

National Internal Moderation Plan 2012

This Moderation Plan identifies Competenz-managed unit standards that will be selected for Moderation in 2012 and the processes that will be used to engage with Competenz-registered assessors.

This plan will help Competenz ensure assessment outcomes are:

- consistent with the national standard, and
- fair and valid

The Internal Moderation Plan will also ensure that assessors are given the full support necessary to make consistent judgments about candidate's performance.

Process

Competenz has a policy of moderating each Competenz unit standard to ensure they are assessed to the national standard. 523 unit standards have been selected for moderation in 2012. The criteria used for selecting the units to be moderated include, but are not limited to:

- units involving high risk,
- high use units,
- new units, or new versions,
- units that have not been recently moderated.
- the NZQA record of units assessed and
- units requested for moderation by other Standard Setting Bodies.

Registered assessors will be moderated against their assessment activity. Moderation will be conducted on the basis of 5 assessments over 2 years in line with NZQA recommendations. Competenz will request assessments by learner to ensure auditing validity.

The Moderation Systems that Competenz will use in 2012 include:

- Pre-moderation
- Post Assessment Moderation
- Peer Moderation Workshops

Pre Assessment Moderation

Competenz is pre-moderating all new and revised assessment resources. These resources are made available to assessors to remove uncertainty in evidence collection and make assessment easier to carry out. They also facilitate national consistency. The existence of Competenz Assessment resources does not preclude assessors using their own guides but Assessors will need to ensure that all assessment material used has been pre moderated and approved by Competenz. Evidence of Pre-moderation should be recorded on each document.

Post Assessment Moderation

Post Assessment Moderation will be conducted with selected workplace assessors. Each selected assessor will be requested to submit samples of unit standard assessments for Moderation. Post Assessment Moderation is intended to give Assessors confidence in their evidence presentation and minimize risk of inconsistency. Moderators may communicate directly with assessors during the moderation process to clarify issues raised by sample assessments.

Material Submitted for Moderation

Assessment Material should be submitted for moderation on time and may include (but not be limited to):

- assessment guides and completed schedules,
- evidence submitted by candidates,
- questions and model answers,
- evidence of pre moderation,
- a copy of the unit standard where there is no assessment guide or schedule

It is recommended that Copies of original documents be submitted whenever possible.

Moderation Reports

Individual Moderation Reports and the material submitted will be returned to the Assessor at the conclusion of the moderation.

Compliance with this Plan

All assessors who are actively assessing against unit standards are reminded they are required to comply with this moderation plan and formal requests for assessments for moderation. Should an assessor be unable to meet our request, they need to contact Competenz Quality Assurance team within 10 days of receipt of the request for moderation.

Workshops

Workshops will be arranged on a regional basis throughout the year to provide opportunities for assessors and moderators to participate in ongoing support for their assessment activities.

Assessor Support

The Quality Assurance Team at Competenz welcomes requests for assistance or support from assessors to help raise the standard of assessment.



Matt Allfree
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Competenz.