

Assessor Connect

Sept 2022



Welcome

Welcome to the second half of the year everyone. We are now deep into our Quarter 3 moderations for workplace assessors and planning the rollout of Quarter 4. As always, thank you for getting your material into to us on time and in an order that our moderators can follow.

In early October, the Primary ITO transfers across to join the other tertiary education organisations already within Te Pukenga. From an assessor's perspective there will be no change aside from an addition to our branding to align with Te Pukenga. Post October there will be a really interesting time ahead of us as we become part of increasing collaboration and assessment creativity between Workforce Development Councils, ITO's and ITP's/ Polytechnics.



On that note, it has been great to have some of the Muka Tangata Workforce Development Council joining us at our professional development workshops, and the Hanga-Aro-Rau WDC Quality Assurance team recently visited to discuss the Primary ITO sectors they are involved with, and in turn we gained an understanding of Hanga-Aro-Rau's plans going forward.

Looking ahead, in October planning will take place around what moderation and assessor support workshops will take place in the first half of 2023. You can expect to hear about those plans in a panui (newsletter) closer to the end of the year.

Ngā Mihi

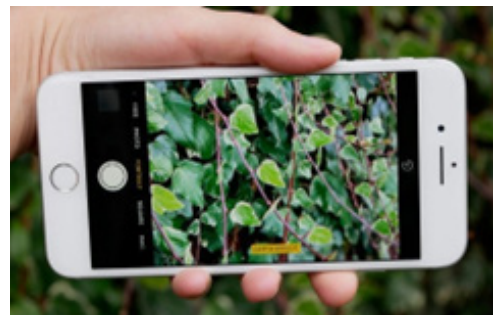
Trevor Crozier - Academic Integrity Manager

Photo Evidence

Photographs are a great way for a learner to evidence their skill and knowledge. A reminder to please file any photographs in a secure organisational location accessible in the future for moderation purposes (**not in a personal account**)

- For large files use storage drives such as Google, One Drive, Dropbox
- Reference photos with learner name & the activity or task they are doing
- Keep file sizes to a maximum of 2 MB
- Use Jpeg, PNG, GIF or TIFF File formats. We cannot open photos with an HEIC extension.
- Include the Learner's driver's license in photos where possible

A TIP: When a lot of photos are required; ask the learner to provide a table showing the photograph title, the Standard and the actual assessment question/activity each photograph relates to – this makes it easy to match the evidence with the assessment. Here are some other good examples of presenting [photographic evidence](#)



Assessor Advisories

Sometimes issues appear with a current assessment which requires a revision. To assist assessors whilst the revision is taking place, the Academic Integrity Team have developed Assessor Advisories.

These Advisories are an interim workaround until these particular assessments can be updated. They explain what the current issue is, what evidence is acceptable until the revision occurs, and who to contact if you have questions about what the Advisory is telling you. When each assessment is revised, the advice will no longer be relevant. Please take a look to see if any Standards you assess are mentioned [here](#).

To help you know when the required assessment change has taken place, in future editions of our newsletter we will include a Resource and Assessment Change Report.



Winter Workshop Wrap up

We have been busy running a number of Professional Development workshops up and down the country and online for assessors across the sectors that we support. These workshops (*which are quite separate to our 4098 training*) have been well received with lots of positive feedback from participants and an overall evaluation score of 4.5 out of 5.

The sessions have been interactive, practical, and applied in nature with the aim of making assessors/verifiers lives easier by sharing practical tips and real-world examples they can implement in their own assessment/verification practices.

The Academic Integrity Team is planning next year's workshops with dates published early in the new year to enable you to plan ahead. We will also be running workshops specifically for verifiers.

If you would like individual support, or a workshop arranged for workplace assessors or verifiers in your company contact Alastair at Alastair.gordon@primaryito.ac.nz.



**Alastair Gordon Assessor
Development Specialist**

This is what some of you said:

"Regular workshops tailored to industry sectors and an opportunity to have more in-depth discussion with facilitator would be beneficial"

"Alastair provides great practical training with plenty of interaction in an informal environment"

"Really informative & practical"

"Enjoyed the group, with relevant discussion that really helped me as a new Assessor"

"Good information around verification and learning levels vs expectations"

Peer Review

We are starting to see some really good examples for communication skills units 11101 (Collaborating in a team) and 9704 (Managing interpersonal conflict) come through as assessors get used to assessing these level 4 units. Remember that for US9704 there must be evidence of communicating and implementing the conflict management strategy, and for US11101 there must be supporting workplace evidence.



Reminder - verifier and assessor sections

There have been a few assessments coming through for peer review with incomplete verifier and assessor sections. Verifier sections need to be completed, including with comments. Assessors must fill in both assessor sections – The assessment result on the front page, and final assessor sign off (with comments) at the back of the assessment.

Cheryl Christini- Peer Reviewer

Moderation Update

Arboriculture and Production Horticulture moderations are progressing well with a high compliance rate among Assessors.

Thank you to those of you who have submitted material for moderation. For those who are yet to submit requested samples, a reminder that it is important for you to do so. If you need help or are not sure what to send in, watch our [Sending in Assessments for Moderation](#) video or contact the Academic Integrity Team.

Moderation is an important quality assurance process to give industry confidence that Assessors are making consistent decisions about learner competency and to the National Standard.

Corrections moderation continues with excellent results. 24 Corrections assessors have been moderated with a 100% compliance. A high standard of work is being done in the prisons with assessors working closely together to get good outcomes.

In Quarter 4 we will begin moderating assessors in Apiculture, Sports Turf, Enchem, Dairy Processing and Seafood so keep an eye out for a moderation request in your email inbox.

View our Moderation Calendar [here](#)

Warren Smith
Quality Adviser



Connect with us! @ 🗨️ ☎️

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

NZQA Peer Review queries

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Ngā Mihi from Trevor, Warren, Alastair, John, Wendy, Kelly + Kathleen