

**Report on National Moderation**  
of the  
**National Diploma in Business Computing**  
undertaken by the  
**National Advisory Committee on Computer Qualifications**  
**October 2000**

The modules moderated were:

<u>Module</u>	<u>Number</u>	<u>Moderator</u>
IC1-10	4	Jeff Wells (Manakau I T)
IC2-40	3	Janne Ross (Christchurch P I T)
IC3-20	2	Janne Ross (Christchurch P I T)
IC5-10	3	Janne Ross (Christchurch P I T)
AA200	2	Leonie Bridgeman (Taranaki Polytechnic)
AE210	0	
AM100	2	Trevor Nesbit (Christchurch P I T)
BA100	19	Leonie Bridgeman (Taranaki Polytechnic)
DC300	4	Garry Robertson (The Waikato Polytechnic)
EP200	3	Leonie Bridgeman (Taranaki Polytechnic)
FS200	1	Jeff Simpson (Taranaki Polytechnic)
HF100	16	Jeff Simpson (Taranaki Polytechnic)
IN200	13	Ian Armstrong (Taranaki Polytechnic)
IS300	2	Leonie Bridgeman (Taranaki Polytechnic)
MA300	3	Mark Bellringer (Taran aki Polytechnic)
OS100	14	Jeff Simpson (Taranaki Polytechnic)
PD100	17	Trevor Nesbit (Christchurch P I T)
PR10n	5	Trevor Nesbit (Christchurch P I T)
PR21n	9	Jeff Simpson (Taranaki Polytechnic)
PR340	1	Jeff Simpson (Taranaki Polytechnic)
SA200	10	Gerard Lovell (Cental Institute of Technology)
SC200	2	Leonie Bridgeman (Taranaki Polytechnic)
SP300	5	Trevor Nesbit (Christchurch P I T )
SS200	<u>5</u>	Triona Rawlence (Nelson Marlborough I T)
	<b>145</b>	

The only module for which no material was received was AE210.

The number of papers moderated is the highest ever, even taking away the new Certificate In Business(CIC) papers. Previous numbers were: **104** in May 2000, **115** in

September 99, **98** in May 99, **71** in September 98, **73** in May 98, **92** in September 97, **81** in May 97, **73** in September 96, **62** in May 96, **85** in September 95.

With the inclusion of CIC a greater number of institutions provided material for moderation. Twenty two institutions submitted material for moderation, probably the highest ever. The only two missing which had supplied material in earlier years were Northland and UNITEC.

Moderators stated the following suggested changes to the prescription:

IC1-10	Nil
IC2-40	Nil
IC3-20	Nil
IC5-10	Learning outcome (1) needs re-wording eg List basic components & describe the functions of an electronic communication system.
AA200	Looks OK
AM100	Nil
BA100	New prescription in place for 2001. Is there an exemplar of a Module Outline and an Assessment Schedule? I think this would be of benefit to some newer tutors.
DC300	Nil – changes included in 8 <sup>th</sup> edition due for publication.
EP200	Nil
FS200	Nil
HF100	Nil
IN200	Is outcome 1 wanted/needed as several polytechs “work around” this point.
IS300	Topic 2 delete (the trend to Databases....) Topic 6 delete examples used, replace with newer “Internet”?? Topic 7 delete. Case study doesn’t fit new format. Rewrite the whole module in latest format.
MA300	As multimedia relies heavily on Design & Graphics as well as sound & video some referencing to this should be made in course description and covered in the paper.
OS100	Nil
PD100	At some stage PD100, OO100 & PP100(etc) should be looked at together given the prevalence of OO.
PR10n	The version of the prescription that will be used from 2001 has all of the skill levels set at “application” rather than “problem solving”: This will bring the prescription in line with what is being done in all of the polytechnics that were moderated.
PR21n	Nil
PR340	Nil
SA200	Weightings of sections that are 10% when there is discretion to do them or not. Overlap with DA200.
SC200	Nil

SP300 A recurring theme is the need to ensure consistency across students in assessments, particularly in relation to the interview, installation & training. A statement to this effect could be included in the prescription.

SS200 nil

The above will be taken into consideration by the NACCQ Curriculum Development & Maintenance Working Group in later updates of the "Blue Book", but too late for the recently released "Blue Book". This contains a number of new modules which are included on an attached CIC/NDBC Moderation Schedule.

With the inclusion of CIC it has been good to bring on board a number of new moderators and I thank all moderators for their valuable work. One of the moderators noted, "Is there an exemplar of a Module Outline and an Assessment Schedule? I think this would be of benefit to some newer tutors." Each institution has provided material containing good Module Outlines and Assessment Schedules but such can be seen to have not been shared with newer tutors who sometimes merely included a copy of the prescription. The accompanying guidelines state the minimum expected. A standard for both Course Outline and Assessment Schedules should be set and material for moderation checked before it is supplied.

The main problem at present with CIC/NDBC moderation is unkept deadlines. There exists a minority of both institutions and moderators who are making the process too long. I wish to thank Viv Wetere, Secretary of NACCQ, for her ongoing work in this difficult process. As recommended by the NACCQ executive, a letter will shortly be sent to each CEO listing the modules that their institution has had moderated in this round.

Due at NACCQ office by 14th March 2001 are:

IC2-10, IC2-50, IC3-25, IC4-10

ID100, NM100, PR130, SF100, SP192, US100

BA220, DB200, DE210, DG200, IG200, PS200, SA21n, SD200, SP200

CA300, EP300, FG30n, IS310. PJ300

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21st October 2000

# **NDBC External MODERATION**

## **GUIDELINES**

All modules will be covered in a three yearly cycle as shown in the moderation schedule.

It is the responsibility of each polytechnic to get any modules they are undertaking for NDBC that is not covered by this list, moderated independently by another polytechnic.

### **What Must Be Sent For Moderation (except PJ300)**

For each module:

1. Module Outline

This is what is usually given out to students at the commencement of the module.

It must include at least:

- Module Name and Code
- Number of class contact hours (supervised learning)

2. Assessment Schedule

(This may be part of the Module Outline)

It must show:

- How many assessments there are
- How a pass and a merit pass are obtained

For each assessment:

- What is going to be assessed
- Type of assessment (Test, Case Study, etc.)
- Weighting

3. A Copy of All Assessments

The actual assessments as given to the student

The number and numbering of these assessments must match the Assessment Schedule.

4. Marking Schedules

Model answers (where appropriate)

A breakdown of Criteria Accessed

### **For PJ300 PROJECT**

Send Module Outline, Assessment Schedule, Marking Schedule  
(as outlined above),

plus other material which shows:- How a project is selected then approved  
How Project Proposals are assessed  
How projects are controlled  
How milestones are assessed  
How the final projects are assessed.

## ICBC/NDBC MODERATION SCHEDULE 2000-2004

MAR 00	AUG 00	MAR 01	AUG 01	MAR 02	AUG 02	MAR 03	AUG 03	MAR 04	AUG 04
	IC1-10	IC2-10	IC1-20	IC2-20	IC1-30	IC2-30	IC1-10	IC2-10	IC1-20
	IC2-40	IC2-50	IC2-60	IC2-70	IC2-80	IC2-10	IC2-40	IC2-50	IC2-60
	IC3-20	IC3-25	IC3-30	IC3-40	IC3-60	IC3-10	IC3-20	IC3-25	IC3-30
	IC5-10	IC4-10	IC5-20	IC4-20	IC5-30	IC4-30	IC5-10	IC4-10	IC5-20
				IC6-20		IC6-10			
AA100	AM100	ID100	AC100	BC100	DC100	AA100	AM100	ID100	AC100
BS100	BA100	NM100	IP100	EL100	IN100	BS100	BA100	NM100	IP100
DB100	HF100	PR130	OM100	EP100	NC100	DB100	HF100	PR130	OM100
DT100	OS100	SF100	SP100	MB100	PP11n	DT100	OS100	SF100	SP100
PC100	PD100	SP192	SP110	OO100	SO100	PC100	PD100	SP192	SP110
PR11n	PR10n	US100	ST100	PP100	SP190	PR11n	PR10n	US100	ST100
SP191				SP120	WX100	SP191			
BA200	AA200	BA220	AP200	DA200	AE200	BA200	AA200	BA220	AP200
BC200	AE210	DB200	EX200	DB220	BA210	BC200	AE210	DB200	EX200
CA200	EP200	DE210	HD200	HS200	FG200	CA200	EP200	DE210	HD200
DC200	FS200	DG200	IN210	MP200	MA200	DC200	FS200	DG200	IN210
DE200	IN200	IG200	NM200	NE200	OS20n	DE200	IN200	IG200	NM200
ET200	PR21n	PS200	PR25n	NM21n	OS25n	ET200	PR21n	PS200	PR25n
IO200	SA200	SA21n	QA200	OS210	PR20n	IO200	SA200	SA21n	QA200
PM200	SC200	SD200	RA200	PR230	PY200	PM200	SC200	SD200	RA200
PR22n	SS200	SP200	US200	SI200	SP210	PR22n	SS200	SP200	US200
				TS200	TR200				
AA300	DC300	CA300	DB300	BA300	NE300	AA300	DC300	CA300	DB300
AS300	IS300	EP300	DM300	GW300	PR330	AS300	IS300	EP300	DM300
HR300	MA300	FG30n	OS310	PR30n	SA300	HR300	MA300	FG30n	OS310
OO300	PR340	IS310	SI300	PR35n	SR300	OO300	PR340	IS310	SI300
SD300	SP300	<b>PJ300</b>	EC300	TR300	EC310	SD300	SP300	<b>PJ300</b>	EC300

Due 14th March (or 14th August) at NACCQ office.