



Pre - Assessment Moderation Report (manual format) (EAMA 12.12.2)

General Details							
Moderator Contact	Name:			Number			
Assessor or Provider Contact	Name:						
	Email:			Phone			
	Postal:						
Unit Standard	Title:						
	Number		Version				
	Level		Credit				
Material design	<input type="checkbox"/> Assessor	<input type="checkbox"/> Commercial	<input type="checkbox"/> ESITO	<input type="checkbox"/> Provider			
Unit standard review	The unit standard requires review			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Unit Standard Review Form is completed (and is emailed or returned via post)			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Moderation Result	
The assessment material is approved	<input type="checkbox"/>
The assessment material is approved with modifications as indicated.	<input type="checkbox"/>
The assessment material is not approved and is required to be resubmitted before use.	<input type="checkbox"/>
Resubmission due date (as negotiated)	Date:

Moderator signature: _____ Date: _____

EAMA Form number: 12.12.2	Version 7	EAMA Form Title: Pre Assessment Moderation Report Manual Format	
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Moderation Decisions

Moderation of Key Content Features

Criteria	Yes	No	Comments
ESITO material: Both Trainee and Assessor packs are provided?			
Non ESITO material: assessment schedule / marking guide / model answers attached?			
Unit Standard title, number, version, level, credit given in full and consistent on all documents?			
Assessment instructions and conditions are clear and easily understood in one reading?			
Provision on material to record final assessment decision?			
Explanatory notes are quoted where they impact on assessment?			
Pre-requisite noted where appropriate?			
Level of difficulty is appropriate to the level of the standard?			

Moderation of Assessment Activity

- Does the assessment activity give the trainee the opportunity to meet the requirements of the Unit Standard outcomes, evidence requirements and range statements?

Task #	Outcome / ER	Yes	No	Comments

