

# Quality assurance + moderation



Quality assurance ensures that assessments meet New Zealand standards, and that assessor judgements have been applied according to the requirements of the assessment tasks. Quality assurance includes what is often referred to as **moderation**.

## Pre-assessment moderation

Te Mahi Ako Assessment resources, such as assessment books, online assessments, and assessor guides, are pre-assessment moderated to ensure they meet New Zealand standards. Moderators work with resource developers to verify that all performance criteria of the unit standards are met. The alignment of assessment tasks with unit standards is outlined in the Assessment Matrix in the assessor guide.

## Post-assessment moderation

Post-assessment moderation ensures consistency among assessors and training providers nationwide, and verifies that valid, fair, and consistent assessment processes are followed by all assessors.

## Te Mahi Ako Post Moderation Process

The Te Mahi Ako Post Moderation Process involves receiving an email from the administration team detailing the required ākonga (learners) and assessment materials. You have 4 weeks to submit your moderation samples, which can be physical copies, scanned documents, or submitted via online Moodle access (no physical samples required for Moodle). Hard copy materials are **securely archived** unless returned upon request. If unable to provide moderation, inform [assessors@temahiako.org.nz](mailto:assessors@temahiako.org.nz). Failure to comply with moderation requests will result in a **Non-Compliant** outcome.

Assessors may be asked to provide additional assessment evidence for separate moderation requests from external organizations like NZQA or Toi Mai WDC. Additionally, all Te Mahi Ako assessors **MUST** participate in post-assessment moderation at least once a year.

## Secure archiving

As an assessor, you must securely store all completed assessments for at least two years in a locked office or filing cabinet, as required by NZQA. If you lack secure storage, send the assessments to Te Mahi Ako for safe archiving. If your ākonga wants to keep their completed assessments, make a copy to retain for moderation. Contact [assessors@temahiako.org.nz](mailto:assessors@temahiako.org.nz) to arrange for secure storage at Te Mahi Ako head office.

## Non-compliant Moderation

Failure to supply moderation samples as requested will result in a Non-Compliant notice and contact from the Assessor Facilitator Manager to review of your assessor status.

## External moderation

External moderation is a compliance requirement that ensures consistent assessment processes across assessors and training providers nationwide. It verifies that valid, fair, and consistent assessment practices are followed by all assessors. Assessors may also be asked to provide additional assessment evidence for moderation requested by external organizations like NZQA or Toi Mai WDC.

If you have any further questions about the moderation process, please contact [assessors@temahiako.org.nz](mailto:assessors@temahiako.org.nz)