# Moderation Presentation Organisation Guide
# Moderation Day 1 2023

# Contents

# Moderation Folder Organisation:

## Course Folder:



ABCD - Mathematical Applications T 1.0

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| --- |
| Documents |
| Student 1 |
| Student 2 |
| Student 3 |

## Documents Folder:

⋯ / Mathematics / Mathematical Applications / ABCD - Mathematical Applications T 1.0 / **Documents**

⬆ Upload ∨    + Create ∨   |   🗁 Organise ∨    ⋯

| Name ↑ |
| --- |
| Task 1 Solutions.docx |
| Task 1.docx |
| Task 2 Solutions.docx |
| Task 2.docx |
| Task 3 Solutions.docx |
| Task 3.docx |
| Task 4 Solutions.docx |
| Task 4.docx |
| Unit Outline.docx |

- ☐ **Unit Outline**
  - o Must contain Issue date and due date for all assessments
  - o VET competencies must match competencies on Assessment Tasks
- ☐ **Task 1** (document and blank rubric/marking scheme)
- ☐ **Task 1** Solutions
- ☐ **Task 2** (document and blank rubric /marking scheme)
- ☐ **Task 2** Solutions
- ☐ **Task 3** (document and blank rubric /marking scheme)
- ☐ **Task 3** Solutions
- ☐ **Task 4** (document and blank rubric /marking scheme) – as required
- ☐ **Task 4** Solutions – as required
- ☐ Other documents relevant to course delivery
  - o Conditions Relevant to Assessment (Optional)

**NOTE:**
- ✓ **Weightings as specified in the Unit Outline must match weightings as indicated on Assessment Instrument Cover Sheets.**
- ✓ **Recommended use of ACS Unit Outline Generator and adding needed information as an upload to the document**
- ✓ **Recommended use of ACS Assessment Cover Sheets**
- ✓ **'Solutions' include answers to all questions/rubric or key for extended answer questions**

## Student 1:

This should be your top A level student—if this is not –you are required to note this in ACS on the Create Moderation Presentation section or the necessary ISP document



- ☐ **Student 1 Individual Student Proforma (ISP)**
- ☐ **Task 1** Student work
- ☐ **Task 1 Feedback**
- ☐ **Task 2** Student work
- ☐ **Task 2 Feedback**
- ☐ **Task 3** Student work
- ☐ **Task 3 Feedback**
- ☐ **Task 4** Student work (as required)
- ☐ **Task 4 Feedback** (as required)

**NOTE:**

- ✓ Grades and Marks on ISP **must exactly match** Grades and Marks on student work
- ✓ All student work and feedback **must have** the same **identification** (name or student number)
- ✓ Audio Visual evidence **must be provided** for all **oral presentations** and performance tasks (See Moderation Guidelines for course specific requirements)
- ✓ Digital images or videos are saved as **.mp4 or .jpeg** to avoid issues with access
  - o **Links** to Google drives/sites, etc and storage **are not advised** unless accessible by all reviewers (submitting college to ensure access)
- ✓ Documents uploaded as **.pdf or .doc** to avoid issues with access
- ✓ Scanned work is **legible** and clear
- ✓ Digital evidence **must be** provided for all practical work (See Moderation Guidelines)

⬆ Upload ⌄    + Create ⌄  |  ⬇ Download    ⧉ Open in ⌄    🗑 Delete    ···

| ☐ | Name ↑ |
|---|---|
| ☑ | 📄 Student 1 ISP.docx |
| ☐ | 📄 Task 1 Feedback.docx |
| ☐ | 📄 Task 1.docx |
| ☐ | 📄 Task 2 Feedback.docx |
| ☐ | 📄 Task 2.docx |
| ☐ | 📄 Task 3 Feedback.docx |
| ☐ | 📄 Task 3.docx |
| ☐ | 📄 Task 4 Feedback.docx |
| ☐ | 📄 Task 4.docx |

## Student 2 or 3:

Depending on your subject area, Portfolio 2 should be your top C level student— if this is not –you are required to note this in ACS on the Create Moderation Presentation section or the necessary ISP document (See student 1 example)

    ☐ **The portfolio should contain same information as Portfolio 1 for the relevant student.**

**Number of portfolios per course**

| Subject | Portfolio numbers per semester | | |
|---|---|---|---|
| | **More than 9 students enrolled** | **5-9 students enrolled** | **4 or less students enrolled** |
| **Mathematics** **English** | 3 per course* (A, B and C) | 2 per course* (A and C) | 1 per course (Highest grade) |
| **Visual Art** **Photography** **Media** **Fashion & Textiles** | 1 per course (Highest grade) | 1 per course (Highest grade) | 1 per course (Highest grade) |
| **All Other Subjects** | 2 per course (A and C) | 2 per course (A and C) | 1 per course (Highest grade) |
| **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** **\*Contemporary English and Mathematics submit a maximum of 2 presentations only** | | | |

## Further Information

Further information can be found in the *Requirements for Moderation Day* document and *How To* videos at Moderation Information for Teachers on the BSSS website.
https://www.bsss.act.edu.au/information_for_teachers/quality_assurance/moderation_information_for_teachers