



REQUIREMENTS FOR MODERATION DAY 1, 2022

Moderation in the ACT is an advisory model where peer reviewers seek to affirm and/or assist colleges with their judgements.

Moderation Day 1 is the review of college presentations from year 11 students from semester two of the previous year.

Moderation Day 2 is the review of college presentations from year 12 students from semester one of the current year.

1. Moderation Day 1

Moderation Day 1, 2022 is on **Tuesday 1 March**.

2. Attendance Requirements

ALL teachers of years 11/12 are required to attend Moderation Days as a normal school day. Exemptions from this requirement must be approved by the Executive Director of the Office of the Board. See the *BSSS Policy and Procedures Manual* section 5.3.2.7 for more information.

3. Composition of All College Review Presentations

All presentations are to be submitted digitally via Dropbox. Naming of files is important. There should be:

- One overarching folder labelled with: School Code, Course Name, Course type (A/T/M/V/C)

In this folder there should be:

Documentation Folder which should contain:

- ✓ One copy of the Unit Outline as provided to the students
- ✓ Clean copies of all assessment instruments administered in the unit
- ✓ Clean copies of the rubrics, marking schemes, answers, solutions or model answers for each task.

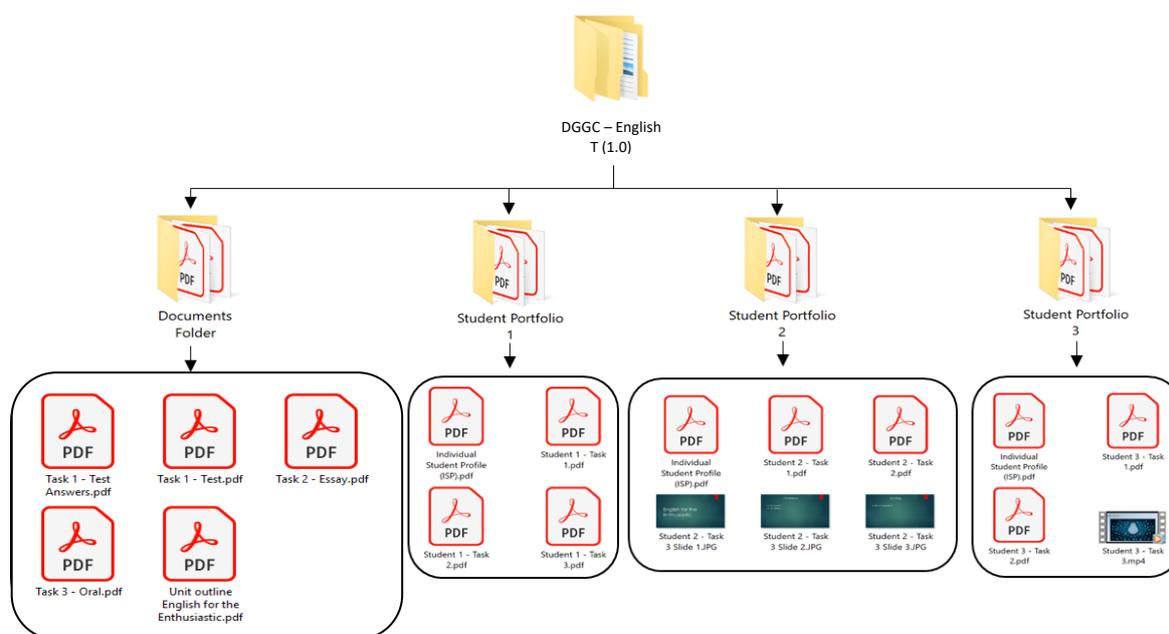
Note – where full solutions to exams / tests are automatically provided in student work, such as a Google form, a separate solutions document is not required to be submitted.

Student Portfolio/s which should contain:

- ✓ Marked/Graded written assessment responses
- ✓ Marked/Graded other non-written assessment responses evidenced in graphic, audio/visual and/ or model form
- ✓ Completed criteria and/or standards feedback forms for all assessment responses – written and non-written – as provided to the student
- ✓ An **Individual Student Profile** (ISP) of each student's grades/ marks downloaded from ACS Markbook for the unit being presented. No handwritten or typed corrections to marks or unit details can be made to this form. Any changes of grades due to scaling and meshing/ penalties should be noted in the Explanatory Section.

Avoid putting documents in extra folders. Clearly label documents instead.

Files should be set out as follows:



4. ACS

Details of any clarifying information, assessment conditions, Software Requirements, if practical work is being brought to the venue or other college comments, such as why there is no A student work available, should be noted in the **Comments** section in ACS when creating presentations.

Modified Students require a mandatory comment in ACS. This comment should focus on the extent to which they are supported and not include personal details about the student and their intellectual disability.

5. Number of Student Presentations Required

Subject	Portfolio numbers per semester		
	More than 9 students enrolled	Between 5-9 students enrolled	Less than 5 students enrolled
Mathematics English	3 per course	2 per course	1 per course
Visual Art Photography Media Fashion & Textiles	1 per course	1 per course	1 per course
All Other Subjects	2 per course	2 per course	1 per course
C Course	1 per course	1 per course	1 per course
M courses – are only submitted where there are 3 or more students in the course. See All Other Subjects above if this is the case			



6. Selection of College Portfolio Presentations

- Avoid presenting portfolios from students who have received special consideration, late penalties, estimates or 'Status' for assessment items during the unit, if possible
- Do not submit V grade folios
- Where 3 portfolios are required, these will be the best quality student portfolio in each of the A, B and C grades
- Where 2 portfolios are required, these will be the best quality student portfolio for the A and C grades
- For Visual Art, Photography, Media and Textiles and Fashion (and other subjects where the student numbers are less than five) one complete portfolio of work from the student with the highest result in the course.

NOTE:

If the required portfolios as outlined above are not available, other portfolios should be presented. In such cases, **a clear explanation of this substitution must be given in the *Comments* section in ACS.**

7. Materials to be Reviewed

Materials related to the work of students completing **Year 11, Semester 2, 2021 including Q3 and Q4** in each course offered at A, T, V, C or M level and, where relevant, Beginning, Continuing or Advanced level.

Evidence of all summative assessment responses on which the unit grade decision has been made is to be included in the student review portfolios. This allows reviewers to make accurate judgements and provide quality feedback for schools.

Half (0.5) Units: Where work across a semester is delivered in half units, evidence of the full semester is required. A maximum of two half units per course per semester is required. However, portfolios need to be from the same unit and not multiple units in a course. ACS cannot cope with multiple half units.

Half units which are *not combined* as a semester unit, will require two document folders (one for each half unit) along with the appropriate number of student grade portfolios across the semester. All teacher and student documentation may be presented in the one bundle as a semester presentation.

If only a one-half unit in a course is being taught, include this detail in the *Comments* section in ACS.

8. Deadline and Delivery of Presentations and Materials

College Course presentations for Moderation Day 1, 2022 are to be uploaded on the platform via the college Moderation Coordinator due **Tuesday 14 December 2022**. The presentations will be processed and digitally distributed to Moderation Day venues prior to Moderation Day.



9. Exemptions

The closing date for exemptions for Moderation Day 1, 2022 is **Friday, 22 October**. These should be submitted in ACS:

“Exemptions for presenting portfolios on Moderation Day must be made to the OBSSS through ACS by the nominated date. Requests will be considered by the Executive Director or delegate. BSSS will communicate decisions on each request through ACS to the college.”
(5.3.2.7 BSSS Policy and Procedures Manual)

Each teacher is responsible for submitting a maximum of two complete course presentations of a **full semester’s** work. This means two different course presentations (eg English and Drama) or two separate course presentations for the same subject area at A, T, C, V or M levels (eg Essential English A and English T, or Beginning French A and Beginning French T). It could be two half units from one course and a full unit from another. It is necessary to write in ACS which presentations are being submitted.

In cases where a teacher has students in various courses (including for example Beginning, Continuing and Advanced Languages courses) and this means that the teacher’s workload is excessive, the college will ensure there is a rotation in the presentation of portfolios, in order that all courses will be reviewed over an agreed period of time, preferably two years. Records of previous exemptions are available in ACS see *Reports, Moderation, Moderation Course Exemptions*. Colleges are responsible for managing teacher workload re submission of portfolios.

Where all student work is complete a presentation should be submitted, even if the work is of an E standard.

10. Digital Evidence

Links to websites or URLs are acceptable. Teachers are responsible for checking that work has not been changed after it has been marked and before it is reviewed on Moderation Day. Please ensure that all links to websites work correctly and that any passwords are supplied, if required.

Digital Evidence Student Privacy

It is legal to capture footage of students from **your own school** in activities for the purposes of moderation.

The capture of audio/visual evidence of students involving individuals from outside of the school to be moderated is NOT permitted without evidence of prior permission from external individuals. This evidence should be noted in ACS in the *Comments* sections. For example, participants who are not from your school should not be recorded in cross-school competitions without prior permission being received.

Students can be informed about possible audio/visual evidence collection via the Unit Outline and Assessment Task Cover Sheet. Any requirements students must meet to facilitate the collection of audio/visual evidence can also be included (eg: attendance, uniform, equipment, preparation, behaviour).



11. Large Files

Schools should avoid submitted excessively large files. If large files/large numbers of files are required these may need to be loaded on to a USB and delivered to the OBSSS for distribution on Moderation Day. Please contact OBSSS if you require further advice.

12. Non-written tasks: including practicals, photographic evidence, and oral presentations

Oral presentations

The Provision of audio/ audio-visual evidence of oral presentations is **required in all subject areas**.

In addition, other evidence can be submitted along with the video: palm cards, notes, handouts, reports, transcripts, printouts, journals, visual or photographic evidence.

Practicals and Photographic evidence

For both still and moving photographic evidence:

- detail a full description of the task and skills demonstrated in the assessment task
- clearly identify individuals where group work is involved.

Option 1

Photographs of practical work. A set of at least four (4) photographs will include one (1) photograph of the full work and at least three (3) photographs showing details and progression of the work. Photographs need to be clearly labelled regarding order and details of the work.

Option 2

Digital audio-visual evidence of practical works may be provided. This will include long range and close-range shots and detail of any specific detailed work.

NOTE: For both options, an indication of the scale must appear in the evidence. For example, this could be in the form of a person standing beside the work or an object such as a ruler could be placed beside the work.

13. Subject Specific Requirements

Technology/ Arts:

Teachers *must* submit photographic or detailed digital evidence of practical work for all **Technology / Arts courses**. Note section 11 above for details of photographic evidence required.

Practical work/products only may be brought on the day. *A note confirming this is required in the Comments section in ACS.* It is the responsibility of the teacher to maintain the safety of this work on Moderation Day and to return it to the student after moderation. All written work, including **Visual Process Diaries or logbooks/journals**, is to be submitted digitally for general processing.

Dance Practical Moderation Day: Teachers moderate Year 12 students from all colleges in A and T courses on an agreed day in Semester 1, (**6 May 2022**) using expert tutors. See BSSS website for further details.



Drama cluster model: Drama operates a rotational cluster model in which teacher's moderate college performances before each Moderation Day, using a performance rubric that provides evidence of internal and cross-college moderation. See BSSS website for details of clusters etc.

- Digital evidence representing each cluster and identifying performance standards and performers is required for viewing and discussion on Moderation Day
- A note confirming which college is providing the recording should be included in the *College Comments* section in ACS.

Health, Outdoor and Physical Education:

Any evidence submitted must be for the current year group.

Moving digital evidence is required for PE and encouraged for all other areas:

- Between two and 10 minutes of film footage (edited from one session)
- Footage should show evidence for the required number of students, in the current cohort, in the unit(s) submitted, of skills covered in the unit(s), at the grade levels submitted (preferably A and C)
- Identification of these students is required.

Still photographic evidence (minimum requirement for all courses):

- A sequence of at least 4 photographs demonstrating skills for each student at each grade standard
- Photographs need to be numbered, indicating the sequence, with grade on back.

A brief written statement identifying the students representing the two grade standards is required to accompany this evidence.

Health, Outdoor and Physical Education Evidence Update - Moderation Day 2, 2022 Information
Information below should be considered and applied at the beginning of Semester 1, 2022 in the development of assessment tasks and evidence required for Moderation Day 2 2022 onwards.

Practical/ Application Tasks should be meaningful to student learning and produce evidence of achievement that reflects the course and unit requirements.

Material evidence must be accessible to others on Moderation Day. Some examples for consideration include:

- Personal training plans and reflective journals
- Application of knowledge and skills statistics over time
- Student produced video with student's own reflective commentary that show-cases decision making, skill development, strategies, technique assessment (Recommended- 6 -10 minutes depending on course classification)
- Record of student's own goal setting and measurement of achievement in relation to goals
- Digital Portfolio of exemplars of knowledge compiled by student, understanding and skills
- Videoed/ photographic simulated demonstrations of technique under safer conditions, e.g., kayak dry land demonstrations
- Photo essay of activity
- Frame by frame photography of technique/action
- Video evidence with teacher reflective comments that identifies teacher judgements of practical performance against course and unit requirements (6-10min).



Information Technology: A comment indicating which software is required must be entered in ACS in the *Software Requirements* section where specific software is required to view student work.

Teachers are encouraged to take a copy of the software to Moderation Day to ensure reviewers are able to access the work.

For particularly complex tasks or where uncommon software has been used, teachers should provide a minimum of 2 summative screenshots which provide an indication of the level of student work.

14. Contact / enquiry details

Teachers preparing College Course Presentations should speak to their college Curriculum/Moderation Co-ordinator and check the BSSS website (www.bsss.act.edu.au) for further information about requirements. Current information can be found under the menu heading *Grade Moderation/Information for Teachers*.

For further enquiries please contact the BSSS Quality Assurance Team
phone: 6207 2771

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