



**RINGA HORA**

**Services**

Workforce Development Council

## Post-assessment moderation coversheet

### Purpose of the coversheet

This is a coversheet for post-assessment moderation. Please attach a cover sheet to the front of your assessment material for the unit standards submitted.

### Process

Please email this document along with attached evidence to **[moderation@ringahora.nz](mailto:moderation@ringahora.nz)**.

Once received by the WDCs, our team will moderate the submission. You will be asked for more information, if required. **Please allow 30 working days for us to send a post-assessment moderation report.**

**Please ensure you have included the following documents with this submission.**

- Assessment schedule/marketing guide. (It must be the correct version and match the assessment tool). This may include model answers, judgement statements and the verifier/assessor guide. Please note only one assessment schedule is required for each set of samples.
- Assessment tool or Integrated assessment tool (if applicable)
- Internal moderation report (if applicable)
- Learner samples
- Additional evidence that may have contributed to the assessment decision

### Pre assessment moderation

Have the assessment materials been pre-moderated by the Standard Setting Body (SSB)?

☐

Yes

☐

No

Date assessment material approved by Standard Setting Body:

### Any questions

If you have any questions regarding post-assessment moderation, please email **[moderation@ringahora.nz](mailto:moderation@ringahora.nz)**

## Provider details

Education organisation:

Education organisation number (EDUMIS):

## Contact person

Name:

Role:

Email:

Phone:

## For Schools only

Principal's Nominee Name:

Phone:

## Unit standards

Unit Standard Number:	Title:	Version:	Level:	Credits:

## Samples

Please make sure to redact all personal information about learners, including their name, before sending the samples.

Number of samples attached: