	<b>ESITO Accreditation, Moderation &amp; Assessment Procedures 0120</b>	
	EAMA 3.7	ESITO Moderation Best Practice

## 1. Scope

Moderation is an integral part of assessment best practice. It is a quality management system designed to achieve valid, fair and consistent assessment. Moderation quality management systems are the responsibility of either NZQA or an ITO. Different industries and assessment situations have different moderation systems but the same best practice principles apply to all moderation systems.

This document proposes a set of principles to ensure that the moderation systems providers and standards setters are required to participate in are run in an effective and positive manner.

## 2. Definitions

### Standard Setting Body


This is an organisation, which is responsible for developing, writing and reviewing unit standards that are registered on the National Qualifications Framework. These bodies are also responsible for moderating the assessment of their unit standards.

### Moderator

In this paper moderator means an organisation or individual responsible for carrying out moderation processes. A moderator may be an external moderator, used by the standard setting body to moderate the assessments of different organisations, or an internal moderator, responsible for moderation of assessment activities within an individual training or other organisation accredited for assessment.

### Assessor

In this paper assessor means an individual or organisation responsible for the assessment of competence against unit standards that are registered on the National Qualifications Framework.

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### 3. Requirements / Procedure

#### Principles of Best Practice Moderation

ESITO follows the National Qualifications Framework (NQF) principles:

##### **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: Cultural Awareness**

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.


In addition ESITO follows an effective partnership, an evolving and educative process, and continuity of relationships between assessors and between moderators and assessors.

##### **Principle 5: Partnership**

Best practice moderation occurs when it is based on an effective partnership between assessors and between moderators and assessors.

##### **Principle 6: Continuity**

Best practice moderation occurs when it is an ongoing process that underpins relationships between assessors and between moderators and assessors.

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### **Principle 7: Evolution**

Best practice moderation occurs when it is an evolving and educative process for assessors and moderators.


## **ISSUES UNDERPINNING OUR PRINCIPLES 5 - 7**

### **Principle 5: Partnership**

- 1.1 An effective partnership requires a clear definition of the roles, responsibilities and obligations of all parties.
- 1.2 Partnership is crucial in moderation best practice because it is the foundation for mutual trust and respect between assessors, and between assessors and moderators.
- 1.3 The intellectual property rights of all parties must be respected.
- 1.4 Ultimately it is the assessor alone who makes the assessment decision using his or her professional judgment. This assessment process must be supported by an effective partnership with a moderator. Such a partnership is most effective when it is based on mutual trust.
- 1.5 Accreditation and audit processes support mutual trust and respect between assessors and between assessors and moderators. These processes ensure that accredited organisations maintain systems for the appointment of assessors and moderators, who have the skills necessary for their roles.
- 1.6 During moderation, problems caused by another aspect of assessment or accreditation may become apparent, for example, inadequate preparation of assessors. Such problems need to be referred back to the appropriate authority for resolution through the relevant processes; their resolution is related to but is not a direct part of the moderation process.

### **Principle 6: Continuity**

- 2.1 Any contact between assessors, and between assessors and moderators provides an opportunity to support consistency of assessment.
- 2.2 The process of moderation involves a dynamic interaction between assessors, and between assessors and moderators regarding interpretation and assessment of specific unit standards. Agreed exemplars or assessment guides are integral to this interaction.
- 2.3 Formal moderation events may be one aspect of the ongoing moderation process.

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- 2.4 All assessors are included and professionally supported when a moderation system provides positive feedback into the assessment process.
- 2.5 Open ongoing communication between all participants is the hallmark of a well designed and functioning moderation system. This communication may include mutually agreed sharing of assessment resources between assessors.

**Principle 7: Evolution**

- 3.1 The first step in any moderation process is for all the participants in the system to have a shared understanding of the system and its purpose.
- 3.2 The implementation and maintenance of an external moderation system is the responsibility of the standard setting body and requires information and training for all participants regarding processes and procedures.
- 3.3 A moderation system must evolve in step with the ongoing development of unit standards, training and assessment processes.
- 3.4 Standard setters have a responsibility to ensure that their moderation systems are workable, realistic and practical for assessors and moderators. They need to ensure that moderation systems evolve to adopt complementary practices and procedures.