Post-assessment moderation coversheet

Purpose of the coversheet

This is a coversheet for post-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

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 post-assessment moderation report.

Please ensure you have included the following documents with this submission:
•   Assessment schedule/marking guide. (It must be the correct version and match the assessment tool).
    - This may include model answers, judgement statements and the verifier/assessor guide. Please note only one assessment schedule is required for each set of samples
•   Assessment tool or Integrated assessment tool (if applicable)
•   Internal moderation report (if applicable)
•   Learner samples
•   Additional evidence that may have contributed to the assessment decision

If you have any questions regarding post-assessment moderation, please email moderation@toimai.nz

Provider/Education Organisation	EDUMIS

Moderation Contact Details

Name	
Email		Phone	

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

Name	
Email		Phone	

Notes for the Moderator

Pre-moderation status of submitted material

Toi Mai is the Standard Setting Body (SSB) for the unit standards we've requested for post moderation, and we need ensure any material used in assessment has been premoderated and approved for use.

Ideally, assessing organisations should be checking that material they use has been premoderated, either by the relevant Industry Training Organisation (ITO), or since 2021 by Toi Mai – before it's used in assessment.

To help us confirm the premoderation status of the material you've used, please complete the section below. If you have any questions, please contact us on moderation@toimai.nz

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1. Was the material acquired from a former ITO, another organisation or school? Please name below

YES ☐ **ITO**

ITO material would have been premoderated and approved. No further pre-moderation required

OR ☐ **School/ organisation**

☐ External school/organisation premoderation report attached

It's important as the assessing organisation that you check material has been premoderated by an SSB. You may need to request an SSB premoderation report from the external school/organisation.

NO ☐ Go to Question 2

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2. If the material was developed by your school/organisation - has the material been pre-moderated and approved by a former ITO or Toi Mai?

YES ☐ **Former ITO - please attached premoderation report**
If you are unable to locate a premoderation report, please note. We'll check and get back to you.

OR ☐ **Toi Mai**
No further pre-moderation is required

NO ☐ Go to Question 3

3. If your material has not been pre-moderated by a former ITO or Toi Mai, please advise:

☐ Toi Mai - **premoderate** assessment material *(please check the version is current)*.
- Complete a pre-moderation coversheet:
  Pre-assessment-moderation-coversheet_Toi-Mai.pdf
- Note on the coversheet that pre-moderation is initiated from post-moderation
- Attach clean copies of the learner assessment and assessor guide/marking schedule
- Email to moderation@toimai.nz in a separate email

☐ Toi Mai - **do not premoderate** - *Please provide explanation*

e.g: your organisation will not be using the assessment any further/material will be updated based on post-moderation report findings and then submitted/material will be updated to latest version and submitted/unit standard expiring/other.

Once you have completed this page, please continue to section 4 to record post-moderation submission details.

4. Post assessment samples for submission

Please ensure the learner assessment and assessor guide/marking schedule are for the same version, and the correct version is identified on this coversheet.

Unit standards					
Unit Standard Number:	Title:	Version:	Level:	Credits:	Number of samples attached

Please add additional boxes as required.