



PRE-MODERATION COVERSHEET & CHECKSHEET

Please submit one coversheet per assessment

Organisation:

Physical address: *(not a PO Box)*

Moderation contact:

Job title:

Email address:

Telephone number:

Unit standards:

US Number	Title	Version	Level	Credits

Acceptance and signature:

I understand these materials cannot be used for assessment until pre-moderation is completed and approval is given in writing by ServiceIQ.

I confirm these materials have been quality checked and are supported by my organisation.

Name:

Date:

Please ensure you have included the following documents with this submission:

All Assessment materials (e.g. Tasks/questions and answer sheets).

Marking guide/schedule with evidence requirements and judgement statements.

Summary or matrix of how tasks relate to which ER or PC of the unit standard.

Please indicate how you are providing these documents to ServiceIQ:

Mail/Courier

Google Docs, Dropbox, etc. *(provide link below):*

Email

On Flash Drive

Before submitting for pre-moderation, please check that assessment materials meet the following guidelines:

- ▶ Moderation Contact. Please provide the name and role of the person with responsibility for meeting ITO moderation expectations.
- ▶ Unit standard title, number, version, level and credit value shown in full.
- ▶ Assessment instructions and conditions are clear and easy to understand.
- ▶ Space is provided for assessor feedback.
- ▶ Assessment methods are consistent with unit standard requirements including any special explanatory notes.
- ▶ Assessment environment and conditions meet the unit standard requirements and anything additional outlined in the Consent and Moderation Requirements (CMR) document (e.g. assessment activities cannot be simulated unless the unit standard specifies that simulation is acceptable).
- ▶ The assessment is appropriate for the level and credit value of the unit standard.
- ▶ The assessment activity gives the Learner the opportunity to meet the requirements of all elements/outcomes in the unit standard.
- ▶ For practical assessments, please ensure that the Learner has the opportunity to demonstrate repeatable performance.
- ▶ Model answers must provide examples of appropriate responses that are consistent with the unit standard requirements; and judgement statements clearly describe the acceptable performance level.

For online assessments, in addition to above, please ensure you have addressed the following:

- ▶ What provisions have been made for checking authenticity for remote locations (if applicable)?
- ▶ What are the conditions under which the assessment will take place? e.g. In a classroom with supervision; remotely; closed or open book.
- ▶ Does the student have a unique identification code?
- ▶ Does the student view the assessment prior to being ready for the assessment?
- ▶ What declaration statements are Learners required to make to show that is their own work?
- ▶ How will the information be stored and presented for both in-house and external moderation?
- ▶ How many attempts or re-sits can the Learner make with regards to the multi-choice questions?
- ▶ How does the feedback process work between the Assessor, the Verifier and the Learner?
- ▶ Please attach any in-house policies or protocol documents that you have for online assessments.

Contacting ServcelQ's Quality & Moderation Team

POST: ServcelQ
Attn: Quality & Moderation Coordinator
Level 14, Plimmer Towers
2-6 Gilmer Terrace
Wellington 6011

EMAIL: Quality@ServcelQ.org.nz



If you have any questions, please don't hesitate to contact our Quality & Moderation Team: **0800 863 693**