**Quality Assurance Frequently Asked Questions 18 May 2020**

**Introduction**

These FAQs provide some answers developed in response to queries following the letter from the Chief Executive, Grant Klinkum, to schools last Wednesday. These cover quality assurance processes including internal and external moderation, using the assessment evidence gathering templates and Managing National Assessment reviews.

NZQA are also currently reviewing all the other key dates for 2020, including other external assessment, data entry and results, Special Assessment Conditions, derived grade deadlines and fee payments for international students following the announced change to the exam timings.

**External Moderation**

**Q: Do we need to continue to submit external moderation?**

**A:** No. To give schools some extra flexibility in helping staff manage and prioritise their workload, external moderation is now optional for the rest of 2020. Staff may be keen to get the feedback that external moderation provides so we will still moderate any standards a school chooses to submit. You can decide if you wish to carry on as normal, submit no standards, let individual subject areas/staff decide, target moderation to support staff who are inexperienced with a standard or where you have concerns.

**Q: Can we submit standards for external moderation where we have used the assessment evidence gathering template?**

**A:** No. Do not send in moderation where you have used the assessment evidence gathering template to record what you have observed and have no samples of student work, as without this evidence the moderators will not be able to confirm your judgements. If you want to change to a standard where you have samples of student work, contact your school relationship manager.

**Q: Do we still need to store student work?**

**A:** Only if you have collected student evidence for a standard. Store these as you normally would for exemplars, benchmarking or external moderation next year.

**Q: We have submitted some of our moderation, what should we now do?**

**A:** You can decide your level of engagement. We will moderate anything you have already submitted, and you can choose if you carry on as normal, submit no further standards, or be selective about what you continue to submit.

**Q: We were told not to submit physical moderation while we were at Covid Level 4, can we send it now?**

**A:** Yes. We are resuming sending out addresses to schools, so you will be able to send physical moderation if you still wish to.

**Q: We are due to submit moderation by 1 June. Can we extend the date, as we are focused on returning to face to face teaching?**

**A:** Yes. If you are going to need longer to submit material contact your School Relationship Manager to discuss it.

**Q: Can we swap standards or submit later this year as we have rearranged our programmes?**

**A:** Yes. We do have some flexibility to meet your needs so discuss these with your school relationship manager.

**Q: What will happen where we don’t submit moderation.**

**A:** Any standards where work is not submitted will be removed from your moderation plan, though this may not happen until the end of the year.

**Q: Will external moderation for other organisations (BCITO, Service IQ, Competenz, Skills Active, etc.) still be required?**

**A:** It depends. The external moderation of standards owned by other standard setting bodies such as BCITO, Service IQ, Competenz and Skills Active etc will be decided by those ITOs.

**Internal Assessment**

**Q: Can we continue to use the assessment evidence gathering templates?**

**A:** Yes, you can continue to use the templates to record evidence of student achievement for standards already started or standards yet to be assessed. Teachers can choose to use the templates or discrete assessment events. If you have lost teaching time, using the templates has the potential to maximise the time remaining by integrating evidence gathering with teaching and learning.

Don’t reassess if you already have a record of student achievement.

**Q: Do we need to undertake internal moderation for each standard assessed?**

**A:** Yes, [internal moderation](https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/secondary-moderation/internal-moderation/) is still required to ensure assessment judgements are consistent with the standard and verified. It may look different if using the evidence templates. There may not be an assessment task to critique and the verification process will involve discussion on how the evidence was gathered/demonstrated and what the teacher identified as meeting the evidence requirement. Senior managers will still need to monitor that internal moderation is occurring.

**External Assessment**

**Q: Can the assessment evidence gathering templates be used for external standards?**

**A:** Yes. External examinations are still happening and the [generic template](https://www.nzqa.govt.nz/assets/About-us/Publications/EmaiLink/Assessment-evidence-gathering-templates-AS-US-updated-2020.doc) can be used to help maximise teaching and learning time. Evidence can be gathered during the learning process and from formative assessment opportunities. This may reduce the time needed for summative assessment such as practice examinations. The templates may be used to provide evidence for derived grade applications.

Standard specific templates for externals are being created and will be published on subject pages on the NZQA website.

**Managing National Assessment Reviews**

**Q:** We were scheduled for an MNA review this year, will it go ahead?

**A:** At this stage all MNA reviews have been postponed. Any possible rescheduling of MNAs later in the year will depend on the continued impact of the COVID-19 event on the operation of schools. Any decision NZQA makes will consider the implications of teacher workload to cope with a review at the time and the ability for school relationship managers to travel and visit schools. If we can resume some reviews later in the year your school will be given at least the usual six weeks’ notice.

**Responses to school queries 22 May 2020**

**Q. Can we assess International or domestic students trapped offshore?**

Currently NCEA cannot be delivered overseas for internal or external standards, except in the Cook Islands and Niue. You can still offer the students a NCEA programme of study, but they cannot be assessed.

**Q. What is a graduate profile?**

The graduate profile describes the body of skills and knowledge that underlay a qualification, including NCEA,  as  detailed in the [New Zealand Qualifications Framework](https://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf). Note the description on pages 10 and 11.

**Q. What equity issues is NZQA and the Ministry of Education aiming to address?**

We know that students in some areas were unable to access resources despite schools and teachers working really hard to provide learning programmes in lockdown. We are exploring further options that could address these disparities.

**Q. Do we now need to be available as exam center to 9 Dec**?

Yes. However, in practice this will depend on whether your school has external entries in those subjects scheduled for the final week. The revised timetable has been published and is available [here](https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/national-secondary-examinations-timetable/).

**Q. Does the last term now have to go 16 Dec?**

The Ministry of Education sets the term dates. [Their website](https://www.govt.nz/browse/education/school-and-college/2020-school-terms-and-holidays/) states that term 4 ends no later than Wednesday 16 December for secondary and composite schools.

**Visual Arts information**

As announced by the Minister there are changes to the submission dates or verification process for Visual Arts for 2020.

**Level 3 and Scholarship Visual Arts Portfolios**

The submission date will now be **12 November**.

The work is being sent as usual. The only change for Level 3 and New Zealand Scholarship is the movement of the date to 12 November for the collection of the portfolios and Scholarship workbooks from schools. The details will be published at the end of Term 2.

The marking process for Visual Arts differs from all other externally assessed standards.  The portfolios are marked centrally by markers who travel to Wellington from around the country and are accommodated locally.

  We have extended the submission date as far as we can to make up for lost teaching and learning and still allow sufficient time to complete the marking. The timing is also planned to ensure students have enough time once they have completed their portfolio to turn their attention to their other externally assessed standards.

**Levels 1 & 2 Visual Arts**

The requirement for Visual Arts portfolios at NCEA Levels 1 and 2 to be verified has been waived. Teachers are expected to continue to use their usual quality assurance processes to ensure that the grades awarded are consistent with the standard. These include cluster marking, referring to previously verified work and the use of published exemplars.

Schools can determine their own deadlines for their students to submit portfolios for teachers to mark. Teachers will not be required to enter provisional results. The last date for entry of final results is **27 November**. This is expected to give students more time to prepare and teachers more time for marking.

**Q. Submission of samples for Levels 1 & 2 externally assessed Visual Arts standards have been waived. Are there any requirements, or a proforma, for collecting evidence of grades awarded?**

No. Schools are expected to use their usual processes as outlined above.

**Q. As the samples are not sent away, does the work need still need to be printed a) on A1 size and b) for digital, does it need to be printed at all?**

For levels 1 and 2, teachers are expected to follow the requirements of the assessment specifications. **These have not been changed** and can be found on the Visual Arts subject page on the NZQA website <https://www.nzqa.govt.nz/ncea/subjects/visual-arts/levels/>.