



# 2011 Annual Moderation Plan

Workplace Assessors

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# Introduction

Moderation is a process of monitoring assessment to ensure it is current, reliable, authentic, valid, equitable, and sufficient. This ensures that assessors are making consistent and reliable judgments about candidates' assessed work.

The Electricity Supply Industry Organisation (ESITO) is responsible for the moderation system covered in the Accreditation Moderation Action Plan (AMAP) 0120. This can be viewed at: [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

This document outlines the Moderation Plan for the 2011 calendar year.

ESITO follows four principles of best practice moderation:

## **Principle 1: Flexibility**

Moderation allows different pathways to meet the needs of different learners and different ways of providing education and training.

## **Principle 2: Accessibility**

Moderation allows for assessment to take place in a variety of places and times (including workplace assessment and prior learning). The plan is fair from the view points of gender, ethnicity, age and location.

## **Principle 3: Partnership**

Moderation enables the use of culturally appropriate assessment practices. Development of the plan and operation of the moderation system involves a partnership of industry, profession, providers, the Qualifications Authority and other stakeholders as appropriate for the standards involved.

## **Principle 4: Quality**

Moderation systems will ensure appropriate assessment procedures, and consistency of standards sufficient for the purposes for which the results are to be used. They will assure confidence among stakeholders and users of unit standards.

## Registered ESITO moderators

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If an assessor wishes to appeal the result of any moderation, the moderation appeal procedure is to be followed. This is detailed on the ESITO website contained in ESITO's Accreditation Moderation Assessment Procedures at: EAMA 13 Moderation Decision Appeal.

# Key features of the moderation plan

## Moderation activities

ESITO's moderation activities include pre and post assessment moderation:

- Pre-assessment moderation (moderation of assessment materials), which occurs before the assessment event and is used to check the fairness and validity of the assessment material.
- Post-assessment moderation (verification of assessor decisions), which occurs after the assessment event and is used to check consistency of assessor decisions.

## Moderation cycle

Moderation is conducted quarterly, commencing each New Year in February; the cycle is outlined in the 2011 Moderation Calendar (see last page). Moderation requests will be subject to credits lodged through ESITO during each preceding quarter. Post assessment moderation may occur by one or more of: meetings, postal moderation and site visits.

## Assessor participation

All registered assessors assessing to unit standards are required to participate in the annual moderation plan. Non-compliance may result in the assessor losing accreditation of specific unit standards controlled by the Electricity Supply Industry (ESI). Non-compliance may also lead to de registration.

Feedback to assessors will be provided on completion of the moderation activity. ESITO encourages assessors and their assigned moderators to communicate on any issues relating to a moderation event.

Assessors who hold unit standard 11552 may develop their own assessment material. All registered assessors developing their own assessment material are required to have their material pre - assessment moderated before it can be used as an assessment tool. This can be done by forwarding your material to ESITO via post or electronic means. Pre-assessment moderation reports must be retained and made available to ESITO on request. This will help avoid unnecessary repetition of moderation.

Assessors must retain (or be able to locate), for a minimum of 12 months, any evidence presented by candidates for assessment. Where evidence is contained within a candidate's study workbook, a copy of the relevant pages is to be presented when required for moderation.

# Selection methodology

All assessors are required to supply assessments for moderation. It is important that the assessment material reaches the moderator by the required date. If this is not achieved, it will be considered a non-compliance issue and the ESITO non-compliance procedure will be followed: EAMA 16 Moderation Non-Compliance.

## Priorities for 2011

ESITO applies the following selection methodology in selection of unit standards for moderation, 2011:

- **10 % of unit standards registered, plus**
- **High risk and high use unit standards**
- **All RCC assessments**

## Moderation control points

Within the selection criteria, samples are further prioritised according to a set of moderation control points; the following list is not in a preferential order.

- High unit level
- High usage
- High risk
  - Safety requirements
  - Newly registered assessor
  - Newly accredited provider
  - Assessors reporting low numbers of credits.
  - Assessors whose assessment decisions and/or practice have not been supported, by the moderator, in the post assessment moderation process.
  - Industry alerts (reports from other ITO or assessors of best practice not being followed).
- Commonality i.e. the same unit assessed by providers; this aids benchmarking and achieving a National Standard.
- Units called by other SSB and NZQA
- All RCC assessments will be subject to post assessment moderation.

# Information and documentation

## Pre-assessment moderation

The following information and documentation is required for pre–assessment moderation.

- Assessor schedule – containing model answers, and evidence and judgment statements mapped to the unit standard
- Candidate assessment material - containing conditions of assessment, unit standard criteria and assessment requirements e.g. questionnaire, practical observation criteria, details of documents required for evidence, final assessment decision record, trainee and assessor signature requirement, and any other evidence requirement of the unit standard.
- A copy of the unit standard

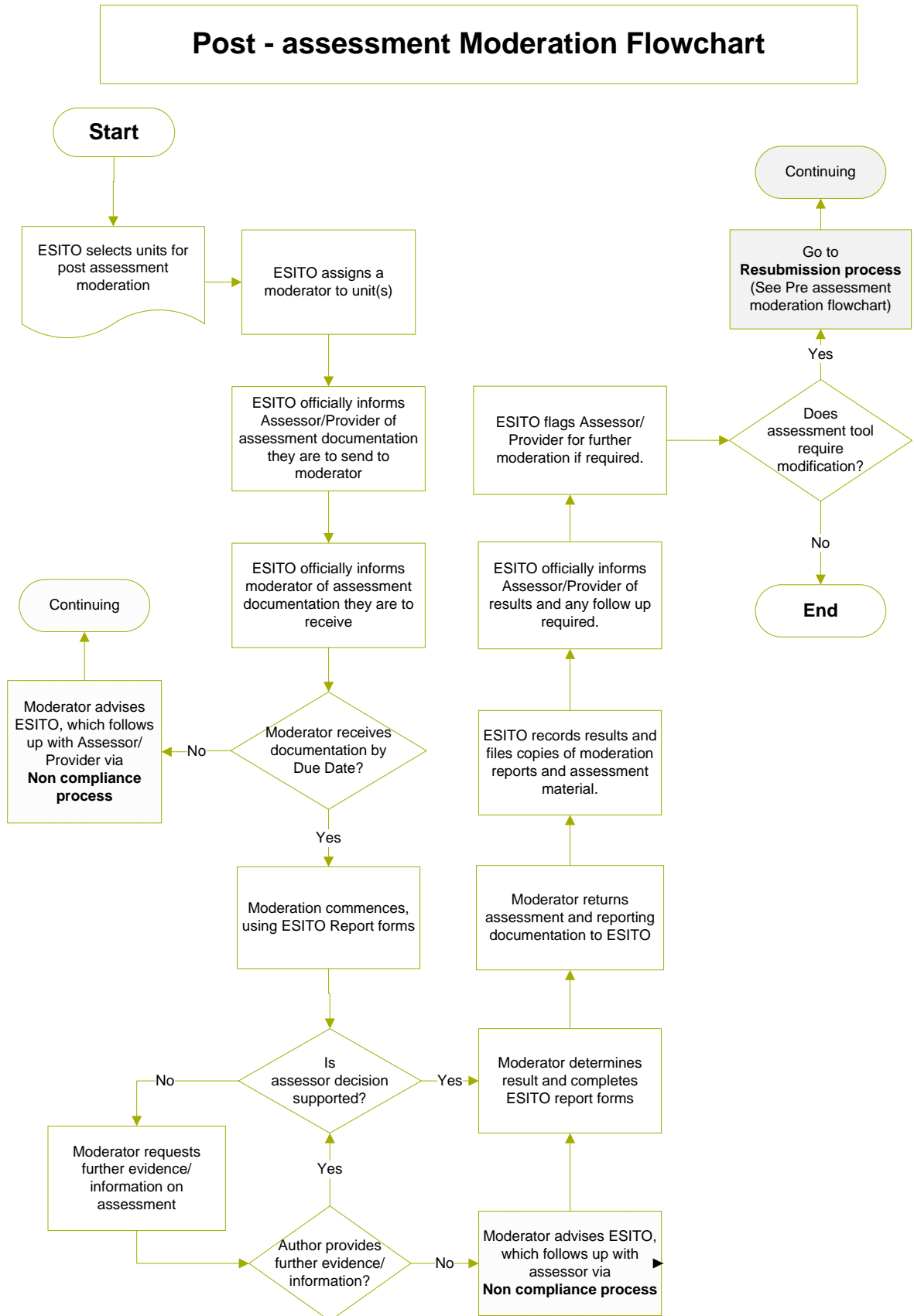
## Post-assessment moderation

The following information and documentation is required for post – assessment moderation.

- All documents listed above
- Pre - assessment moderation report where the assessment material has been produced by the assessor.
- EAMA 6.19.1 ESITO Credit Registration Summary  
(when used, this is to be supplied for moderation)
- EAMA 9.4.1 ESITO Technical Expert Assessment Validation Form  
(when used, this is to be supplied for moderation)
- EAMA 10.4.1 ESITO Trainee Assessment Decision Appeal  
(only required when candidate appeals assessment decision)

All forms are located on the ESITO website.

# Post assessment moderation process



# Assessor and moderator workshops

## Assessor workshops

Assessor workshops are conducted regionally. The workshops offer training and development on best practice and provide a forum where assessors can interact and share information with their peers.

Dates of all assessor workshops will be notified on the ESITO website at the assessor news and information page.

## Moderator workshops

The moderator panel meets three times per year. There is a general meeting for all moderators once a year.

Meeting times will be notified on the ESITO website at the moderator news and information page.

# 2011 Moderation Calendar

Month	Activity	Remarks
January	Release of Annual Moderation Plan	10 <sup>th</sup> January
February	<b>First quarter moderation</b>	<b>Oct – Dec 2010</b>
March	Assessor Workshop	23 <sup>rd</sup> , Christchurch 24 <sup>th</sup> , Dunedin
	Moderator Panel meets	Location and date to be confirmed
April	Assessor Workshop	28 <sup>th</sup> , Whangarei
May	<b>Second quarter moderation</b>	<b>Jan – Mar 2011</b>
June	Assessor Workshop	15 <sup>th</sup> , Auckland 16 <sup>th</sup> , Palmerston North
	Moderator Panel meets	22 <sup>nd</sup> , Hamilton
July	<b>Third quarter moderation</b>	<b>Apr – Jun 2011</b>
	Assessor Workshop	14 <sup>th</sup> , Ashburton
August	Assessor Workshop	18 <sup>th</sup> , Auckland
	<b>Fourth quarter moderation</b>	<b>Jul – Sep 2011</b>
October	Moderator Panel meets	To be confirmed
	General Moderator meeting	
November	Assessor Workshop	10 <sup>th</sup> , Hamilton

Please note that post-assessment moderation is selected based on credits that have been lodged with NZQA in the preceding quarter.