

Moderation Appeal Form

This form is used to appeal a post-assessment moderation decision. Please forward to moderation@skills.org.nz.

Part A: Assessor to complete			
Assessor Name			
Company/ Organisation			
Unit standard or qualification			
Industry Sector			
Assessor		Assessment date	
Assessment type			

Moderation details			
Moderation method (✓)	<input type="checkbox"/> Community of Practice	<input type="checkbox"/> Postal	<input type="checkbox"/> Site visit
Moderator		Moderation date	

Documentation enclosed			
(✓)	<input type="checkbox"/> Assessment material	<input type="checkbox"/> Candidate evidence assessed	<input type="checkbox"/> Moderation report

Reason for appeal		
Signature		Date

Part B: The Skills Organisation use only				
Assessor informed that Appeal is being actioned	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	
Appeal recorded in CRM	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	
Assessment material forwarded to independent moderator	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	

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Part C: Independent moderator decision			
Moderator Number		Date	
Moderator decision supports assessor (✓ one) <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Summary of findings:</i> 			

Part D: Assessor to complete				
Do you accept the decision from The Skills Organisation?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessor signature		Date		
<i>Additional Comments:</i> 				

*If assessor has ticked 'No' (not resolved), the Manager – Assessment and Moderation will make the final decision.

Part E: Manager – Assessment and Moderation to complete				
Support the assessor appeal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	
Final result communicated to assessor	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	
<i>Additional Comments:</i> 				

Assessor has the right to appeal to NZQA directly if still not satisfied with the result.