# Post-assessment moderation coversheet

## Purpose of the coversheet

This is a coversheet for post-assessment moderation. Please supply this cover sheet with your assessment samples for the unit standards submitted.

## Process

**Please log on to Aka Pāronga to upload your assessment samples and supporting evidence**

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/marking 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

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:  Email: |  |
| Phone: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit Standards** | | | | |
| Unit: | Title: | Version: | Level: | Credits: |
|  |  |  |  |  |
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**Samples**

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

Number of samples supplied: