

Purpose

External Moderation is the process of checking assessment practices across all organisations or people who assess against unit standards for which ServiceIQ has responsibility as the standard setting body. This includes: ServiceIQ, Schools, PTEs, ITPs and ITOs who hold consent to assess for ServiceIQ unit standards.

Format

Post Assessment Moderation

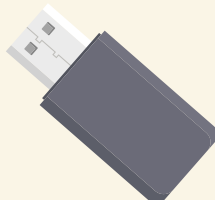
Materials (usually 3 samples per unit standard) are requested for post moderation based on your assessment intention plan and ServiceIQ's 5 year moderation plan.

If a school / provider is using a digital platform for assessment, the preference will be for ServiceIQ to request moderation samples electronically / online. However, the possible options for providers / schools to submit material means that different processes may be required for differing formats:



Online / Electronically

All sample material is submitted for moderation online.



USB

All sample material is submitted via USB device.



Paper

All sample moderation material (including from the LMS) is submitted in hardcopy form.

There is also the possibility of a combination of formats being used by the Provider / School for moderation submission purposes.

Considerations



Materials received – Online / Digitally

Access to the LMS (Learning Management System) that the Provider or School is using is a preference so that the process of best assessment practice is evidenced. Understanding the functionality of the LMS is key to a robust moderation process.

Schools / Providers will need to arrange access for ServiceIQ to access their LMS in order to facilitate online moderation.

For each unit standard requested ServiceIQ requires:

1. Password / Login details for both trainee and assessor (per sample)
2. Assessment schedule / marking guide
3. Additional assessment evidence clearly identified (e.g. supporting documents)
4. Post moderation coversheet
5. Proof of Pre-moderation report approval if using your own assessment material
6. Internal moderation report

Schools / Providers should have a policy through which the authenticity of student work is established. ServiceIQ requires to see the digital assessment policy of the particular Provider / School undergoing moderation.



Materials received – USB + Hard Copy (paper based)

Individual files submitted via USB should be clearly identified. Separate folders will be required if samples for more than one unit standard are being submitted in this format.

For each unit standard requested ServiceIQ requires:

1. Three student/ trainee assessment samples
2. Assessment schedule / marking guide
3. Additional assessment evidence clearly identified (e.g. supporting documents)
4. Post moderation coversheet
5. Proof of Pre-moderation report approval if using your own assessment material
6. Internal moderation report

Procedure

All files submitted are moderated with the following criteria in mind:

- | | |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| ✓ Evidence is appropriate to the level of the standard | ✓ Re-assessment / verbal assessment processes have been disclosed |
| ✓ Evidence of assessor input is clear and feedback has been provided | ✓ Student / Trainee is fairly assessed and a valid decision is made by the assessor in accordance with the judgement statements |
| ✓ Evidence is sufficient for a valid decision to be made | ✓ Student achievement is signed off and clearly documented |
| ✓ Evidence is authentic and demonstrates consistent performance | ✓ Files for required supporting evidence have also been included. |
| ✓ An assessment schedule is included | ✓ Assessment material is current (and if required pre-moderated) |