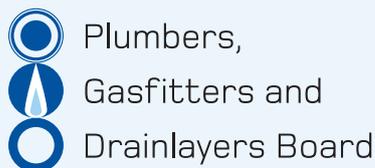


How an examination paper is set



The Plumbers, Gasfitters & Drainlayers Board's ("The Boards") examination processes and procedures are administered and managed under a service level agreement with the New Zealand Qualifications Authority ("NZQA"). Each examination paper goes through a number of lengthy processes before candidates sit the examination. It involves training providers, industry, and educators developing questions and answers that meet industry standards.

1 Moderation meeting

Moderation meetings convened twice a year are attended by examiners and representatives of all training providers. The purpose is to consider new questions and answers developed for inclusion in the Board's examination database.

Criteria for examination questions

- The subject is relevant and taught in all training packages;
- The question and answer is at the correct level; that is, level 4 registration or level 5 craftsman;
- The question and answer is in the correct prescription topic category;
- The vocabulary used is relevant, clear and concise; and
- Marks awarded are fair and reflect the required knowledge in the answer.

2 Selection of examination questions

The Examiners select questions and answers held in the "Examination Database" in examination and prescription topic categories. Questions and answers are coded so they are rotated after five examination cycles. A question could be repeated after five examination cycles, provided it still holds currency.

3 Industry meeting

A meeting of industry representatives, the Examiners and the NZQA appointed examination expert then review the draft examination paper and provide feedback on:

- Their expectation for apprentices or workers to know the answers
- Their perception on the level of the questions.
- The wording of the questions.

Any changes made are incorporated into the examination paper.

4 Linguistics meeting

The draft examination paper is moderated at a "Linguistics meeting" by the Examiners and the NZQA appointed examination expert. Their task is to:

- Critique the questions and answers, including suggesting alterations to wording and content where there is ambiguity or lack of clarity.
- Minor wording changes may be made; however, the Examiners' technical knowledge is used to avoid distortion of the trade knowledge/content.
- The alignment between the questions and the prescription requirements is checked.
- Layout, pagination and formatting of examination papers is checked to ensure clarity and correct spacing for candidates' answers.

A second draft is prepared in examination format.

5 NZQA review and sign off

The final industry version of the examination paper is sent to NZQA's Tertiary Assessment and Moderation Facilitator for review and comment. The outcome of that review is considered by the Examiner and feedback is provided to NZQA on each suggestion and/or comment. Any changes agreed to are made to the examination paper and the final version is signed off.

The final version of the examination paper is signed off by the NZQA Qualifications Development and Tertiary Moderation Manager.