

Pre-Moderation Cover Sheet

Please attach to all pre-moderation submissions

Competenz QA
use only

Company:

Moderation liaison:

Contact phone number:

Email:

Date received:

Please list unit or units in the table below

Unit No.	Title	Version	Level	Credits	Standard Setting Body

ACCEPTANCE AND SIGNATURE - THIS MUST BE SIGNED BEFORE PRE-MODERATION WILL OCCUR

I understand these materials cannot be used for assessment until pre-moderation is completed, and approval is given in writing by Competenz.

I confirm these materials have been checked by my organisation.

Signature: _____ Date: _____

PLEASE ENSURE YOU HAVE 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 of matrix of how tasks relate to which ER or PC of the unit standard.

PLEASE CHECK THAT ASSESSMENT MATERIALS MEET THE FOLLOWING BEFORE SUBMITTING FOR PRE-MODERATION

1. Unit standard title, number, version and number of credits shown in full.
2. Assessment instructions and conditions are clear and easy to understand.
3. Space is provided for a clear indication for assessment outcome and assessor feedback.
4. Assessment methods are consistent with unit standard requirements including special notes.
5. 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).
6. The assessment activity gives the learner the opportunity to demonstrate repeatable performance.
7. For practical assessments the candidate has the opportunity to demonstrate repeatable performance.
8. Model answers give examples of appropriate responses consistent with the unit standard requirements, and judgement statements clearly describe the acceptance performance level.

If you have any questions regarding your pre-moderation submission,
please contact the Quality Assurance Team at **premod@competenz.org.nz**