

NEW ZEALAND DIPLOMA IN BUSINESS

PROCEDURES FOR THE MODERATION OF LOW VOLUME PAPERS

This booklet describes the procedures for the moderation of low volume papers for New Zealand Diploma in Business. It has been revised for web publication from the editions published in 1997 and 2006. Further information can be obtained by contacting:

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1 Introduction

This booklet describes the requirements for the audit for low volume prescriptions for the New Zealand Diploma in Business (NZDipBus).

Separate systems operate for high volume prescriptions and low volume prescriptions. Low volume prescriptions are those where enrolment numbers are below 200 over a period of a few years. Information on the national external moderation process for high volume prescriptions can be obtained from <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>

An annual low volume audit of providers is conducted by Tertiary Assessment and Moderation, NZQA. The purpose of the audit is to verify that Tertiary Education Organisations (TEOs) have an internal moderation system in place for the low volume NZDipBus prescriptions, and that the system is operating in an effective manner. The low volume audit process is a quality assurance mechanism to ensure assessments delivered for the NZDipBus are fair, valid and consistent.

The low volume audit process was implemented in 1998. Following the low volume audit in 2005, the process was reviewed and some minor changes made. These do not affect the operation of the system significantly. The revised process is effective from 1 January 2006.

It should be noted that the revised system is consistent with current good practice in TEOs that have well developed internal moderation systems.

2 Outline of the low volume audit process

The following notes outline the low volume audit process. This process occurs once a year.

2.1. NZQA selects a maximum of three low volume prescriptions for each TEO. The prescriptions are selected on the following basis:

- all prescriptions that have been locally approved for unspecified credit at 100 and 200 levels
- prescriptions from the *Low Volume Schedule* for which the largest number of results were submitted.

2.2. NZQA publishes the *Low Volume Schedule*, early in the year. TEOs are notified, if they are required to participate, in August of each year.

2.3. TEOs submit requested material to NZQA.

2.4. The auditor evaluates the materials and writes a report.

2.5. A summary of the report findings is tabled at the November National Advisory Committee for Business Studies (NACBS) meeting.

2.6. NZQA sends the TEO their results and summary of the report findings.

3 Materials required for low volume audit

Materials required are in the form of internal moderation reports and must show evidence that the following has occurred:

- internal moderation (both pre assessment and post assessment) of low volume prescriptions, each semester they are offered by the TEO
- moderation of low volume prescriptions by another TEO or appropriate industry representative, every third teaching cycle or within a period of three years.

3.1. If a TEO reports results for an unspecified credit that is from credit transfer other than from the approved credit transfer schedules, the TEO will report to NZQA

- the names of the prescription(s) from which the credit was transferred and the principal qualification(s) to which they are credited
- the name(s) of the TEO(s) awarding the qualification(s)
- the level of each prescription.

4 Non-compliance

TEOs who do not submit materials for the low volume audit will be considered non-compliant with national external moderation requirements as per accreditation requirements. This non-compliance will be reported to the relevant Quality Assurance Body (QAB).

5 Schedule Of Low Volume Prescriptions

The schedule is updated yearly based on results reported in the previous year. The current schedule can be accessed on the NZQA website at

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>