
Pre moderation cover sheet

Please complete one cover sheet for each unit standard

Section 1

Return moderation results to

Organisation

Name

Email

Phone

Section 2

Unit details

Unit

Title

Version

Level

Credits

SSB

Is this a resubmission?

Yes

No

Section 3

Notes to moderator

If you need more space please go to page 3 of this document

Pre moderation cover sheet

Section 4

Checklist

Please ensure the following documents have been included

Yes No

Assessment materials

Model answers / marking guide / evidence schedule

Matrix of tasks relating to individual ER or PC of the unit standard

Copy of unit standard (version that materials have been developed for)

Section 5

Guideline

Please check materials meet the following before submitting

1. Unit standard title number version and credits shown in full

2. Assessment instructions and conditions are clear and easy to understand

3. Assessment methods are consistent with unit standard requirements, including special/explanatory notes

4. Assessment activity gives the learner the opportunity to demonstrate repeatable performance

5. Model answers give examples of appropriate responses consistent with the unit standard requirements

6. Space is provided for clear indication of assessment outcome and assessor feedback.

Section 6

Acceptance

This must be completed before pre moderation will occur

I understand these materials cannot be used for assessment until pre moderation is completed and approved for use is given in writing by Competenz

I confirm these materials have been internal pre moderated by my organisation.

Signature

Date

Pre moderation cover sheet

Additional notes to moderator

Followed on from Section 3 in this document
