

MODERATION

Taratahi Agricultural Training Centre QMS Component			
Category:	DEVELOPMENT & DELIVERY	Policy Number:	QMS 7
Title:	Moderation	Date Approved:	01 st May 2003
Prepared by:	Operations Manager	Date of Last Revision:	30 June 2010
Authorised by:	Academic Committee	Next Review Date:	Aug 2011

1. PURPOSE

Taratahi recognises the importance of moderation and has therefore adopted the following philosophy and policies for moderation. Taratahi aims to not only meet but to exceed the moderation requirements as set out by Industry Training Organisations and Standard Setting Bodies.

2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

3. DEFINITIONS

a Moderation: A process designed to ensure assessments are valid and consistent, that assessment decisions are fair and match the marking guidelines and learning outcomes, and that feedback is used to make improvements. Depending on the specific focus and purpose, moderation usually is described in terms of:

- pre-, simultaneous- or post- assessment moderation; and
- internal or external moderation

b Validity: The extent to which an assessment accurately measures what it sets out to measure.

c Taratahi Students: Any students whom we are responsible for registering credits on their behalf.

4. RESPONSIBILITIES

The Quality Manager, in consultation with the Education Managers, is responsible for the implementation and compliance of the Taratahi Moderation policy. Moderation will take place on all Unit based work undertaken by Taratahi Students

Student scripts must be kept for two years so that they can be moderated if required by NZQA, SSBs, ITOs or other Principal contractors

5. THE PROCEDURE

5.1. An annual internal moderation plan will be developed to ensure that units we record credits against are moderated on a regular basis, following national guidelines of NZQA Moderation Action Plans (AMAPS)

5.2. Assessment plans will be submitted to NZQA and relevant SSB so that they can request units we record credits against for external moderation

5.3. It is the responsibility of the Quality Manager to establish and document Internal and External moderation requirements and procedures for each

programme. Compliance requirements with NZQA Moderation Action Plans must be recognised where appropriate.

- 5.4. Exam Papers will be checked and moderated internally and checked for uniformity, fairness, validity and correctness
- 5.5. Each exam will be marked by the same person and once finished will be checked and moderated by a Taratahi staff member not involved in marking process.
- 5.6. An annual planned system will be used whereby 25% of delivered Unit Standard based theory assessments and 20% of Unit Standard based practical assessments will be checked against the NZQA performance criteria. Any new or altered assessments will be pre moderated before use.
- 5.7. Major assignments and tests, where relevant, will be checked and moderated by a Taratahi staff member who are not involved in the marking process
- 5.8. Academic staff members will at all times be informed when moderation is scheduled to take place
- 5.9. An annual moderation report will be submitted to the Academic committee and relevant ITO's, summarising the work that have been moderated, the procedures used for moderation, the general outcomes and what action (if any) is necessary.
- 5.10. External moderator reports will be submitted to the Quality Manager, as and when they are received and any concerns notified to the Education Delivery Manager
- 5.11. Taratahi will undertake both pre-assessment moderation and post-moderation.
- 5.12. Versions of unit standards will be updated and checked by the Quality Manager annually to ensure the current version is taught
- 5.13. Outdated assessments will be removed from circulation within one year
- 5.14. Assessors will be notified monthly via newsletter (circulated to all academic staff) where there have been changes made by ITO's or NZQA to unit standard assessments and versions
- 5.15. Taratahi will participate in all forms of moderation including cluster, groups, national moderation, internal moderation, moderator visits as required by Standard Setting Bodies
- 5.16. Where issues have been identified by moderation an action plan is drawn up to deal with issues that are identified in the report. Once changes are made the assessment is re-moderated if required – major issues are dealt with immediately and re-moderated if required within one year
- 5.17. The process of internal moderation will be managed by the Quality Manager. Moderation of units and delivery however will be conducted by a moderation team which shall consist of teaching staff and management.