Assessment and Moderation Policy

Responsibility:	General Manager, Quality Assurance Coordinator, Programme Managers, Programme Coordinators, Tutors			
Approved by:	Academic Committee			
PTE Applicable to:	Cornerstone Education LTD trading as: Business Management Programmes Aspire2 Health and Wellbeing.			
Policy Number: 5.2	Policy Version: 4	Date Created: April 2017	Review Date: November 2025	Next Review: November 2026

Purpose

To ensure that assessment and moderation processes at the PTE is planned, fair, valid, reliable and consistent.

Responsibility

- All academic staff are responsible for ensuring that assessment requirements are met.
- Programme Coordinators and Programme Managers are responsible for ensuring that moderation of assessments in their programmes occurs and for reporting the plans and results of that moderation to the Quality team.
- The Quality Assurance team is responsible for ensuring that both internal moderation and external moderation processes occur and that issues arising from such moderation are addressed.
- Programme Managers and Quality Assurance Coordinators are responsible for accepting and evaluating moderation reports and for recording and reporting any actions taken as a result of these reports.
- The Programme Coordinator monitors assessment methodologies and the granting of credit as a result of assessment.
- The Programme Coordinators are responsible for ensuring that timely advice and guidance is provided to academic staff on moderation issues and that the PTE continually strives for excellence.
- The General Manager is responsible for appointing external moderators and ensuring they are suitably qualified.

Policy Statements

1 The assessment process will be transparent to everyone concerned and will ensure that all assessments are planned, fair, valid, reliable and consistent.

2 Students are informed and understand plagiarism and authenticity of submitted work.

3 The conditions for assessments that are issued for submission at a later date (eg, assignments) shall not advantage or disadvantage any student or group of students.

4 Students requiring special assistance for examinations/tests will have their needs assessed on a case-by-case basis by the relevant Programme Manager.

5 Re-sit and reconsideration of assessment opportunities will be provided in accordance with the procedures and as detailed in the Student Handbook, Student Information Hub and Assessment Procedure.

6 Extension for assessment will be granted in accordance with the procedures outlined in the Quality Management System.

7 Moderation of assessment is a quality assurance process to ensure fair, valid, reliable and consistent assessment decisions are made.

8 Internal moderation of assessments will be undertaken in all assessed programmes to ensure that assessments are fair, valid, reliable and consistent.

9 To ensure the validity of assessments and where applicable, external moderation of assessments, assessment methods, standards and techniques will be undertaken by a moderator who is not an employee of the business. The moderator's comments should be considered to improve all assessments.

10 Assessment and moderation of unit/skill standards will be in accordance with the relevant NZQA Consent and Moderation Requirements (CMR).

11 Assessments may be conducted in Te Reo Māori, provided the conditions outlined in the Assessment can be met and where the organisation has the ability to make appropriate arrangements.

12 External moderators must have industry experience in the relative field and/or experience with development and the moderation of assessments.

Related Documentation

Forms and Templates	Location where documentation is shared
Pre Moderation Form Post Moderation Form	Canvas Tutor Guide QMS in SharePoint
Student Handbooks	Website Student Information Hub Assessment page in Canvas Assessments

Relevant Legislation

- Education and Training Act, 2020
- Te Ture mō Te Reo Māori 2016, Māori Language Act 2016
- Human Rights Act, 1993 and Human Rights Amendment Act, 2001.