

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

**June 2001**

The modules moderated were:

<u>Module</u>	<u>Number</u>	<u>Moderator</u>
IC2-10	3	Janne Ross (Christchurch P I T)
IC2-50	1	Janne Ross (Christchurch P I T)
IC3-25	1	Janne Ross (Christchurch P I T)
IC4-10	1	Janne Ross (Christchurch P I T)
CA300	1	Jeff Simpson (Taranaki Polytechnic)
DB200	5	Trevor Nesbit (Christchurch P I T)
FG30n	2	Jeff Simpson (Taranaki Polytechnic)
ID100	1	Jeff Simpson (Taranaki Polytechnic)
IG200	4	Triona Rawlence (Nelson Marlborough I T)
IS310	1	Trevor Nesbit (Christchurch P I T)
NM100	6	Garry Robertson (The Waikato Polytechnic)
PJ300	4	Jeff Simpson (Taranaki Polytechnic)
PR130	1	Jeff Simpson (Taranaki Polytechnic)
PS200	1	Triona Rawlence (Nelson Marlborough I T)
SA210	1	Leonie Bridgeman (Taranaki Polytechnic)
SD200	3	Jeff Simpson (Taranaki Polytechnic)
SF100	8	Leonie Bridgeman (Taranaki Polytechnic)
SP192	1	Trevor Nesbit (Christchurch P I T)
SP200	7	Trevor Nesbit (Christchurch P I T)
US100	<u>3</u>	Triona Rawlence (Nelson Marlborough I T)
	55	

The modules for which no material was received were DE210, DG200, PS200, SA21n and EP300.

The number of papers moderated is the lowest ever, even with the new Certificate In Computing (CIC) papers. Previous numbers were: **145** in September 2000, **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, and **85** in September 95.

While twenty-two institutions submitted material in the previous moderation round, this time only fourteen institutions were involved. As one missing from

the previous round (Northland) submitted material this time, there were nine they did not participate in this round.

Moderators stated the following suggested changes to the prescription:

IC2-10	Wording of learning Outcome 1 to: “Define basic word-processing terminology” or similar.
IC2-40	Learning Outcome 1 wording to: “Describe basic principles and functions of presentation software” or similar.
IC3-25	Wording of Outcome 1 to: “Describe how ....” & Question – is this really at “A” level of skill?
IC4-10	Rewording of IC4-20 is needed to clarify the intended difference between the level of difficulty in nodules IC4-10 & IC4-20.
CA300	Nil
DB200	Nil
FG30n	Nil
ID100	Because of the depth & level of material covered in ID100, consideration should be given to changing its status to ID200 (cf ID200 & IG200).
IG200	Nil
IS310	Nil
NM100	Nil
PJ300	Nil
PR130	This is a programming module yet only 25% is given as the suggested assessment of programming (topics 2 & 4), this should be increased to nearer 50%. Topics 2.1 & 4.4 should be examples of the programming required not actual requirements.
PS100	Nil
SA210	Nil
SD200	Nil
SF100	Nil
SP192	The data transfer section needs to include the statement that “this should not be limited to cutting and pasting between applications”.
SP200	Nil
US100	Remove #1 training – it is really TR200 material and more appropriate at that level. #5 presentation – is duplicated with IP100/BC100/BC200 Rewrite #6 – needs to be more clearly stated Consider other duplication – possible co-requisite statement?

The above will be taken into consideration by the NACCQ Curriculum Development & Maintenance Working Group in later updates of the “Blue Book”.

Passing a module with Merit is an important part of the CIC/NDBC set of qualifications, but often how such is obtained is omitted from one or more of the Assessment Schedule, Assessments, Marking Schedules. Showing how a merit is obtained is very important. There may be local requirements but these must be stated in each module forwarded so each moderator can properly assess the material.

Deadlines continue to be the main problem with the CIC/NDBC moderation process. A minority of both institutions and moderators continue to make the process too long.

Due at NACCQ office by 14th August 2001 are:

IC1-20, IC2-60, IC3-30, IC5-20

AC100, IP100, OM100, SP100, SP110, ST100

AP200, EX200, HD200, IN210, NM200, PR25n, QA200, RA200, US200

DB300, DM300, EC300, OS310. SI300

Jeff Simpson  
National CIC/NDBC Moderator  
[j.simpson@taranaki.ac.nz](mailto:j.simpson@taranaki.ac.nz)  
19<sup>th</sup> June 2001

# **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	EC310	AS300	IS300	EP300	DM300
HR300	MA300	FG30n	EC300	PR30n	PR330	HR300	MA300	FG30n	EC300
OO300	PR340	IS310	OS310	PR35n	SA300	OO300	PR340	IS310	OS310
SD300	SP300	<b>PJ300</b>	SI300	TR300	SR300	SD300	SP300	<b>PJ300</b>	SI300

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