PURPOSE

This policy has been established to ensure effective and consistent assessment and moderation processes. It will ensure that assessments and moderation foster best practice and are in line with organisational and legislative requirements.

SCOPE

This policy applies to assessment and moderation on all levels of learning carried out across EIT programmes, courses and training schemes.

BACKGROUND

The Assessment and Reassessment QA114 policy was merged with the Moderation of Assessment policy QA115. This follows reflection on good practice in the sector, EIT experience of assessment practices, and the principle that moderation is an integral part of the quality assurance of assessment.

PERSONS / GROUPS AFFECTED

- All teaching staff and students
- External moderators, NZQA and industry

CONSULTATION PROCESS

This policy update was informed through a project improvement initiative for assessment and moderation in early 2019. A Steering Group lead the review. A Working Group consulted widely with Heads of Schools and academic staff focus groups with varied perspectives and experiences over six months. Several staff trialled revised forms. Draft documents were presented to the Steering Group late 2019 and provided for feedback from all staff in January 2020.

QUALITY OUTCOMES

a) Assessment and moderation practices support and enhance student learning.

b) The Academic Regulatory Framework and NZQA Rules inform assessment practices.

c) All programmes meet the moderation of assessment requirements set by the Academic Board, NZQA and/or relevant industry organisation requirements.

OUTPUT STANDARDS

a) Assessments and moderation processes are defined, reviewed and regularly communicated.
b) Professional development and support is provided to ensure effective and efficient practices.
c) Assessment design, practice, and decisions meet the EIT Learning Design Quality Standards.
d) Moderation provides evidence that stakeholder requirements are being met.
e) Reports from moderation are used to improve assessment design and teaching and learning in programmes.

COMPLIANCE STANDARDS

a) All programmes have methods of assessment, alignment of assessments to learning outcomes, and the grading system indicated in approved Course Descriptors.
b) All assessments are administered as per the notified schedule in course information.
c) All assessments meet the requirements of the Academic Regulatory Framework, Programme Regulations, industry and any other relevant standards organisation.
d) All programmes meet the moderation requirements as approved by Academic Board.
e) The Programme Cluster Committee (PCC) receives notification of completed assessment moderation and resulting actions.
f) Copies of all student assessment materials (including those used by sub-contractors) generated from education or training in which students are enrolled, are kept according to the approved General Disposal Authority.

REPORTING STANDARDS

The Programme Cluster Committees are responsible for ensuring the quality assurance processes for assessment and moderation, as defined in the Academic Regulatory Framework. The results of moderation, analysis and actions are included in relevant programme self-assessment reports.

Document information – Office use only	
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Developer	Education Advisor - Academic
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Related Items	[Click here](#) for Related Documents (available only in TeMahau)
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