



RINGA HORA

Services

Workforce Development Council

Pre-assessment moderation coversheet

Purpose of the coversheet

This is a coversheet for pre-assessment moderation. Please attach a cover sheet to the front of your assessment material for the unit standard(s) submitted.

This also includes a checklist for pre-assessment moderation.

Process

Please email this document, along with attached evidence to moderation@ringahora.nz

Once received by the WDC, our team will analyse the application contents. You will be asked for more information, if required. Please **allow 20 working days for us to send a pre-assessment moderation report.**

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 Evidence Requirement (ER) or Performance Criteria (PC) of the unit standard.

Any questions

If you have any questions regarding pre-assessment moderation, please email 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:
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Checklist

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

1. Assessment methods and conditions

- Assessment methods are consistent with unit standard requirements including any special explanatory notes or guidance information.
- 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).
- There are provisions for checking authenticity for remote locations (if applicable).
- Assessment conditions under which the assessment will take place e.g. in a classroom with supervision; remotely; closed or open book.
- There is a clearly defined resubmission or resit process.

2. Assessment task design

- 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.
- Assessment instructions are clear and easy to understand.
- For practical assessments, please ensure that the learner has the opportunity to demonstrate repeatable performance.
- There is an effective feedback process between the Assessor, the Verifier and the Learner.
- Learners have a unique identification code.
- Learners required to make declaration statements to show that is their own work.
- Space is provided for assessor feedback.

3. Assessment schedule / marking guidance

- Evidence requirements and/or model answers provide examples of appropriate responses that are consistent with the unit standard requirements; and judgement statements clearly describe the acceptable performance level.

4. Administration

- Information is stored and presented effectively for both in-house and external moderation.
- Please attach any in-house policies or protocol documents that you think would assist with this pre-assessment moderation submission, including those specific to online submissions.