



2010  
Annual Moderation Plan  
for Workplace Assessors

# Contents

Introduction .....	3
Provision of moderation services .....	4
Key features of the Moderation Plan.....	5
Selection methodology.....	6
Information and documentation .....	7
Gathering of evidence.....	8
Flowchart for the distribution of assessment material .....	9
Assessor and Moderator workshops.....	10
Calendar of activities.....	11

# Introduction

Moderation is a process of monitoring assessment to ensure it is current, reliable, authentic, valid, equitable, and sufficient. This ensures that training providers 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 2010 calendar year.

ESITO follows the 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.

## Provision of moderation services

The following table lists the 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 Assessment Moderation Procedures 0120 at: EAMA 3.4 ESITO Moderation Appeal Procedure.

# Key features of the moderation plan

ESITO's moderation activities are based on agreed "best practice" principles, which include:

- Pre assessment moderation (moderation of assessment materials) 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) occurs after the assessment event and is used to check consistency of assessor decisions.

All registered active assessors assessing to unit standards are required to participate annually in the moderation plan. Non-compliance may result in the assessor losing accreditation of specific unit standards controlled by the Electricity Supply Industry (ESI) as a standard setting body.

The moderation cycle commencing in February 2010 is on a three monthly basis (quarterly) and a moderation request will be subject to credits lodged through ESITO as per the attached timetable. During this three monthly cycle all requested moderations are to be completed. Moderation will be conducted as required by way of meetings, and by post and site visits.

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 and active assessors developing their own assessment material are required to have their material pre-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-moderation reports must be retained and made available to ESITO on request. This will help avoid unnecessary repetition of moderation.

Moderator contact details are included in this document.

# Selection methodology

In establishing its priorities for the year 2010, ESITO applied the following criteria to select unit standards for moderation:

- **30 % of unit standards registered**
- **High risk and high use unit standards**
- **RCC assessments**

All assessors will be required to supply assessments for moderation. ESITO will request the assessment for moderation stating the following:

- Unit standard
- Delivery date
- Moderator

It is important that the assessment material reaches the moderator by the required date. If this is not achieved, it will be considered non-compliance issue. The ESITO non-compliance procedure will then be followed. This is available at EAMA 3.1 ESITO Assessor and Training Provider Moderation Procedure.

# Information and documentation

## Pre-assessment moderation

The following information and documentation, ***or the equivalent***, is required for pre–assessment moderation.

- EAMA 2.3.2 ESITO Assessment & Evidence Guide Form
- EAMA 2.3.3 ESITO Procedure or Question & Answer Checklist Form
- EAMA 2.3.9 ESITO Pre-Assessment Activity Check (when assessment used for first time this is to be supplied for moderation)

## Information and Documentation “Post-assessment moderation”

The following information and documentation, ***or the equivalent*** is required for post–assessment moderation.

- EAMA 2.3.2 ESITO Assessment & Evidence Guide Form
- EAMA 2.3.3 ESITO Procedure or Question & Answer Checklist Form
- EAMA 2.3.4 ESITO Assessment Plan Procedural Checklist Form
- EAMA 2.3.6 ESITO Assessment Results Form  
(when used this is to be supplied for moderation)
- EAMA 2.3.7 ESITO Trainee Appeal against Assessment Form  
(only required when candidate appeals assessment decision)
- EAMA 2.3.8 ESITO Technical Expert Report Form  
(when used this is to be supplied for moderation)
- EAMA 2.3.9 ESITO Pre-Assessment Activity Check Form  
(when assessment used for first time this is to be supplied for moderation)

All documents are available on the ESITO website and form part of ESITO’s Accreditation, Assessment and Moderation procedures 0120.

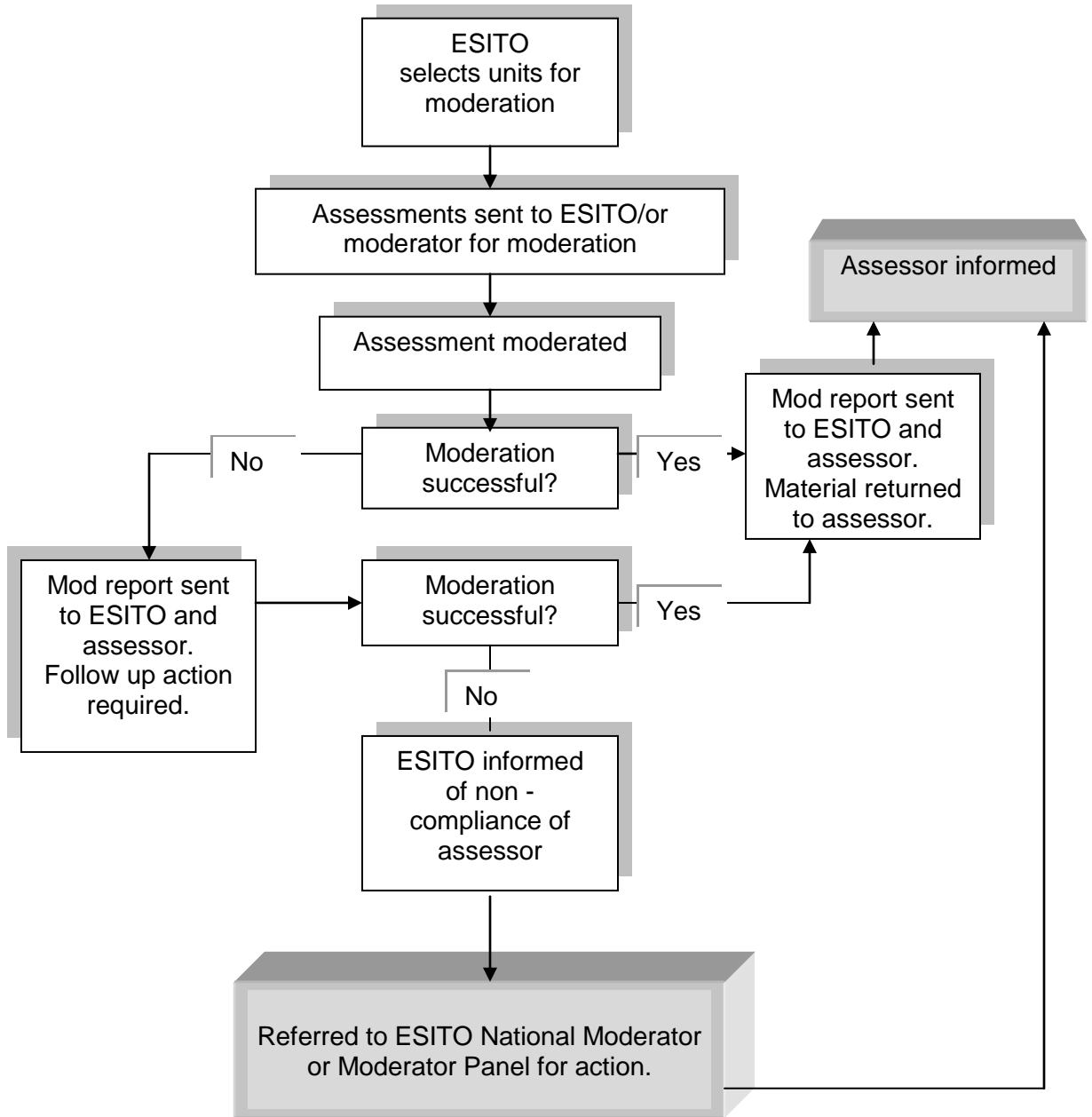
## Gathering of evidence

Assessors must retain (or be able to locate), for a minimum of 12 months, any evidence presented by candidates for assessment. In most cases this evidence will be part of company records and can be retrieved when required.

Where evidence is contained in the candidate's workbook, a copy of the page is to be presented when required for moderation. This evidence will also be required if another provider has contributed to part of the assessment.

Work Activity Profiles (WAP's) are a coordinating tool and can be submitted only as supporting documentation.

# Registered assessor moderation procedures



## **Assessor workshops**

Assessor workshops will continue to be conducted regionally. The workshops will offer training and development around best practice and will 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.

# 2010 Calendar

Month	Activity	Remarks
JAN	Release Moderation Plan 2010 to all registered assessors.	
FEB	Commence Post-assessment moderation of internal assessors. <b>(First quarter)</b>	Selected from credits lodged <b>Oct – Dec 2009</b>
MAR	Assessor Workshops	18 <sup>th</sup> , Taupo 25 <sup>th</sup> , Christchurch
APR	Moderator Panel	Christchurch date to be confirmed
MAY	Post-assessment moderation continues. <b>(Second quarter)</b>	Selected from credits lodged <b>Jan – Mar 2010</b>
	Assessor Workshops	Ashburton, 13 <sup>th</sup> Auckland, 20 <sup>th</sup>
JUL	Post-assessment moderation continues. <b>(Third quarter)</b>	Selected from credits lodged <b>Apr – Jun 2010</b>
	Assessor Workshops	15 <sup>th</sup> , Dunedin 22 <sup>nd</sup> , Palmerston North
AUG	Moderator Panel	Hamilton date to be confirmed
SEP	Assessor Workshop	16 <sup>th</sup> , Auckland
OCT	Post-assessment moderation continues. <b>(Fourth quarter)</b>	Selected from credits lodged <b>Jul – Sep 2010</b>
	Assessor Workshop	Annual Connection, Hamilton date to be confirmed
	Moderator Panel meeting	Annual Connection, Hamilton date to be confirmed
	General Moderator meeting	