



ASSESSMENT AND MODERATION

Policy Statement:

This Policy explains how The Golden Bay Workcentre Trust and staff support and encourages student learners to achieve success in their education.

It does this by providing the opportunity to gain Unit and/or Achievement Standards from the National Framework through the receipt of quality training. The Golden Bay Workcentre Trust will comply with all Moderation Activities as required by NZQA and will participate fully and professionally in these processes in the pursuit of excellence.

1. Assessment Procedures:

1.1 Student learners will be prepared for assessment through each of the following methods:

- course booklet outlining names and numbers of units offered on programme of learning
- verbally informed of the Unit or Achievement Standard to be delivered and assessed against
- conditions and requirements for assessment
- dates and methods for assessment
- acknowledgement of the commencement of assessment
- fair and regular feedback as to their readiness for assessment and/or their competency

1.2 Student learners:

- can have an expectation of valid, consistent and fair assessment of their own work
- can expect assessment methods to cater for different cultural needs and levels of ability
- can expect to be informed as to the opportunity to re-submit work for re-assessment
- will be aware of the procedure for complaints if student is dissatisfied with assessment outcomes
- will have timely notification of their achievements
- will be presented with a written report at the completion of their programme of learning identifying the numbers, names and credit levels of all Unit or Achievement Standards achieved

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- 1.3 It is the responsibility of the Manager to ensure that all tutors are appraised of the systems for delivery and assessment of Unit or Achievement Standards and to facilitate opportunities within the programme of learning for re-submission of work for re-assessment.
- 2 Recording of Student Achievements.
All notification of achievements will be lodged with NZQA and/or before the end of the academic term during which the result is achieved. All fees will be paid by the Golden Bay Workcentre Trust on receipt of an Invoice from NZQA
- 2.1 Any National Certificates gained will be applied for on behalf of the student at the time of lodging the requisite Unit or Achievement Standards gained. The Golden Bay Workcentre Trust makes an undertaking to all student learners to pay for both Unit or Achievement Standard and National Certificate fees on their behalf.
- 2.2 A database of Student Records will be maintained on the personal computer of the Manager. It is the responsibility of the Manager to ensure that this record is confidential and is regularly updated with the information entered reflecting the true achievement of the individual learner. (The system is backed up weekly.)

3 Moderation Procedures:

It is the responsibility of the Manager to ensure that delegated staff participate fully in all Moderation processes as required by NZQA.

3.1 Pre-Assessment Moderation:

Prior to the delivery of a (number of nominated) Unit or Achievement Standards, the tutor(s) will ensure that the assessment activities and assessment schedule are appropriate, the language is accessible and comprehensive and the level of competency required to complete the assessment is in line with the abilities of the projected learner group. The process will ensure that the content conforms to the required format and that Evidence and Judgement statements cover all the elements within the Standard.

3.2 Internal Moderation

A number of NZQA Unit or Achievement Standards (delivered and assessed against regularly by the Provider) will be nominated for internal moderation annually. Primary focus will be on NZQA Unit or Achievement Standards delivered and assessed against by more than one tutor within the organisation and/or delivered and assessed against by teachers at the local High Schools participating in an internal moderation partnership (the latter will apply to generic Computing only at this time.)

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Following delivery and assessment of a nominated NZQA Unit or Achievement Standard all the evidence and completed work required by the assessment schedule will be moderated by 2 or more appropriate staff members. This is to establish that:

- Assessment decisions are systematic, consistent (within the organisation and with known national standards) and conform to a regulated process.
- That assessment methods are fair, appropriate and integrated with relevant work or learning.
- And that the evidence gathered is valid, authentic, sufficient and demonstrates an acceptable standard of competency.

3.3 Assessment activities, schedules and exemplars of students' work may be required to be submitted to an external moderating body. It is the responsibility of the Manager and delegated NZQA Moderation Liaison personnel to ensure that this process is carried out in a timely and professional manner.

3.3.1 External Moderation:

Requirements for this process will be the responsibility of appropriate staff as directed by the Manager. All care will be taken to ensure that work submitted reflects the required standards, utilizes the correct forms, the process is timely and efficient and that communication is open and respectful.

3.3.2 Cluster Group Moderation:

Attendance at Cluster Group Moderation will comply with the requirements of NZQA. It is the responsibility of the Manager to ensure that one or more appropriate staff attend all Cluster Group meetings prepared to participate fully in the processes. Examples of Assessment Activities and Schedules and exemplars of students' work for moderation will comply with the requirements of the meeting. All care will be taken to ensure that work submitted reflects the expected standards, that participation is thorough and professional and that communication is open and respectful.

The Manager will be appraised of all compliance activities, any required modifications and will have quality assurance responsibilities.

4. Evaluation and Review Procedures:

It is recognized that, through participation in the Moderation processes, the Golden Bay Workcentre Trust will be engaged in on-going evaluation and review of its assessment and moderation procedures. It is the responsibility of the Manager to ensure that appropriate changes and improvements are made to procedures and processes within the Assessment and Moderation practices of the Golden Bay Workcentre Trust.

Note:

Following the attendance of 2 key members of staff at the NZQA Quality Assurance Conference in Christchurch in June 2007 and in attending we have re-enforced a number of processes to ensure that internal moderation is consolidated as an integral element of the Golden Bay Workcentre's practices.

(Refer: Self Evaluation Workbook 1.2.6ii – Page 44)

Supporting Documents:

Privacy Act 1993

Student Code of Practice (Complaints Procedure)

NZQA Unit Standards and Assessment Process