**INTERNAL MODERATION COVER SHEET 2015**

***School Logo***

**NZQA *Assessment (including Examination) Rules for Schools with Consent to Assess 2015* (5.6b): requires that schools must report to NZQA only those internal assessment results which have been subject to an** [**internal moderation process**](http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/managing-national-assessment-in-schools/secondary-moderation/external-moderation/internal-moderation/)**.**

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| STANDARD INFORMATION | | | | | | | | | | | |
| **Course:** |  | **Standard Number:** | | |  | **Version:** |  | **NZQF Level :** |  | **Credits:** |  | |
| **Title :** |  | | | | | | | | | | |
| **The school has consent to assess this standard** | | |  | **Teacher in charge of assessment:** | | | |  | | | | |

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| **CRITIQUING ASSESSMENT MATERIALS** | |
| **The critiquing process ensures that the assessment activity meets the requirements specified in the standard and provides 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:** | | | | | Own |  | Commercial |  | | Subject Association |  | TKI / NZQA |  | | Other (e.g. QAAM material): | | | | | **Critiquer:**  Name:  School:  Signature :  Date: | | | | | |  |  | | --- | --- | | **Critiquing process:** | | | The assessment material has been reviewed against the current standard clarification and/or external moderation feedback. (*Where the material has been* ***previously critiqued*** *and the* ***standard is unchanged****,* ***no further*** *critiquing is* ***required***) |  | | | Student instructions contain registered standard number, version, title, level & credits |  | | | Student instructions are clear and language is appropriate |  | | | The assessment is consistent with learning/context/curriculum at the appropriate level |  | | | The assessment allows students to achieve **all** requirements of the standard for **all** grades |  | | | Instructions are consistent with explanatory notes/range statements in the standard |  | | | Assessment schedule is consistent with the standard and clarifications documents |  | | | Judgement/ sufficiency statement 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 (N/A/M/E) |  | | | |
| **VERIFICATION** | |
| **The verification process is to ensure that the teacher judgements are consistent with the standard, before they are reported to NZQA.**  **Samples of work around grade boundaries should be verified by a subject specialist with standard-specific knowledge.** | |
| **Attestation by the person responsible for the quality assurance of this standard** | |
| * Verification was completed by the following subject specialist with standard-specific knowledge   **Name:** **Date:**  **Position or School:**   * Evidence of verification is available overleaf (or at location): * Sufficient pieces of work have been verified for all teachers reporting results to assure consistency across classes (where applicable). * The school’s processes have been followed to provide reported grades that are consistent with the standard   **Teacher in charge of assessment/HOD:**  **Signature: Date:** | |

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| **SAMPLES ARE RETAINED & ASSESSMENT MATERIALS REVIEWED** | |
| Results loaded into student management system. Date: |  |
| The school’s random selection procedure has been applied to select work for external moderation, if required. |  |
| Assessment materials have been reviewed in response to the assessor and/or verifier feedback. |  |
| New benchmark samples have been annotated and/or existing examples of grade boundary decisions have been updated. |  |
| Assessment materials and student work are available for external moderation at (indicate file path or location): |  |
| Reviewed assessment materials are ready for future use. Date: |  |

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| **VERIFICATION EVIDENCE** | | | | |
| Students Name | **Markers Grade** | **Verifiers Grade** | **Reported Grade** | **Discussion comments** |
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| **Sufficient pieces of work need to be verified to be confident the grades are consistent with the listed standard. Add extra rows as required.** | | | | |