

# Moderation Procedures

**Policy Document number:** AC-11/05B2

## 1. Pūtake | Purpose

- 1.1. These procedures operationalise and should be read in conjunction with the Moderation Policy.
- 1.2. Moderation is integrated into Wintec's Quality Assurance Framework and is a quality lens used to assess consistency and fairness across assessment practices and judgements. It is also a self-assessment tool that can lead to continuous improvement in teaching and learning.
- 1.3. Moderation assesses the strength of the reciprocal relationship between learning outcomes, assessments, and learning activities.

## 2. Ngā Hātepe | Procedures

- 2.1. All courses delivered at or by Wintec will be moderated according to Wintec and external moderation requirements. This includes delivery offshore, off-site, online, through a partnership/consortium arrangement, and all courses with assessment standards.
- 2.2. These procedures detail the minimum expectations required for moderation of courses. Individual School/Centres may apply higher expectations or requirements, but these must be approved by Ngā Rōpū Āpiti Akoranga-ā-Kura | Programme Committees (PCs) and be consistent and transparent across the whole School/Centre.
- 2.3. The scheduling of moderation will be determined by PCs, the requirements of any external bodies, and best practice principles.
- 2.4. Wintec will retain student work and assessments for up to one year for moderation purposes. Moderated assessments will be retained with all other moderation materials for seven years.

### **Wintec managed moderation**

- 2.5. Wintec-managed moderation should occur for all courses and assessments. It is not realistic to moderate every course every year; therefore, all courses should be put on a three year moderation plan.
- 2.6. Each team that delivers courses should maintain a continuous moderation plan. The moderation plan should include:
  1. when the course will be moderated
  2. what type of moderation will be undertaken
  3. who will conduct the moderation
  4. when the course was last moderated
  5. what type of moderation was conducted.
- 2.7. The moderation plan is a living document and should be reviewed at the beginning of every year in order to confirm the courses to be moderated that year.
- 2.8. All courses being taught must undergo a full moderation cycle (pre-assessment, post-assessment, and external post-assessment) at least once every three years. This is the standard moderation requirement at Wintec. It is best practice to add the Pre-teaching Moderation to the pre-assessment moderation of a course.
- 2.9. Regardless of the moderation plan or where a course sits in the cycle, if it meets any of the following criteria, then it must be moderated in that academic year.
  1. It is a new course.

2. It is a course that has undergone significant changes to learning outcomes, activities or assessment components.
  3. It is an existing course with new assessment components.
  4. It is a course being delivered at a new site/in a new way.
  5. Issues with a course have been identified through self-assessment processes, e.g. student feedback, peer observation, etc.
  6. It has not been moderated for three years.
- 2.10. Where a course is delivered at more than one site (including offshore), all sites must be moderated and included in the moderation schedule.
- 2.11. For new kaiako, post-assessment moderation is required for all courses they are teaching for the first time. Pre-delivery discussions of assessment judgements, assessment principles and assessment practices should be integrated into School/Centre support systems for new kaiako.
- 2.12. Pre-teaching review and pre-assessment moderation are not required if new kaiako use existing assessments and existing material; however, it is good practice to have new kaiako participate in a pre-teaching review and pre-assessment moderation process with a peer/their mentor.
- 2.13. For existing kaiako delivering an existing course for the first time, pre- or post-assessment moderation is not required but it is recommended that there be a check in to ensure that assessment judgements, assessment principles and assessment practices meet the required standard.
- 2.14. The table below illustrates the type of moderation that should be conducted, depending on the reason:

**Wintec-managed Moderation Expectations**

|                                                                              | Pre-Teaching Moderation |                 | Pre-Assessment Moderation |                 | Post-Assessment Moderation |                 |
|------------------------------------------------------------------------------|-------------------------|-----------------|---------------------------|-----------------|----------------------------|-----------------|
|                                                                              | New Kaiako              | Existing Kaiako | New Kaiako                | Existing Kaiako | New Kaiako                 | Existing Kaiako |
| First delivery of a <b>new course</b>                                        | Required                | Required        | Required                  | Required        | Required                   | Required        |
| First delivery of an existing course with new assessments and materials      | Required                | Recommended     | Required                  | Recommended     | Required                   | Required        |
| First delivery of an existing course with existing assessments and materials | Optional                | Optional        | Optional                  | Optional        | Required                   | Optional        |
| Course has had significant <b>changes</b>                                    | Required                | Required        | Required                  | Optional        | Required                   | Required        |
| Course has <b>new assessments</b>                                            | Recommended             | Recommended     | Required                  | Optional        | Required                   | Required        |
| First delivery of a course at a <b>new site</b>                              | Recommended             | Optional        | Recommended               | Optional        | Required                   | Required        |
| Issues with a course have been identified through self-assessment            | Recommended             | Recommended     | Recommended               | Recommended     | Required                   | Required        |
| Has not been moderated for three years                                       | Recommended             | Recommended     | Recommended               | Recommended     | Required                   | Required        |

## **Moderators**

- 2.15. The person/s undertaking the moderation should have appropriate knowledge and understanding of the content and procedures being applied, and the context in which the teaching is carried out.
- 2.16. The moderation schedule for each module should include a mix of moderators, for example:
  1. Wintec kaiako that do not teach on the module
  2. other polytechnic kaimahi that deliver similar modules
  3. other tertiary academic kaimahi that deliver similar modules/subjects
  4. professional body representatives
  5. Industry Standards Board (ISB) representatives.
- 2.17. As part of the Wintec-managed moderation plan, all modules must also be moderated by an external moderator at least once every three years. Externally managed moderation (External Moderation) will fulfil this requirement.
- 2.18. Where a programme does not have an externally managed moderation process in place (e.g. ISB process for ISB managed unit standards), the Group Director will establish a relationship with an external representative to fulfil this requirement.
- 2.19. Unified programme teams are responsible for participating in regular comparability benchmarking of courses and assessments with other providers delivering the same programme.
- 2.20. School/Centres must negotiate conditions for external moderators (e.g. payment) prior to moderation taking place.

## **Externally Managed Moderation**

- 2.21. Each external body will have its own process and procedures that must be followed.
- 2.22. Wintec's Quality and Academic Unit is responsible for the management of NZQA external moderation requirements.
- 2.23. Each Group Director, or delegated representative, is responsible for the management of ISB, Standard Setting Bodies (SSBs), Professional Bodies, or any other external body moderation requirements.
- 2.24. Internal moderation of unit or achievement standard assessments should be conducted prior to submission for External Moderation.

## **3. [Ngā Haepapa | Responsibilities](#)**

- 3.1. Refer to the Moderation Policy for information on responsibilities relating to these procedures.

## **4. [Ngā Whakamāramatanga | Definitions](#)**

- 4.1. Refer to the Moderation Policy for information on definitions relating to these procedures.

## 5. Mokamoka whakaaetanga | Approval details

|                               |                                                      |
|-------------------------------|------------------------------------------------------|
| <b>Title</b>                  | Moderation Procedures                                |
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