Moderation of PDRP portfolios is undertaken to ensure the assessment of the evidence within a portfolio is valid, consistent, fair and reliable.
The evidence within the portfolio will meet the Nursing Council of NZ (NCNZ) Standards of Competence, the POU; and the PDRP level requirements indicated in the regional PDRP guidelines.

All assessors within Te Kāhui Kōkiri Mātanga PDRP will participate in the internal moderation process (regions or organisation's PDRP programmes); or the external moderation process (across programmes within Te Kāhui Kōkiri Mātanga PDRP).

It may be appropriate that internal moderation of an assessment is undertaken by another PDRP programme within Te Kāhui Kōkiri Mātanga, to maintain confidentiality, validity, or if there is a conflict of interest within a PDRP team at an organisation.
This can then be identified as an internal *plus* an external moderation, of the portfolio assessment.

Internal Moderation:

A random selection of portfolios from any PDRP level will be *internally* moderated *within each region or Organisation's programme* of Te Kāhui Kōkiri Mātanga PDRP, every year. This includes partner organisations attached to regional Health NZ/Te Whatu Ora PDRP's
Moderations will be facilitated by that regions PDRP coordinator/team.

It is the responsibility of each PDRP regions or Organisation's PDRP to keep Internal Moderation records on Assessors; and completed moderation forms.

Internal Moderation Process (Hard Copy Portfolios):
- Download the moderation form from the CDHB PDRP website and save.
- Read the portfolio which is being moderated.
- Read the primary assessment summary and any further evidence provided (if applicable) of that portfolio and compare the primary assessment comments and judgement for each competency against your own assessment/moderation.
- Complete the Moderation form as required, along with your moderation result; including the final section titled 'Moderation Feedback (to Assessor)'. Provide comments to the primary assessor regarding your overall evaluation of their assessment of the portfolio.
- If you have any concerns regarding the primary assessor's outcomes, place constructive feedback to the assessor around future suggestions/recommendations (if required).
- Be specific around areas to improve if the primary assessor has missed certain requirements.
- If you have concerns regarding the assessment, contact the regional/organisational PDRP office.
- Sign and date the moderation form, and email to the relevant PDRP office informing the office of the time (hours/minutes) the moderation took.
- Return the portfolio to the regional/organisational PDRP office with assessment and moderation forms

This moderation form will be feedback to the primary assessor by the relevant PDRP office.
If the moderator wishes to remain anonymous, discuss this with the Regional PDRP Coordinator.

Internal Moderation Process (Electronic Portfolio - ePortfolio):
- Download the moderation form from the CDHB PDRP website and save.
- After assessment of an ePortfolio, the relevant PDRP office will email another internal assessor to moderate, informing them of the name of the ePortfolio they will be moderating.

- The PDRP office will change the status of that assessor, on the ePortfolio database, from 'Member' to 'Tutor' to enable the moderator 'access' to the portfolio.
- The moderator will scribe into the ePortfolio 'this portfolio has been moderated' on the Assessor Summary Page (page 3, or final page - depending upon individual PDRP programme's summary location).
- Moderator completes the hard copy 'Moderation Form' as per instructions above.
- Sign and date the moderation form, and email to the relevant PDRP office informing the office of the time (hours/minutes) the moderation took.
- Moderator *does not* 'release back' the portfolio to the applicant.
- The PDRP office will complete the assessment/moderation process, and 'release back' to the applicant.
- After moderation completion, the moderator's and primary assessor's status will be returned to 'member' on the Mahara group database.

External Moderation:

A random selection of portfolios from any PDRP level will be *externally* moderated *between any PDRP programme* in Te Kāhui Kōkiri Mātanga , every year.
Moderations will be facilitated by that regions PDRP coordinator/team.

Occasionally external moderation may be arranged to be between a Te Kāhui Kōkiri Mātanga programme, and another PDRP programme in New Zealand, to ensure validity, consistency and reliability across PDRP programmes nationally.

A copy of each completed External Moderation form will be sent to the Canterbury Regional office for Nursing Council of NZ Audit purposes.
The Canterbury regional office will keep records of region/organisation external moderations.

External Moderation: process for PDRP Coordinators or their nominated assessor:
- PDRP coordinators in Te Kāhui Kōkiri Mātanga negotiate with, and allocate, a portfolio to be swapped with another programme within Te Kāhui Kōkiri Mātanga.
- Download the moderation form from the CDHB PDRP website and save.
- Complete the process as for 'Internal Moderation' of Hard Copy moderation (above)
- Forward the completed Moderation Form to the Canterbury Regional office
- Discussion of the Moderation is held between the two PDRP programme Coordinators

Discussion is also held at the next PDRP Operational Group meeting and recorded in the minutes.

External Moderation of an Electronic Portfolio:
- PDRP coordinators in Te Kāhui Kōkiri Mātanga negotiate with, and allocate, a portfolio to be swapped with another programme who subscribes to Mahara on healthLearn, within Te Kāhui Kōkiri Mātanga PDRP.
- PDRP Coordinators involved in external moderation will join the (other) relevant region's ePortfolio 'group'.
- That region will make the coordinator a 'tutor' on their Mahara site.
- Download the moderation form from the CDHB PDRP website and save.
- The PDRP Coordinator/nominated assessor will externally moderate the portfolio on the other regions Mahara site.
- Complete the external moderation as for 'Internal Moderations ePortfolio' (above).

- At completion the PDRP coordinator/Moderator emails the completed moderation form to the relevant PDRP office informing them that they have completed the moderation and make mention if any issues that may have been found within the portfolio.
- The relevant PDRP office feeds back to the primary assessor any relevant information.
- Note: the moderator *does not* 'release back' the portfolio to the applicant.
- After moderation completion, the PDRP coordinator's status will be returned to 'member' on the other Mahara group region's database.
- The original PDRP Coordinators of the portfolio, will follow up on the completion process of the portfolio and email a copy of the completed moderation form to the Canterbury Regional PDRP Office to be record on file, for NCNZ audit purposes.

Discussion is also held at the next PDRP Operational Group meeting and recorded in the minutes.

New Assessor Moderation Process: New Assessors will have their first three PDRP assessments moderated by a senior/experienced PDRP assessor, or the Kairuruku nēhi (Nurse coordinator) of the relevant PDRP region or organisation.

The new assessor will contact the relevant PDRP coordinator to request a portfolio for assessment. Education/support is delivered on how to assess using NCNZ and PDRP information and resources.

The moderation is undertaken by the PDRP coordinator as identified above, and feedback given.

The first moderation document will also be forwarded to the assessor directly to be included in the US4098 body of assessment evidence for the course (Open Polytechnic OP4098).

A copy of all relevant 4098 documents, the assessment summary, the completed moderation form will be filed in the assessors file, kept at the regional PDRP office.