Dear

The University of Auckland offers the following course(s) in <name of primary programme>. I am writing to ask if you would be willing to act as an external moderator for this/these course(s):

<List>

As this/these course(s) is/are not externally assessed at each offering, the University requires that their content and the grading of assessments is subject to the scrutiny of an external peer on a regular basis.

If you are willing to undertake this moderation we will also provide a report template for you to complete. The completed report and its recommendations will then be provided to <title and name of academic head>, the Academic Head of the area.

I look forward to hearing from you.

Kind regards

<Head of School>

Dear

Thank you for agreeing to act as the External Moderator of the <insert programme/course>. You were approached for your expertise in the field of <insert field>. Your views are extremely valuable and will be considered carefully by the department. We anticipate that moderation of the <insert programme/course> should not exceed <insert hours>.

The role of the external moderator is to undertake a review of the content and grading of examination papers and/or other assessed work for postgraduate taught courses. Current quality assurance practice, applied in the faculty, means that coursework is marked by an examiner (usually the Course Director), and assessed internally by an assessor. The moderator then reports to the Academic Head, using the attached pro forma, as to the appropriateness of the assessments and grading against the learning outcomes and course content, and the extent to which the course reflects recognised academic standards.

In order to undertake your role as moderator, you should receive the following:

* Course outline (including assessments/tests/ exams given to students)
* Samples of student work (including exams)
* Assessment schedule
* Assessment criteria
* External moderator’s report form

Please complete the attached form by typing in the boxes provided (the boxes will expand as you type) and send the completed form to <insert contact> by <insert date>.

Kind regards

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| Moderator |
| Course name and number |

**Material supplied**

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| Course outline (including assessments/tests/ exams given to students) | [ ]  | Samples of student work (including exams) | [ ]  |
| Assessment criteria | [ ]  | Assessment schedule | [ ]  |

1. Do/es the assessment task/s as set adequately assess the learning outcomes and course content? If not, please explain.
* Consider, for example, whether the assessments/workload for this course is appropriate to this programme of study.

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1. Overall, are assessment practices robust? Consider, for example, whether:
* The marking schedules/criteria/allocations of marks or weightings were appropriate for the assessment set. Was the overall assessment load appropriate for this course? (i.e. 15 or 30 point courses)
* Instructions and questions for the assignments were clear. Was the timeframe allowed for assignments appropriate?

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1. Are the assessors’ judgments appropriate?
* Consider, for example, whether the samples of student work marked (from a high, mid, and low range) reflect appropriate standards. Was the feedback provided by the marker appropriate for the assessment?

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1. What improvements could be made to the course or its assessment?

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| Moderator |
| Programme/Suite name |

Please comment on the overall cohesion of this group of courses.

* Consider, for example, whether there is appropriate coverage of the discipline; are there gaps that need to be filled, or areas that are duplicated and can be removed?

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