

Moderation Policy

Policy document number: AC-26/20A

1. Pūtake | Purpose

- 1.1. The purpose of this policy is to set the expectations for moderation at Wintec.
- 1.2. The purpose of moderation is to safeguard the integrity and quality of summative assessment, and thereby, of the qualifications and educational outcomes which ākonga achieve. Moderation assures our stakeholders of the same, and of our commitment to continuous improvement of learning, teaching, and assessment.
- 1.3. Different moderation practices are appropriate for use in different contexts and situations. The intention of this policy is that the purpose of moderation is effectively met using those practices that are appropriate in the situation

2. Mō wai me te whānuitanga | Audience and scope

- 2.1. This policy applies to:
 1. all credentialled products within Wintec (including contracted delivery) and all summative assessments within those products.
 2. all Wintec kaimahi involved in the assessment and moderation processes, including contracted staff and secondees providing services for and on behalf of Wintec, and those on fixed-term contracts (collectively referred to as kaimahi in this policy).

3. Ngā Mātāpono | Principles

- 3.1. These principles embody our values of manawa nui, manawa roa, and manawa ora.
- 3.2. Moderation holds ākonga at the centre.
- 3.3. Moderation provides assurance of equity for ākonga Māori, Pacific and disabled ākonga, and safeguards the interests of all ākonga.
- 3.4. Moderation upholds the mana of the people involved, and of its kaupapa. It upholds mana in how moderation is conducted, and the approaches and practices used, and in the responsibilities, expectations, feedback, and results. It supports improvement.
- 3.5. Moderation supports the pursuit and obtainment of the goals and outcomes of Wintec's te Tiriti o Waitangi Excellence Framework.
- 3.6. Moderation is effective and fit for purpose: It supports effective learning and equitable and credible outcomes for ākonga; it is focused on its purpose; it is meaningful and effective for its functions:
 1. actively safeguarding, improving, and providing assurance of, the quality and integrity of
 2. summative assessment (as defined in Wintec's Assessment Policy),
 3. assuring comparability of assessment outcomes,
 4. providing improvement and development opportunities that include but are not limited to those regarding assessment, and
 5. providing evidence for evaluative, quality assurance, and compliance purposes.
- 3.7. Moderation is appropriate: It is appropriate to the context, situation, assessment method, learning outcomes, subject, cultural context, and situation, for all aspects of Te Pūkenga network. To enable this, flexibility is afforded in the approaches, practices, timing, stage(s) of assessment considered, documentation and evidence kept, within set parameters.
- 3.8. Moderation is resilient and sustainable: The moderation framework and systems employed are adaptive, and responsive to situations as they arise. Moderation is manageable and is responsible in use of resource. It develops and grows kaiako and kaimahi involved in the assessment process.

4. Ngā Tauākī Kaupapa Here | Policy Statements

- 4.1. Moderation activities and systems within Wintec enact the Moderation Principles.
- 4.2. Moderation is used systematically to ensure that summative assessment processes for ākonga are fair and equitable, and grades / results awarded have integrity and are defensible.
- 4.3. Moderation is used to provide improvement and development opportunities.
- 4.4. Oversight and monitoring of moderation across Wintec is sufficient to ensure robust and effective function; and to give Komiti Akoranga and our stakeholders confidence in the moderation systems and in the qualifications and credentials awarded.
- 4.5. All kaimahi involved in the assessment process engage in moderation to proactively uphold and safeguard the quality and integrity of summative assessment (as defined in Wintec's Assessment Policy).
- 4.6. Each programme team implements effective moderation for all products that they deliver to proactively uphold and safeguard the quality and integrity of summative assessment and to maintain assessment comparability.
- 4.7. For each product or product grouping, a Moderation System is in place which:
 1. encompasses all summative assessments within the product(s) and all kaimahi involved in the assessment process.
 2. meets the Requirements for Product Moderation Systems and includes moderation with party/parties external to Wintec.
 3. develops, supports, safeguards, and assures comparability in assessment outcomes for that product.
 4. is managed, monitored, and overseen by the relevant Te Rōpū Āpiti Whakataurite.
- 4.8. Product Moderation Systems are maintained to ensure that they are robust and fit-for-purpose.
- 4.9. Regulatory and external Quality Assurance Body and Standard Setting Body requirements regarding moderation are met.

5. Ngā Haepapa | Responsibilities

Role	Responsibilities
Kaimahi	- All kaimahi are responsible for following this policy
Programme Lead and Managers	- support and enable this policy to be followed
Te Rōpū Āpiti Whakataurite.	- monitor and oversee moderation activities, actions, and outcomes - report moderation activities, actions, and outcomes to the relevant Te Rōpū Āpiti Akoranga-ā-Kura
Wintec	- ensures, supports, and enables the implementation of this policy

6. Ngā Whakamāramatanga | Definitions

Term	Definition
Assessment outcomes	The nature, characteristics, quality, and quantity of ākonga assessment evidence that is judged as meeting each grade for the assessed outcomes, accounting for the conditions under which that evidence was produced.
Credentialed products	Products for which the results achieved in the summative assessment(s) contribute to the awarding of that product to ākonga.
Kaimahi	All employees of Wintec, including contracted staff and secondees providing services for Wintec, and those on fixed-term contracts
Kaupapa	In this context, 'kaupapa' means the purpose, goals, and reason(s) for undertaking
Mana	In this context, 'mana' means integrity, influence, control, prestige, status, spiritual power, and authority.

Moderation	An umbrella term for the range of practices used formatively (i.e., proactively or in real-time) and summatively (i.e., retrospectively) to maintain, improve, and assure, the quality and integrity of summative assessment. Moderation addresses all stages of summative assessment, each stage via appropriate practices and corresponding focus.
Product	An umbrella term for the educational and training offerings of Wintec, including programmes, micro-credentials, assessment standards, Skills Standards, and courses.
Product Moderation System	A system in which moderation activity for a particular product or group of products is organised, the purpose of which is to develop, support, safeguard, and assure network-wide comparability in assessment outcomes for that product or product grouping.
Requirements for Product Moderation System	Requirements that stipulate the parameters within which each Product Moderation System must operate and the specifications that each must satisfy. Within these parameters flexibility of practice appropriate to the product will be established
Summative assessment	Assessment that contributes to the final result or grade; determines ākonga achievement of learning outcomes and/or Standard outcomes and requirements, ensures that the ākonga has met the requirements for progression and completion within the product.

7. [Ngā Hononga ki Tuhinga kē | Links to Other Documents](#)

Ngā Kaupapa-Here e hāngai ana Related policies Tikanga-ā-Ākonga Wintec Academic Regulations Assessment Policy NZQA NZQF Programme Approval and Accreditation Rules (current version) NZQA Consent to Assess Against Standards on the Directory of Assessment Standards Rules (current version) NZQA Micro-credential Approval and Accreditation Rules (current version) NZQA Assessment (including Examination) Rules for Tertiary Education Organisations with Consent to Assess Entering Candidates for Achievement Standards (current version) NZQA Te Hono o Te Kahurangi quality assurance framework Relevant Consent and Moderation Requirements
Ngā Tukanga me ngā hātepe Processes, procedures Teaching and Learning Directions Assessment Procedures Moderation Procedures NZQA National external moderation guidelines for TEOs (current version) Relevant Industry Standards Board or Professional Body moderation procedures
Ture whai take Relevant legislation Education and Training Act 2020

8. [Pūranga Kōrero | Records Management](#)

- 8.1. Any Wintec records referred to in this policy are considered public records under the Public Records Act 2005 and are discoverable under the Official Information Act 1982 and Privacy Act 2020. These

records are subject to the retention and disposal actions as specified in the relevant disposal authority.

9. Mokamoka whakaaetanga | Approval details

Title	Moderation Policy
Policy document number	AC-26/20A
Category	Academic
Subcategory	AC: Academic Delivery
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Policy sponsor	Executive Director Academic Delivery
Policy manager	Teaching and Learning Manager
Approving authority	Komiti Akoranga

10. Ngā whakatikatika | Amendment history

Version	Date Approved	Details
1	17/12/2025	Te Pūkenga policy adopted as Wintec policy in Nov 2025; shifted into Wintec template, minor edits to align with Wintec organisational systems and structures. Wintec legacy Moderation Procedures shifted into new template and updated with current organisational structures.