

Level 1 assessment checklist

92016 · 92017 · 92018 · 92019

Two standards you mark and two NZQA marks. Work through it once: the shared steps are marked Both, and the steps that apply to only the internals or only the externals are marked as you reach them.

PHASE ONE

Before you plan

Two of the four standards are marked by you and two by NZQA, so the reading list splits. Do the shared reading once.



- ☐ Read the standards you are offering, in full
NZQA
- ☐ Note what has changed in the explanatory notes
NZQA
- ☐ Check the learning matrix against your course
Ministry NCEA



- ☐ Read the national moderator's report
NZQA
- ☐ Read the clarifications for these standards
NZQA
- ☐ Read the internal exemplars
NZQA
- ☐ Read the unpacking for 1.1 and 1.2
Ministry NCEA
- ☐ Read the conditions of assessment
Ministry NCEA



- ☐ Read this year's assessment specifications
NZQA
- ☐ Read the exemplars and the assessment report
NZQA
- ☐ Read the unpacking for 1.3 and 1.4
Ministry NCEA

Every item here is a document someone else wrote. None of it is optional.

PHASE TWO

Plan and teach

Almost entirely shared. One unit of work can carry an internal and an external, provided the curriculum leads.

Both

- ☐ Build the unit from the learning matrix, not from the assessment
Your programme
- ☐ Check your movement contexts suit your ākonga and your place
Your programme
- ☐ Teach the full programme, adjusting as the class shows you what it needs
Your programme
- ☐ Check learners can talk about their learning in their own words
Your programme

Internals only

- ☐ Critique the assessment task against the standard and conditions
Your programme
- ☐ Act on any feedback from last year's external moderation
Your programme

If the programme is only recognisable as assessment preparation, something has gone the wrong way round.

PHASE THREE

Assess and send

This is where the two split hardest. For the internals you are the marker; for the externals you are the sender.

Both

- ☐ Confirm authenticity of every piece of evidence
NZQA

Internals only

- ☐ Assess under the conditions of assessment
Ministry NCEA
- ☐ Verify grade judgements with a subject specialist
NZQA
- ☐ Report results, then select and submit the moderation sample
NZQA

Externals only

- ☐ Set up the assessment to match the specifications
NZQA
- ☐ Upload through the school portal before the deadline
NZQA

Keep internal verification records until the end of the following academic year. Leave room before the external upload deadline.