

**Purpose of the coversheet**

This is a coversheet for pre-assessment moderation. Please attach a cover sheet to the front of your assessment material for the unit standards submitted.

**Process**

Please email this document along with attached evidence to [moderation@toimai.nz](mailto:moderation@toimai.nz)

Once received by the WDCs, our team will moderate the submission. You will be asked for more information, if required. **Please allow 20 working days for us to send a pre-assessment moderation report.**

**Please ensure you have included the following documents with this submission.**

All Assessment materials (e.g. tasks/questions and answer sheets).

Assessor guide/marking schedule with evidence requirements and judgement statements.

Summary or matrix identifying the Evidence Requirement (ER) or Performance Criteria (PC) being met in assessment tasks/questions.

**Any questions** - If you have any questions regarding pre-assessment moderation, please email [moderation@toimai.nz](mailto:moderation@toimai.nz)

Provider/Education Organisation	Education Organisation Number

**Moderation Contact Details**

Name			
Email		Phone	

**School's Principal Nominee (if different to Moderation Contact)**

Name			
Email		Phone	

**Notes for the Moderator**

Unit standards				
Unit Standard	Title	Version	Level	Credits

## Checklist

Before submitting for pre-assessment moderation, please check that assessment materials meet the following guidelines.

### Assessment methods and conditions

- Assessment methods are consistent with unit standard requirements including any special explanatory notes or guidance information.
- Assessment environment and conditions meet the unit standard requirements and anything additional outlined in the Consent and Moderation Requirements (CMR) document (e.g. assessment activities cannot be simulated unless the unit standard specifies that simulation is acceptable).
- There are provisions for checking authenticity for remote locations (if applicable).
- Assessment conditions under which the assessment will take place e.g. in a classroom with supervision; remotely; closed or open book.
- There is a clearly defined resubmission or resit process.

### Assessment task design

- The assessment is appropriate for the level and credit value of the unit standard.
- The assessment activity gives the learner the opportunity to meet the requirements of all elements/ outcomes in the unit standard.
- Assessment instructions are clear and easy to understand.
- For practical assessments, ensure the learner has the opportunity to demonstrate repeatable performance.
- There is an effective feedback process between the Assessor, the Verifier and the Learner.
- Learners have a unique identification code.
- Learners required to make declaration statements to show that is their own work.
- Space is provided for assessor feedback.

### Assessment schedule / marking guidance

- Evidence requirements and/or model answers provide examples of appropriate responses that are consistent with the unit standard requirements; and any judgement statements clearly describe the acceptable performance level to meet the evidence required.

### Administration

- Information is stored and presented effectively for both in-house and external moderation.
- Please attach any in-house policies or protocol documents that you think would assist with this pre-assessment moderation submission, including those specific to online submissions.