

Competenz Moderation Plan

2020



Competenz
Skills for industry

Contents

Introduction	2
Consent and moderation requirements	3
Pre-assessment moderation	4
Post-assessment moderation	5
Unit standard selection	6
Action plans/response documents	6
Moderation appeals process	6

Introduction

The purpose of this report is to document the moderation processes developed to assist in ensuring the standards that Competenz is the Standard Setting Body (SSB) for, are applied and assessed with consistency across all Tertiary Education Organisations (TEOs), Competenz registered assessors and schools.

Moderation is the process of ensuring assessment practices are valid, consistent and fair, and at the national standard. It checks that the assessor's judgement is reliable and accurate and that the assessment provides a clear measure of the knowledge and skills required to meet the learning outcome.

Moderation will be conducted in line with the New Zealand Qualifications Authority (NZQA) recommendations and Competenz Consent and Moderation Requirements (CMR).

The moderation systems that Competenz uses

- » Pre-moderation of resources and assessment guides
- » Post-assessment moderation by a variety of methods which will include but are not limited to:
 - » Paper-based post-moderation
 - » Cluster/panel moderation
 - » Onsite moderation
 - » Learning Management System (LMS) moderation
 - » Post candidate interview/professional conversation.

Competenz will review the unit standards and moderation criteria on an annual basis with the focus on mitigation of academic risk and inconsistency.

Consent and moderation requirements

Each unit standard listed on the Directory of Assessment Standards (DAS) has an associated Consent and Moderation Requirements (CMRs) document, which outlines the specific requirements for Consent to Assess against the standard and moderation.

The purpose of CMRs is to:

- » Set out the process for granting Consent to Assess and the involvement we and others have in the process
- » Set out our industry or sector-specific requirements for a TEO or schools' quality systems in relation to the gazetted "criteria for Consent to Assess".

Competenz operates under four CMRs:

CMR002	Journalism
CMR0013	Mechanical Engineering, Plastics and Materials Processing, Fibreboard Packaging, Food and Related Products, Production, Can-Making, Competitive Manufacturing, Manufacturing Processes, Retail Meat, Printing, Maritime, Lifting Equipment, and Rail Transport
CMR030	Clothing Manufacture, Footwear and Leather Trades, Industrial Machine Knitting, Apparel and Textiles Manufacture, and Cleaning and Caretaking
CMR0173	Forestry and Biosecurity.

Consent to Assess

Providers, including schools, private training establishments (PTE) and polytechnics that hold Consent to Assess for Competenz unit standards are required to;

- » Engage with Competenz regarding pre-assessment and post-assessment moderation
- » Be familiar with the relevant CMRs document for the standards they are using
- » Inform Competenz of any staffing and contact detail changes that are pertinent to the Consent to Assess application.

Pre-assessment moderation

Pre-moderation is the quality assurance of assessment material before it's used for assessment.

The purpose of pre-moderation is to ensure that the materials used for assessment address all requirements of the unit standard and adequate marking guidance is provided.

External

External providers and schools that offer standards where Competenz is the standard setting body (SSB), may develop their own assessment material. However, any and all assessment materials developed must be pre-moderated by Competenz before use. This includes changes or updates to previously moderated materials and version changes.

The fee for pre-assessment moderation is included in the fees schedule on the Competenz website competenz.org.nz.

Internal

All assessment materials developed by Competenz will be pre-moderated by Competenz registered moderators. Those where Competenz is not the SSB will be forwarded to the relevant SSB for pre-moderation, if required by the applicable CMRs.

Post-assessment moderation

Post-assessment is the quality assurance of the assessment process and the assessors judgments. It checks that assessor judgments are consistent, reliable, fair and valid.

Tertiary Education Organisations and schools

Post-moderation for tertiary education organisations (TEOs) including private training establishments (PTEs), industry training organisations (ITOs) and polytechnics and schools will be managed through a two-year cycle.

Objective: to moderate all active tertiary education organisations and schools at least once in the two-year cycle.

Moderation calls will be made quarterly based on the NZQA quarterly reports on reported credits, and the decision as to who is called in a quarter will be managed using a risk category system. There may be instances where an entity will be required to submit moderation more than once during the two-year cycle.

Priority calling will occur for any entity that:

- » Delivers training and assessment under contract for Competenz learners, including block course and off-job courses.
- » Accredited providers with a category 3 or 4 in their last external evaluation and review (EER) report, and/or is on the NZQA non-compliance register
- » Has repeated negative or non-compliant moderation outcomes, is on an action plan or failed to submit an action plan within the required time
- » Is on an action plan or failed to submit an action plan within the required time
- » Has complaints recorded against them regarding delivery and assessment
- » Reports other SSB units under Competenz provider code
- » Reports high-risk unit standards
- » Receives new or extensions to Consent to Assess that includes different subject areas or higher levels to what they have previously been accredited for.

Competenz registered assessors and non-accredited providers

Post-moderation for Competenz registered assessors and non-accredited providers who deliver training and/or assessment for Competenz learners will be also be conducted on a two-year cycle.

Moderation calls will be made on a monthly basis and the decision as to who is called will be managed using a risk category system. There may be instances where an assessor or non-accredited provider will be required to submit moderation more than once during the two-year cycle.

Objective: to moderate all active assessors and non-accredited providers at least once in the two-year cycle.

The frequency and volume of moderation will reflect:

- » New assessor registrations or scope extensions for existing registered assessors
- » Outcome of the previous moderation: high negative results, non-compliant results, is on an action plan or failed to submit an action plan within the required time
- » Type of units and industry assessing in
- » Assessment of other SSB unit standards
- » Assessment of high-risk unit standards
- » Assessment activity within mapped programmes
- » The use of verifiers on a regular basis.

Unit standard selection

Objective: to moderate all reported domains within a two-year cycle.

A risk-based approach will be used to determine the unit standards to be moderated within each reported domain. Moderation requests will reflect the range of unit standards reported. The criteria for priority units will be:

- » High volume usage
- » Health and safety risk (could cause hazard or harm to themselves or others in the workplace)
- » High academic risk standards at level 5 or higher and/or standards with a high credit value
- » New or amended units
- » Other SSB units reported under Consent to Assess held by Competenz
- » Assessment methodology used, for example, online or block course units.

Competenz reserves the right to call in moderation at any time if concerns have been raised about the delivery and/or assessment of a unit standard.

Action plans/response documents

Feedback on post-moderation will be provided in the form of a moderation report, which may result in minor changes to occur in future assessment practices or a non-verified result where an action plan may be needed.

Moderation appeals process

If the organisation or assessor has concerns or disagrees with the moderator's decision, they have the right to appeal. It is recommended your organisation or individual contacts Competenz to seek clarification about moderator comments or decisions before formally appealing.

The appeal must be lodged within 15 working days of the date the moderation report is received. All moderation appeals must be provided in writing and include:

- » The assessment materials as originally sent to the moderator
- » Assessed learner work as originally sent to the moderator
- » A copy of the moderation report
- » Detailed reasons as to why you disagree with the moderation decision.

Please send to: QA@competenz.org.nz

Attention: National Moderation Manager

When a decision has been made, Competenz will return the materials along with a moderation appeal results letter. This will include a revised moderation report if the appeal is successful, or the original moderator's comments have been clarified. Otherwise, the original report stands. The outcome of this appeal is final.

Competenz is a multi-sector industry training organisation (ITO).
We help Kiwi industry grow skills, careers and businesses.

www.competenz.org.nz



Competenz
Skills for industry