



NEW ZEALAND **QUALIFICATIONS** AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT (NCEA)

MODERATOR JOB DESCRIPTION

1. BACKGROUND

The purpose of moderation is to provide assurance that assessment decisions, in relation to assessment standards, are consistent nationally.

A moderation system includes the appointment of subject moderators.

2. MODERATOR'S ROLE

Each year moderators are trained and appointed by NZQA Assessment and Moderation team to assist the National Moderator who has the responsibility for the process. Each moderator is allocated a number of schools and Tertiary Educational Organisations (TEOs). The workload is spread over ten months between March and December when schools/TEOs send in assessment materials and samples of students' work for moderation. The moderator is responsible for moderating assessor judgements, and assessment materials if required, to ensure consistency with the national standard. They liaise with and report to check/national moderators who provide ongoing professional support.

3. KEY RESPONSIBILITIES

The Moderator will:

- work with NZQA to ensure consistent interpretation of the standards
- carry out moderation of samples of assessed student work to ensure assessment judgements are at the national standard
- carry out moderation of assessment materials, if required.

4. WORKING RELATIONSHIPS

- The Moderator will report to and liaise directly with the subject National Moderator and maintain communication and working relationships with NZQA staff.

5. PROFESSIONAL AND PERSONAL QUALITIES

The Moderator will demonstrate:

- sufficient knowledge and experience to establish and maintain credibility with allocated providers
- subject knowledge and expertise for the standards being moderated
- current experience in assessing achievement standards and/or unit standards
- an understanding of the principles of standards based assessment and the purpose of moderation
- an understanding of the National Certificate of Educational Achievement and New Zealand Qualifications Framework
- knowledge of the rights and responsibilities of the partners of the Treaty of Waitangi in an educational setting
- the ability to establish constructive working relationships with other professionals
- clear and effective communication
- sound judgement in decision making
- the ability to implement and maintain appropriate administrative and communication systems.
- Experience in facilitating workshops or delivering presentations at regional or national conferences.
- Ability to operate in an online environment.

6. QUALIFICATIONS REQUIRED

- Qualification at level 7 of the New Zealand Qualifications Framework or equivalent
- A teaching qualification or equivalent.
- A degree relevant to area of subject expertise.
- Regional or national involvement in the subject area.