

Learning Assessment Guide

Unit Standard 11551 – Version 3

Moderate assessment

Level 5 – 6 Credits

| Assessment Summary | | | |
|---|--|----------------|--|
| Learner to complete | | | |
| Learner's name: | | | |
| Employer: | | | |
| NSN no. (ROL): | | DOB: | |
| Signed: | | Date: | |
| Assessor to complete | | | |
| <input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required | | | |
| Assessor's name: | | Assessor's No. | |
| Signed: | | Date: | |

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Task sheets for you to follow.
- The Assessment Guide that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can:

- Moderate assessment materials
- Verify assessment decisions
- Follow Learning State moderation administration practices.

This is an integrated assessment which will require you to:

- Present evidence of having moderated two pre-assessment activities. Meet Learning State's reporting requirements using the M1 Form provided.
- Present evidence of having moderated four post-assessment decisions, using at least two different unit standards. Meet Learning State's reporting requirements using the M2 form provided.
- The evidence you provide for both pre-assessment moderation and post-assessment moderation is not to be more than three years old. Your assessor may wish to talk to you to clarify and/or confirm the written evidence you provide.

Assessment Task One – Elements 1 and 3

Introduction

This assessment task is designed to assess your ability to moderate assessment materials prior to assessment activities being trialled or used.

Task Instructions

You need to present evidence of two completed pre-assessment moderation activities undertaken for two different unit standards. Use Form M1 provided for this. Photocopy the form to obtain the number you require for these tasks.

All activities for both assessments must:

- Be moderated against the required outcomes of the standard
- Ensure any deficiencies are identified covering strengths and/or weaknesses in the assessment
- Make correct judgement as to suitability of the assessment task
- Ensure Form M1 is completed correctly.

The moderation reports will contain feedback which informs and supports good assessment and is timely, direct and confined to relevant aspects of the materials, to the assessor responsible for the assessment activities. Give an explanation of areas of deficiency of assessment (if any).

To meet the administrative reporting requirements a copy of the assessment Form M1 should be lodged with Learning State and the original returned to the writer.

Your assessor may wish to ask further questions of you on completion of these tasks, to confirm and/or clarify your responses.

Your completed assessment for this task will consist of:

Documentation evidence of:

- **Two** completed pre-assessment moderation materials, using the Form M1.
- Evidence of meeting reporting requirements
- Other supporting documentation as required.

Moderation: Pre-Assessment Moderation Form (M1)

Using the electronic form:

To fill-in the form please type in the fields provided. To move to a new field press the Tab key or press Shift+Tab to return to a previous field. To fill in the column please copy and paste the ✓ or X down.

This form is used to moderate evidence guides/assessment material and assessment schedules before they are used for assessment.

Part A: General Information

| | |
|--|--|
| Unit Standard Name: | |
| Unit Reg No: | Version: Level: Credit: |
| Writer Name: | Writer Phone: |
| Writer Email: | Workplace Assessor: |
| Provider / Organisation Name: (If applicable) | Assessor Registration Number: (If applicable) |
| Moderator Name: | Moderator Email: |

Part B: Moderation

| Mark as appropriate | ✓/x | Comments |
|--|-----|----------|
| Assessment activity attached | | |
| Assessment schedule/marketing guide/model answers attached | | |
| Unit standard title, number, version, level given in full | | |
| Assessment instructions and conditions are clear and easily understood | | |
| Level of difficulty is appropriate to the level of the standard | | |

Does the assessment activity give the learner the opportunity to meet the requirements of the element(s), ie is the activity valid?

| Task No | Element/Performance criteria covered by task | ✓ / x | Comments |
|---------|--|-------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

| | | | |
|---|--|--|--|
| 4 | | | |
| 5 | | | |
| 6 | | | |

Part C: Moderation of Assessment Schedule/Marking guide/Model Answers

- Are the evidence statements consistent with the requirements of the assessment activity and the unit standard?
- Do the evidence statements give examples of appropriate responses?
- Do the judgement statements clearly describe acceptable performance levels (quantity and / or quality)?

| Task No | Element/Performance criteria covered by task | ✓ / x | Comments |
|---------|--|-------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

Part D: Moderation Result

| Mark one: | ✓ / x |
|---|-------|
| The assessment material is approved. | |
| The assessment material is not approved and must be resubmitted before use. | |
| The assessment material is approved with modifications as indicated. Updated copy should be sent to moderator once completed. | |

Comments:

Signed:

Date:

| | |
|--|-------|
| Final approval after modifications made | ✓ / x |
| The assessment material is approved for use. | |

Comments:

Signed:

Date:

Assessment Task Two – Elements 2 and 3

Introduction

This assessment task is designed to show your ability to verify the assessment decisions of the assessors. You will consider and provide feedback based on the principles of good assessment – authentic, valid, fair and sufficient - in relation to these assessments.

Task Instructions

You need to present evidence of **four** completed post-assessment moderation activities, using at least two different unit standards. Use Form M2 provided for the administrative reporting of the moderation. Photocopy the form to obtain the number required for these tasks.

You must:

- Identify whether the assessor made the correct assessment decision based on the evidence provided and using the principles of assessment detailed in the Learning State's workplace assessor's manual.
- Identify any deficiencies in the Learner's assessment material and/or the assessor's assessment decisions particularly in relation to the principles of evidence – authentic, valid, fair, and sufficient or in the type of evidence collected or submitted.
- Ensure the Form M2 is completed correctly to meet Learning State's reporting requirements.
- Provide comments related to the moderation of evidence that will support and guide the assessor(s), where required.
- Feedback should be timely, direct and confined to the moderation practice.

A copy of the material including Form M2 should be lodged with Learning State. The original should be returned to the assessor(s).

Your assessor may wish to ask further questions of you on completion of these tasks, to confirm and/or clarify your responses.

Your completed assessment for task two will include:

- Documentation of **four** completed post-assessment moderation activities, using at least two different standards. Use Form M2 provided.
- Other supporting documentation as required

Moderation: Post-Assessment Moderation Form (M2)**Using the electronic form:**

To fill-in the form please type in the fields provided. To move to a new field press the Tab key or press Shift+Tab to return to a previous field. To fill in the column please copy and paste the ✓ or x. To add more rows, select cell and use Table/Insert/Rows below.

This form is used to moderate assessment based on evidence guides/assessment material and assessment schedules after they have been used for assessment.

Part A: General Information

| | | | |
|----------------------------|-------------------|--------|---------|
| Unit Standard Name: | | | |
| Unit Reg No: | Version: | Level: | Credit: |
| Assessor's Name: | Assessor's email: | | |
| Moderator Name: | Moderator Email: | | |

Part B: Moderation

| Assessment evidence presented | ✓/x | Comments |
|---|------------|-----------------|
| Unit standard title, number, version, level given in full | | |
| Assessment activities attached | | |
| Assessment schedule/marking guide/model answers attached | | |
| Assessment instructions and conditions are clear and easily understood | | |
| Evidence provided by candidate is attached | | |
| Additional supporting evidence attached and clearly identified - where applicable | | |
| Assessment report attached | | |

Are the decisions about the assessed work fair, sufficient, repeatable and consistent with the expected level described for the unit standard?

| Task Number | ✓/x | Comments |
|-------------|-----|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |

Comments:

Signed:

Date:

Assessment Guide

| Task / Element | Evidence Required | Judgement |
|------------------------------------|--|---|
| <i>Task 1 / Elements 1 & 3</i> | <p>Documentation</p> <ul style="list-style-type: none"> Pre-Assessment Moderation Form completed fully for each of the two pre-assessments moderations undertaken. | <ul style="list-style-type: none"> Strengths and/or weaknesses in the assessment are identified. Correct judgements are made as to suitability of assessment. Copy of assessment and unit standard are attached. Results of moderation have been reported to the writer and Learning State Other supporting documentation as required. |
| | Oral questions if required | After receiving the written evidence, the assessor may wish to ensure sufficiency by asking further questions to clarify and where necessary expand on written material. These questions and the responses will be documented. |
| <i>Task 2 / Elements 2 & 3</i> | <p>Documentation</p> <ul style="list-style-type: none"> Post-Assessment Moderation Form is completed for a total of four learner's post-assessment moderations, from at least two different unit standards. | <ul style="list-style-type: none"> Moderation confirms or rejects assessor decision based on the evidence given. Comments provide support and guidance to assessor where required Explanation given of any deficiency in the assessment. Copy of unit standard and evidence guide attached. Results of moderation have been reported to assessor and Learning State Other supporting documentation as required. |
| | Oral questions if required | After receiving the written evidence, the assessor may wish to ensure sufficiency by asking further questions to clarify and where necessary expand on written material. These questions and the responses will be documented. |