

Transpower Governance Centre Document

Moderation Policy

Summary

This policy sets out Sector Workforce Development Group's commitment to robust assessment moderation practices that ensure assessment decisions are fair, consistent, aligned with approved learning outcomes and meet external requirements.

Document Status: **Approved**

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1. Purpose	To ensure that assessment practices within Sector Workforce Development Group (SWDG) are consistent, fair, valid, and aligned with approved learning outcomes, national standards, and regulatory requirements. Moderation supports confidence in assessment decisions and promotes continuous improvement in teaching, learning, and assessment practices.	
2. Principles	Moderation activities are planned, recorded, and conducted consistently, following clear processes. Moderation is evidence based, with decisions clearly justifiable. Moderation findings are used to strengthen assessment practice by identifying issues and ensuring agreed actions are recorded and followed up to improve consistency, clarity, and quality in future assessments.	
3. Scope	This policy applies to Quality Assurance and Academic Processes Group (QAAP) and all staff involved in the design, delivery and moderation of assessments.	
4. Policy	4.1 SWDG is committed to maintaining robust internal and external moderation processes that ensure the quality and integrity of assessment materials and assessment decisions. 4.2 Moderation will: 4.2.1 confirm alignment between learning outcomes, assessment tasks, and evidence requirements; 4.2.2 ensure assessor judgements are consistent, fair, and at the appropriate level; 4.2.3 meet all NZQA and relevant Industry Skills Body (ISB) moderation requirements; and 4.2.4 support reflective practice and continuous improvement across programmes and courses. 4.3 All assessments must undergo moderation in accordance with an approved moderation plan. 4.3.1 Pre-assessment moderation will occur for new or significantly changed assessments prior to use, and post-assessment moderation will be undertaken on a planned, risk-based basis to confirm the consistency and validity of assessment decisions. 4.3.2 External moderation will be completed in line with ISB and NZQA expectations. 4.3.3 Moderation activities, outcomes, and actions will be documented, monitored, and used to inform quality assurance reporting, assessment improvement, and staff capability development.	
5. Roles and Responsibilities	Role	Responsibility
	Quality Assurance and Academic Processes Group (QAAP)	Provide governance and oversight of moderation processes and ensure moderation outcomes inform continuous improvement.
	Evaluation and Quality Specialist (EQS)	Have operational responsibility for managing, coordinating, and monitoring moderation activities, including moderation planning, sampling decisions,

		reporting, and follow-up of required actions.
	Portfolio Managers	Ensure that only approved, up-to-date assessments are included in the course/programme curriculum or documents provided to trainers and learners. submit new or significantly changed assessments for moderation, and implement required changes arising from moderation outcomes.
	Moderators	Conduct moderation activities following approved procedures and document findings and recommendations accurately and objectively.
	Trainers and Assessors	Use only pre-moderated assessments tools, provide required assessment evidence for moderation, and use moderation feedback to improve assessment practice. Use only approved, pre-moderated assessment tools, complete assessment activities and record decisions in approved systems. Provide the required assessment evidence when asked and respond to moderation feedback within their role to ensure assessment standards are consistent.
6. Definitions	Term	Definition
	Assessment	A process that measures learning by assessing a learner's performance against course learning the outcomes and any conditions (such as unit standard outcomes and/or Transpower Service Specification requirements).
	Moderation	Quality assurance practices that review assessment design and assessor judgments, to ensure both meet the required internal or national standard.
	Internal	Moderation is carried out by SWDG staff or contractors.
	External	Moderation carried out nationally by Industry Standards Bodies, to ensure that assessments and assessment judgments are consistent and meet national standards.
	Pre-assessment moderation	Moderation completed before the assessment event and used to ensure the assessment tasks are appropriate for the course, fair and valid.
	Post-assessment moderation	Moderation completed after the assessment event and used to confirm that assessment decisions about learner performance are consistent and based on the marking standards provided.
	Moderation Plan (Annual)	A planned and approved annual schedule of moderation activities (pre/post/internal and external).

7. Related Policies, Procedures, Guidelines, and Legislation	Associated Policies • Assessment • Academic Integrity • Programme Design and Delivery Transpower Standards • TP.SS 06.25 Minimum Training and Competency Requirements for Transpower Field Work Related Procedures • Moderation • Assessment • Programme Design Legislation and Regulations • NZQA Rules and Guidelines • The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021												
8. Contact	Head of Sector Workforce Development												
9. Policy approval	<table><tr><td>Policy Owner</td><td>Head of Sector Workforce Development</td></tr><tr><td>Approval Note</td><td></td></tr></table>	Policy Owner	Head of Sector Workforce Development	Approval Note									
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10. Version control	<table><tr><th>Version</th><th>Date</th><th>Nature of amendment</th></tr><tr><td>1</td><td>July 2024</td><td>Transition to controlled document from Grid Skills document system.</td></tr><tr><td>2</td><td>June 2026</td><td>Review and redevelopment.</td></tr><tr><td></td><td></td><td></td></tr></table>	Version	Date	Nature of amendment	1	July 2024	Transition to controlled document from Grid Skills document system.	2	June 2026	Review and redevelopment.			
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