

# Pre Assessment Moderation Form

**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 select a tick box , click on the box with your left mouse button or press Spacebar. An "X" will display.

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:
Writer Name:	Writer Phone:
Workplace Assessor?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Assessor Registration Number:
Writer Email:	
Moderator Name:	Moderator Email:

## Part B: Moderation

Mark as appropriate	<input type="checkbox"/>	Comments
Assessment activity attached	<input type="checkbox"/>	
Assessment schedule/marking guide/model answers attached	<input type="checkbox"/>	
Unit standard title, number, version, level given in full	<input type="checkbox"/>	
Assessment instructions and conditions are clear and easily understood	<input type="checkbox"/>	
Level of difficulty is appropriate to the level of the standard	<input type="checkbox"/>	

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

Task No	Element/Performance Criteria covered by task	<input type="checkbox"/>	Comments
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

**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	<input type="checkbox"/>	Comments
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

**Part D: Moderation Result**

<b>Mark one:</b>	<input type="checkbox"/>
The assessment material is approved.	<input type="checkbox"/>
The assessment material is not approved and must be resubmitted before use.	<input type="checkbox"/>
The assessment material is approved with modifications as indicated. Updated copy should be sent to PSTO once completed.	<input type="checkbox"/>

Comments:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_