



P.A.B.

Professional Accreditation Body

External Moderation Tool

MONITORING AND EXMOD 2009

Provider details	
Provider name	
Principal name	
Date	
Person responsible at audit	

Registered qualifications	

Registered assessors	

Registered moderators	

Learners registered 2008	
First years	
Second years	
Modular	
Other	

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EXTERNAL MODERATION SUMMATIVE 2008

ASSESSORS REGISTERED:
 MODERATORS REGISTERED:

ASSESSMENT	YES/NO	NOTES
ASSESSMENT PLAN		
Venue		
Date/s		
Time/s		
Assessment details		
Parties involved		
Special needs		
Signed		
Assessment guidelines to learners		
PRE-ASSESSMENT MEETING		
Discussion of assessment process		
ASSESSMENT GUIDE		
Assessment conduct and instructions		
Time schedule for assessor		
Preparation for practical assessment		
ASSESSMENT TOOLS:		
Process of assessment tool design		
Consistent process		
Varied content		
Standard consistency		
Proofreading		
Theory assessment		
MCQ		
Open questions		
Match columns		
Complete sentence		
True/False		
Case studies		
Projects/portfolios/assignments		
Practical assessment		
Observational checklist		
Signed by all parties		
Oral questions		
Model questions and answers		
Recording of Q&A		
Experiential learning		
Case studies		
Salon hours		
Communication to learners		
Communication to salon		
Feedback from salon		
Feedback from learner		
Feedback from client		
Salon selection procedure		
FEEDBACK		
One on one		
Signed		
Group		
Signed		
Problem cases		
Signed		
ASSESSMENT REVIEW		
Feedback from learner		
Review from assessor		
ABSENCE OF BARRIERS IN ASSESSMENT		
Language		
Numeracy/literacy		
Learner disabilities		
Practicability		

MODERATION	YES/NO	NOTES
MODERATION PLAN		
Correlates with assessment schedule		
Correlates with moderation policy		
Parties involved		
Dates, times, venues		
Signed		
Special needs		
Prepares assessor		
PRE-MODERATION MEETING		
Communication apparent		
Moderation plan discussed and finalised		
MODERATION TOOLS		
Moderation of theory assessments		
Moderation of theory paper content/balance		
Moderation of practical assessments		
Moderation of assessor conduct during practical		
MODERATION FEEDBACK		
Moderator feedback to assessor		
Assessor feedback to moderator		
MODERATION REVIEW		
Moderator's report on assessments		