 6 sample once internal moderation is complete. Follow External Moderation Procedures to select 6 pieces of student work. (1xNot Achieved, 1xAchieved, 1xMerit, 1xExcellence + 2 more samples either A, M, or E)
- NZQA requires 6 samples of work for Achievement Standard and 4 samples of work for a unit standard.
- Store only the selected samples for each standard assessed, for external moderation. Keep these until the standard is next assessed or for two years.
- Identify and save benchmark samples for teaching and learning purposes during the marking process. This is part of BEFORE Process Step 3.
- Following any external moderation reports received if a report received less than 3/6, does not meet standard or needs modification. This standard will be automatically nominated by the principal's nominee for follow up external moderation the following year.
- Ensure the internal moderation also contains any documents that demonstrate alternations where change has occurred to meet external moderation recommendations.
- A standard will not be nominated/selected by Principals nominee for external moderation if standard achieves 4/6 and above.

## **Section 39: Examples of ways internal verification (moderation) can be completed:**

- 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.
- The teacher assesses and then an outside colleague, or subject associations/cluster meeting, verifies a range of student work.
- Practical Performance (Speeches, Drama, PE Performances): Both teacher and Verifier (Moderator) watch performance together and collectively discuss after performance.
- These practices can be varied according to the nature of the assessment.