

Assessor Connect

March 2022



Welcome

He waka eke noa - we are on this journey together.

Kia ora Assessors,

Welcome to our first newsletter for 2022, we hope it finds you well. No doubt, like you, the Academic Integrity team has had to address the unique challenges COVID has presented to us in our day-to-day work, however you can still expect normal communications and turnaround times from us.

We are aware for a lot of our workplaces, COVID management is significant in terms of permitting access for external people such as assessors. In those situations, adaptive assessor practise is needed, so to help you we have developed a [guide to Assessing from a Distance](#). Also please don't hesitate to get in touch with Warren Smith if you want to discuss assessment practise under COVID conditions warren.smith@primaryto.ac.nz or **04 381 0867**

Since October 2021, when the various Workforce Development Councils (WDC) started up, our team has seen a gradual increase in engagement with them. For our sectors it is primarily Muku Tangata and Hanga-Ara-Rou.

Muku Tangata has now published a calendar of their moderations for this year and you can find the calendar [here](#).



We are looking forward to the outcomes of the WDC moderations as it will allow the Academic Integrity team to gather an

external perspective to accompany understandings from our own moderations.

By October 2022 the Primary ITO will be well into the process of transitioning to become a workplace-based provider under the stewardship of Te Pūkenga. In essence this transition will mean no change to how the team works and the activities it currently undertakes; we will continue to assure the quality of our assessment materials and assessor decisions for stakeholders.

The team want to carry with us into Te Pūkenga a detailed understanding of our assessors' strengths, so this year we are conducting as wide a moderation as we possibly can so as to be able to base analyses on recent facts. I thank you in advance for supporting us in that.

Ngā mihi

Trevor Crozier

Meet our Team



TREVOR CROZIER
Academic Integrity
Manager



WARREN SMITH
Quality Adviser



ALASTAIR GORDON
Assessor Development
Specialist



WENDY ALLISON
Lead Programme
Reviewer



JOHN TROUTBECK
Education Specialist
Schools & Corrections



KATHLEEN MOFFAT
Quality & Compliance
Coordinator



KELLY CENEK
Quality & Compliance
Coordinator



Assessor Survey

We want to hear from you on how we can best support you in your role as an Assessor. We value your opinion. All responses are anonymous, and no individual responses will be stored or shared.

Take our survey and be in to win a \$50 Prezzy Card.

To access...

CLICK HERE



Moderation

Our Team conducts moderation each year to check learners have shown the right standard of competency and that the assessment process is fair and valid. This involves reviewing assessment documents, checking learner answers, and checking Assessors are making correct and consistent decisions about learner performance.

This year we planning to moderate all our Assessors who have been actively assessing learners. If you are asked to submit learner assessments for moderation you will have 3 weeks to send these in by courier or email to moderation@primaryito.ac.nz. You can check when you are likely to be asked for moderation by viewing our Moderation Calendar [here](#) or on the [Assessors section](#) of our website.

Update From Our Quality Adviser - Warren Smith

In 2021 we had a vast improvement on the number of Assessors engaging in moderation which is pleasing to see. Those that did not engage would have received a letter letting you know of the importance of participating in the ITO moderation cycle. You will notice from the moderation calendar that it does not differ much from last year. However now that we are no longer a Standard Setting Body (SSB) we are now required to contribute to the Workforce Development Council's moderation requirements. This will mean that you may be requested to supply samples for moderation outside of our moderation calendar.

Tips for Sending in Moderation Samples



1. Always include the verification and assessor sign off pages and make sure they are signed with comments.
2. Supply the Assessment booklet/section that the learner has completed (*written answers to questions etc*)
3. Label photos with the learner's name and what tasks they are doing so they are linked to the assessment.
4. Mobile scanning apps such as Adobe Scan or Genius Scan are free and great for scanning multiple pages into one document.

Spotlight on Corrections from John Troutbeck

We have a number of learners behind the wire, training in a range of subjects from farming and horticulture to bee-keeping. They are assisted by a team of prison staff assessors who work closely with these learners and as a result the standard of assessments by prisoners is generally high.

The 17 prison sites around the country have a range of resources and facilities in several primary sectors. This includes pig farms, dairy and sheep/beef farms, fruit & vegetable production facilities, landscaping, floristry, nurseries, pest control and seafood-shellfish production.

2022 is looking to have a challenging start to the year with access to prison sites being very limited. To overcome this, moderation and assessor development will be based around postal moderation and online workshop sessions.



A note about Verifications

If there is a verification table for a theory assessment activity only, these are not required to be completed. Verification tables only need to be completed for practical activities.

However, if there is a mix of theory questions and practical tasks in one activity, then the verification table is to be completed, commenting on the observation of the practical activity.

All newly developed assessments from 2022 and beyond will have no verification tables for theory questions.

Keeping Assessments

(for Workplace assessors)

You must keep all your Learner Assessments for **2 years**. These should be securely stored in your workplace so they can be easily retrieved if required for moderation.

We don't encourage the practice of returning assessments to learners due to the potential risk of cheating & plagiarism. However, if your Learner wishes to keep their assessment and you believe this risk is low, then at your discretion you may do so-but you **MUST** take a copy.

After 2 years you can return all assessments to the learner or securely dispose of them.

Connect with us!



For general inquiries or feedback on our newsletter please contact the Academic Integrity Team.

NZQA Peer Review queries

Trevor Crozier – Academic Integrity Manager
(04) 381 0869 or trevor.crozier@primaryito.ac.nz

Assessor Support

Alastair Gordon – Assessor Development Specialist
09 970 1342 or alastair.gordon@primaryito.ac.nz

Warren Smith - Quality & Compliance Adviser
(04) 381 0867 warren.smith@primaryito.ac.nz

Schools & Corrections

John Troutbeck - Education & Quality Specialist.
(07) 872 0990 or john.troutbeck@primaryito.ac.nz

Programme Evaluation

Wendy Allison - Lead Programme Reviewer
(04) 381 0867 wendy.allison@primaryito.ac.nz

Admin Support

Kathleen Moffat - Quality & Compliance Coordinator
(04) 801 4573 Academic.integrity@primaryito.ac.nz

Kelly Cenek - Quality & Compliance Coordinator
(04) 381 7844 Academic.integrity@primaryito.ac.nz

Nga Mihi

from Trevor, Warren, Alastair, John,
Wendy, Kelly & Kathleen.