



Procedures

EXTERNAL MODERATION OF FQF NATIONAL QUALIFICATIONS 1 - 6

Version Control	
Document Number	3-3a Procedures
Status (draft version / approved)	Final
Policy owner	Deputy Director Operations and Quality Assurance
Effective from	Date of approval by the Director
Review date	+3 years

Related FHEC documents: policies / procedures / guidelines, etc.	Policy 3-1: Assessment of FQF qualifications from 1 - 6 3-1a-Procedures: Assessment of FQF qualifications from 1 - 6 Policy 3-3: External moderation of FQF national qualifications 1 – 6 3-3a-Guidelines: External moderation of FQF National qualifications 1 – 6 3-3a-Form: Moderator Contract
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1.0 FHEC Responsibilities

- 1.1 The Fiji Higher Education Commission (FHEC) shall coordinate and provide oversight of the external moderation of National Qualifications (NQs).
- 1.2 The FHEC shall ensure the availability and suitability of moderators.
- 1.3 External moderators must have relevant industry experience and/or qualifications one level higher than being assessed/moderated and must hold one of the following:
 - 1.3.1 National Certificate in Teaching of TVET (Level 4); or
 - 1.3.2 Certificate IV Workplace Training and Assessment; or
 - 1.3.3 New Zealand Qualifications Framework unit standard 4098 (or equivalent on the NZQF); or
 - 1.1.1 New Zealand Certificate in Adult and Tertiary Teaching (Level 4); or

- 1.1.2 FHEC WA00014; or
- 1.1.3 A recognised equivalent to one of the above.
- 1.2 External moderators must demonstrate that their relevant industry knowledge and skills, and, training and assessment knowledge and skills are current.
- 1.3 All moderation training materials shall remain the property of the FHEC.
- 1.4 The FHEC will maintain a register of appointed external moderators.
- 1.5 The FHEC will train and approve external moderators to moderate HEI assessments.
- 1.6 The FHEC will ensure that payment of external moderators is done on time.

2.0 HEI Responsibilities

The Higher Education Institutions (HEIs) who undertake assessments of National Qualifications shall:

- 2.1 Adhere to the FHEC policy and procedure for assessment of FQF Qualifications 1 – 6.
- 2.2 Inform the FHEC of the assessment dates, assessor details, learner, and assessment outcomes, as required.
- 2.3 Be responsible for the provision of assessment tools, samples of completed assessments as appropriate and any related resources for moderation purposes.
- 2.4 Provide the aforementioned assessment tools and resources within the timelines specified by the FHEC or its moderators.
- 2.5 Make arrangements for the assessors to participate in moderation activities, and any remuneration for this participation (if relevant).
- 2.6 Inform their learners of the moderation processes.
- 2.7 Provide one point of contact to the FHEC.
- 2.8 Consider feedback on assessment tools, judgment and processes, and implement continuous improvement of assessment.

3.0 Assessor Responsibilities

- 3.1 Assessors shall be responsible for ensuring the availability of all necessary assessment tools, completed student work and/or assessments, and judgments prior to external moderation.
- 3.2 Assessors must participate in external moderation in accordance with the FHEC moderation policy. Moderation may include (but not limited to) the assessment of the following:
 - 3.2.1 Evidence of the work covered by the learner at the workplace;
 - 3.2.2 Evidence of courses/examination results provided by professional/licensing bodies, enterprises, and other bodies;
 - 3.2.3 Evidence of learning from work and/or other forms of practical experience; and
 - 3.2.4 Evidence of learning from life experience.
- 3.3 Assessors must maintain the confidentiality of HEIs, assessors and individuals in the moderation process, including the discussion and outcomes of moderation.

4.0 Moderator Responsibilities

- 4.1 The assessor's work (i.e. assessment tools) and judgments shall be moderated by a consensus moderation panel led by an FHEC appointed moderator. Consensus moderation panel will include HEI assessors.
- 4.2 The external moderation process will be based on a consensus panel model, occurring after assessment, focusing on promoting the continuous improvement of HEI assessment tools and the consistency of HEI assessor judgments.
- 4.3 The FHEC appointed external moderators are not responsible for the assessment outcomes of the HEI assessors.
- 4.4 As a result of their oversight of moderation of assessments, FHEC external moderators will prepare a report that may include recommendations and commendations. Recommendations may include recommended adjustments in the interpretation of evidence of unit standards for the future and provide feedback on the quality of assessments undertaken by HEIs and assessors. As a consequence of this feedback FHEC may take action.
- 4.5 The FHEC appointed external moderators must maintain the confidentiality of HEIs, assessors and individuals involved in the moderation process, *e.g.* in discussing assessment examples, they should protect the anonymity of both the learner and the assessor.

5.0 APPROVED BY THE DIRECTOR, FIJI HIGHER EDUCATION COMMISSION



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Date 31/00/2018