

Assessor

Moderation Cover Sheet

*Please attach this page to your assessment material when submitting for moderation*

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| **Assessor Name:** |       | **Assessor Number:** |       |

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| **Unit Standard / Module Name** | **Version** | **Trainee name or ID number** | **Integrated assessment or single unit (I or S)** |
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**Samples are supplied for:**

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| [ ]  Annual moderation requirements[ ]  New assessor first-year samples[ ]  New scope-extension samples[ ]  Moderation requested additional samples  | [ ]  Random sample request[ ]  Self-initiated request for feedback or advice[ ]  NZQA or other ITO sample request |

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| **What should I include in this moderation package?**1. Assessment material must include legible copies of:
	* Trainee assessments, assessment results pages showing trainee & assessor details, and the result
	* All verification and observation forms
	* All other relevant evidence
2. Copies of the assessor guide for each unit or integrated assessment; this is particularly important if assessments are not Careerforce products
3. If you are submitting integrated assessment, please send the whole assessment – **do not** separate out individual unit standards
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***Please ensure that all photocopying is able to be read and all pages are included* *to avoid delays***

Moderation reports will be emailed to you

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| **Email address:** |       |
| *All materials are protected and remain confidential. We will shred all of the material you send us but if you would like your material returned please indicate with a* ✔ *in* *the box* |[ ]

 **Mailing Address:**

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**Post to:** National Moderators, Level 1, 189 Willis Street, Wellington 6140 or

Email: moderation@careerforce.org.nz