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

May 1999

The modules moderated were:

Module	Number	Moderator
BA300	1	Pat Mole (Waiariki Polytechnic)
BC100	13	Trona Rawlence (Nelson Polytechnic)
DA200	12	Gay Costain (Auckland Institute of Technology)
EL100	2	Jeff Simpson (Taranaki Polytechnic)
EP100	1	Jeff Simpson (Taranaki Polytechnic)
GW300	1	Jeff Simpson (Taranaki Polytechnic)
HS200	8	Jeff Simpson (Taranaki Polytechnic)
MB100	1	Trevor Nesbit (Aoraki Polytechnic)
MP200	2	Pat Mole (Waiariki Polytechnic)
NE200	2	Garry Roberton (The Waikato Polytechnic)
NM21n	10	Garry Roberton (The Waikato Polytechnic)
OO100	3	Pat Mole (Waiariki Polytechnic)
OS210	2	Jeff Simpson (Taranaki Polytechnic)
PP100	18	Trevor Nesbit (Aoraki Polytechnic)
PR230	2	Jeff Simpson (Taranaki Polytechnic)
PR30n	2	Jeff Simpson (Taranaki Polytechnic)
PR350	3	Jeff Simpson (Taranaki Polytechnic)
SI200	5	Gay Costain (Auckland Institute of Technology)
SP120	1	Pat Mole (Waiariki Polytechnic)
TR300	8	Leonie Bridgeman (Taranaki Polytechnic)
TS200	1	Jeff Simpson (Taranaki Polytechnic)
	98	

The total number of modules presented for moderation at **98** is the highest number moderated (**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).

Nineteen polytechnics submitted material for moderation. Up on the sixteen in the previous round. The polytechnics which submitted material were:

AIT	Aoraki	Bay of Plenty	CIT
Christchurch	EIT	Hutt Valley	MIT
Nelson	Tai Poutini	Tairawhiti	Taranaki
The Open	The Waikato	Wairarapa	Waiariki
Wanganui	Wellington	Whitireia	

Moderators stated the following suggested changes to the prescription:

BA300 It is not possible to mark a presentation ONLY on content – particularly when prescription requires presentation. A portion of marks should be allocated to presentation not just content.

BC100 None obvious except perhaps a comment that technical writing means more than instructions to operate equipment.

DA200 If the prescription was more specific as to the level of difficulty required, then the polytechs could assess their students at a more consistent standard. The prescription requests that a 'simple' organisation be modelled. Judgement as to what is simple is subjective. Some indications of number of entities, relationships, categories of relationships would be helpful. Also, the prescription could be more specific as to whether the case study used for 1.1 is the same as required for 1.2

EL100 1. The numbering of topic 2 are wrong eg 2.2 should be 2.1.1 and 2.1.1 should be
   2.2 etc
 1. In NOTES the 50% is too high and does not fir in with the earlier "Suggested Assessment Percentage" of 10% as it only relates to Topics 3.2, 3.4, 3.5. Suggest replace "50%" with "10% - 30%".

EP100 nil

GW300 The topic headings in the Schedule and in the Content must be made the same.

HS200 nil

MB100 nil

MP200 appears appropriate

NE200 Prescription needs to be revised and rewritten in learning outcome format.

NM21n Change the name to 'Applied Network Administration' or place more emphasis on management if the course title is retained.

OO100 Delete note 1.

OS210 nil

PP100 Clarifying "data storage" – is it –permanent storage eg disk files
      or – temporary storage eg arrays.
 The interpretation of this is the major difference between polytechnics.

PR230 The modules did not meet the required quantity of assessment as stated in the prescription, as the 80% of A & P (reg 8.9). The practical requirement should be lessened by including "2 of" in 2.2, "3 of" in 3, "4 of" in 5.1, and "6 of" in 6.

PR30n nil

PR350 nil except that the Resources in Note To Tutor needs updating.

SI200 Volume and timing calculations for data conversion are important in the real world and should be addressed in the prescription. One polytech already incorporated the calculations.

SP120 nil

TR300 nil

TS200 nil

The above will be taken into consideration by the NACCQ NDBC Working Group.

The level of material is good but improvements in a number of areas are still necessary. The main area still requiring attention is that of Marking Schedules. These are sometimes non existent and in other cases lacking detail. They should be of a standard so that if a tutor different from the one who set the assignment marked the assessment using the assessment schedule, then very similar marks would be awarded when compared with that given by the tutor who wrote the assessment.

The updated 1999 Blue Book has brought into the NDBC a number of new modules, particularly in the area of electronics. Such modules seem to be taught by tutors new to the NDBC arena and they need to be acquainted with our standards regarding Course Outlines, Assessment Schedules and Marking Schedules.

As part of this moderation round the moderators were asked to review the NDBC moderation process. Two suggested requiring samples of student work. Another that the moderation process "has no teeth". Others that the computer package/language and version number used in an assessment be stated. This review is being analysed and is ongoing.

Due at NACCQ office by 14th August 1999 are:

DC100	IN100	PP11n	SO100	SP190	WX100
AE200	BA210	FG200	MA200	OS20n	OS25n
PR20n	PY200	TR200			
NE300	PR330	SA300	SR300		

Jeff Simpson
National NDBC Moderator
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15th June 1999

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.

<u>When is External Moderation to be Undertaken</u>

Material is forwarded twice yearly to the NACCQ to arrive by 14th March (or 14th August).
Material may be accepted up until the end of that month but afterwards it will be returned immediately without being moderated.

Individual module material with a set of Polytechnic Forms and a Summary Report will be forwarded to External Moderators by 1st April (or 1st September) who will return the module material, the completed Polytechnic Forms and Summary Report Form to the NACCQ by 30th April (or 30th September).

The NACCQ will make copies of the Summary Report Form then forward to each polytechnic the material they sent plus their Polytechnic Form(s) and a copy of all the Summary Reports.

MODERATION   SCHEDULE   1999-2001

MAR 99	AUG 99	MAR 00	AUG 00	MAR 01	AUG 01
BC100	DC100	AA100	AM100	ID100	AC100
EL100	IN100	BS100	BA100	NM100	IP100
EP100	PP11n	DB100	HF100	PR130	OM100
MB100	SO100	DT100	OS100	SF100	SP100
OO100	SP190	PC100	PD100	SP192	SP110
PP100	WX100	PR11n	PR10n	US100	ST100
SP120		SP191			
DA200	AE200	BA200	AA200	BA220	AP200
HS200	BA210	BC200	AE210	DB200	EX200
MP200	FG200	CA200	EP200	DE210	HD200
NE200	MA200	DC200	FS200	IG200	IN210
NM21n	OS20n	DE200	IN200	PS200	NM200
OS210	OS25n	ET200	PR21n	SA21n	PR25n
PR230	PR20n	IO200	SA200	SD200	QA200
SI200	PY200	PM200	SC200	SP200	RA200
TS200	TR200	PR22n	SS200		US200
BA300	NE300	AA300	DC300	CA300	DB300
GW300	PR330	AS300	IS300	EP300	DM300
PR30n	SA300	HR300	MA300	FG300	OS310
PR35n	SR300	OO300	PR340	IS310	SI300
TR300		SD300	SP300	**PJ300**	

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