

1. Analysis of Assessment Material

The tutor/assessor is required to submit the assessment material used to assess the student's skill and knowledge against the unit standards being moderated.

The assessment material for each unit standard is presented to the Panel by the tutor/assessor. This is an important part of the moderation process as Panel members work together to bring about a national consistency in assessment material.

New joinery providers are required to submit their assessment material prior to their use, as part of the accreditation process. The form is completed by the Panel as it analyses the material.

2. Completed Assessments Cover Sheet

Three samples are required for **each** unit standard:

- an assessment completed successfully by the student at the first attempt,
- an assessment completed successfully by the student after re-sitting,
- an assessment which the student did not complete successfully, and requires a re-sit.

One cover sheet is required for the above set of samples for each unit standard.

The tutor/assessor presents the three samples for each unit standard to the Panel. The Panel discussion will endeavour to moderate assessment decisions among all tutors/assessors. "Borderline" decisions are the most interesting and need careful analysis.

3. Report on the Assessments

The Panel completes a report for each of the assessments presented (as above).

4. Appeal of Moderation Decision

A Panel member may appeal a moderation decision using this form.

5. Moderation Meeting Evaluation Form

This form is completed by Moderation Panel members and observers at the end of the moderation meeting. The responses will assist the Joinery ITO improve its moderation system, and help improve the moderation meetings.

Unit Standard: _____

Panel Member: _____ Provider: _____

Moderation Criteria:	yes or no
General	
• Unit standard(s) and level being assessed is/are identified	
• Resources identified for the activity are appropriate	
• Conditions in which the activity will take place are identified	
• An appropriate format has been used for the activity and assessment schedule	
• The language is appropriate	
• Will the activity generate sufficient evidence	
• The activity is at an appropriate level	
The instructions	
• The assessment activity has clear, complete and easily understood instructions	
• The instructions cover the element(s) each task is assessing	
• The instructions are fair to each learner	
• The instructions use appropriate language	
• The instructions use or refer to resource materials that are accessible to each learner	
• The material provides adequate information about how judgements will be made by Assessors, ie. there are clear quantitative and/or qualitative statements	
• The special notes have been adhered to (if appropriate)	

Moderation Panel's comments and suggested modifications:

Required amendments:

Regional Moderator: _____ Date: _____



Completed Assessments Cover Sheet

Unit Standard: _____

Panel Member: _____ Provider: _____

Candidate evidence: Please attach the following samples of Candidate evidence for all assessment activities for the unit standard being moderated.

- Include one sample of assessed evidence from a Candidate who has been deemed competent at the first assessment,
- one sample of assessed evidence from a Candidate who has been deemed competent at the first re-sit, and
- one sample of assessed evidence from a Candidate who has been deemed not yet competent.

Please tick: Evidence attached for three Candidates

JITO Assessment guides used

Explanatory comments to Regional Moderation Panel members (if required):

Regional Moderator: _____ Date: _____

Unit Standard: _____

Panel Member: _____ **Provider:** _____

Moderation Panel's analysis of the assessment	Yes or no
• All the judgements are made in accordance with the evidence and judgement statements	
• The evidence presented is sufficient	
• The assessment is valid	
• The assessment is fair	
• The evidence matches the task instructions and resources	
• Necessary documentation was provided	

Comments: (these can be general, or recommended changes or improvements)

Regional Moderator: _____ **Date:** _____

Required amendments:



Appeal of Moderation Decision

Unit Standard: _____

Panel Member: _____ Provider: _____

Appealing Panel Member: Please complete **Part A**, and submit to the Regional Moderator, and forward a copy to: The National Moderator, Joinery ITO, P O Box 11-435, WELLINGTON.

Regional Moderator: Please action the appeal, complete **Part B**, and forward a copy to The National Moderator, Joinery ITO, P O Box 11-435, WELLINGTON.

Part A (to be completed by the appealing Panel Member)

The appeal is in regard to:

Signature of Panel Member: _____ Date: _____

Part B (to be completed by the Regional Moderator)

Action taken:

Signature of Regional Moderator: _____ Date: _____

6. The moderation summary was clearly laid out and easy to follow 1 2 3 4

Comments: _____

7. The appeals form is clearly laid out and easy to follow 1 2 3 4

Comments: _____

8. What aspects did you like most about the moderation procedure?

Comments: _____

9. What aspects do you feel could be improved about the moderation procedure?

Comments: _____

Name _____

*Thank you
for your participation
in the
JITO moderation process.*