

Senior Teachers Advisory Group [STAG] - Report to be presented at the IYNZ 2019 AGM

Overview: The STAG is comprised of the Moderators in the IYNZ Assessment Process - Monica Haar, Melodie Batchelor with Anne-Marie Tweedie stepping up to this role in 2019, and Susie Lever currently on leave from the group and a member of A & TT. We generally meet monthly via Skype, with our minutes sent to the Executive and A & TT Committees.

Our core role as Moderators is to Chair the assessments - ensuring that they are run smoothly and fairly, and to look after the interests of the candidates. As the more senior members of the assessing community our brief extends further. "The Moderators Group is consulted when significant issues arise within the community or key assessment decisions are to be taken. Moderators act as a Senior Teachers Advisory Group [STAG] to the Certification process and to the A & TT Committee." Certification Procedures Manual [CPM]. Page 10. It is also our responsibility to look to the future with the development of both trainee assessors and moderators.

The past 12 months: A key focus has been the adaption and fine tuning of the Australian 'Teachers Certification Handbook' [TCH] and the CPM, for the New Zealand situation. While others outside STAG have contributed, we acknowledge the thorough and professional contribution Moni has made to this process. The comprehensive booklets will require annual updates, with Moni staying on task for the 2020 edition to be presented at the March 2020 All Assessors Meeting.

As the working documents for our assessment process, it is essential that everyone involved in Committee work, teacher training and assessing is familiar with their contents, as we constantly strive for greater efficiency in our processes and a clear understanding of roles. While the CPM is only available to the above specified groups, the TCH is intended for all teachers and teacher trainees, clearly presenting requirements and responsibilities appropriate for each level.

Additional tasks have included:

- A call out to A&TT has been done, to update a). the JI3 and SI levels Application forms to include confirmation of including a 'Referrals and/or Verification from a senior teacher'. b). the referral form letter, and c). the congratulatory letter presented to passing Introductory teachers. It has been noted that the Introductory Assessment practice sheet also requires updating.
- On-going communication with A & TT to ensure all documents for assessment are kept current, and that all required papers are provided by the relevant assessment co-ordinators.
- This year for the Introductory Assessments STAG implemented a paper welcoming Trainee Assessors to their new role and outlining their involvement at this entry level.
- STAG members are represented annually at the Australian Moderators and Assessors Meetings to keep up with discussions and developments in procedures. This information is then documented prior to presentation and discussion at the New Zealand All Assessors Meeting.
- In conjunction with A & TT we plan the agenda and formatting of the annual All Assessors Meeting. This meeting plays a vital role in providing a face-to-face connection between all moderators, assessors and trainee assessors. With such a geographically spread community, it is essential that attendance at this meeting is given top priority by all involved to remain current in all procedural matters, and to participate in practical exercises as ongoing development of assessing skills.

With thanks from the STAG Group:

Monica Haar, Melodie Batchelor, Anne-Marie Tweedie.