



REQUIREMENTS FOR MODERATION DAY 2, 2023

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 2

Moderation Day 2, 2023 is on **Thursday 17 August**.

Presentations expected for Moderation Day are listed in the Missing Presentations Report in ACS. All courses with a student enrolled from the expected year group will be reflected on this report. Any presentations that have an approved exemption will not appear on this report.

2. Attendance Requirements

Legislation requires **ALL teachers** who deliver ACT senior secondary curriculum to years 11/12 to attend **Moderation Days**.

Schools are asked to accurately check attendance numbers in ACS. Only teachers who are on Approved Leave should be removed from the list. Teachers who are not teaching a BSSS course or those no longer at the school should be removed.

Exemptions for attendance, including for teachers who are part-time must be approved by the BSSS. See the *BSSS Policy and Procedures Manual* section 5.3.2.7 for more information.

Attendance exemptions for Moderation Day 2, 2023 must be received via email to bsss.enquiries@act.gov.au **by COB Friday 21 July 2023**.

Attendance data finalised on 24 July is used for catering purposes and by SGLs in their administrative preparations.

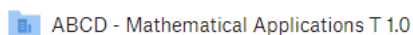
Late exemption requests will not be considered.

3. Composition of All College Review Presentations

All presentations are to be submitted digitally via Dropbox. The folder structure is important to assist reviewers navigate presentations, there should be:





Course Folder:

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



Documents and Student Sub-folders:

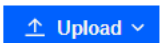
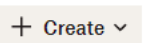
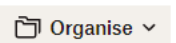
The course folder should contain the following sub folders:

Name ↑
 Documents
 Student 1
 Student 2
 Student 3

Documentation Folder:

The document folder contains all documents provided to the students and necessary marking schemes or solutions for a reviewer.

... / Mathematics / Mathematical Applications / ABCD - Mathematical Applications T 1.0 / Documents

   ...

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

This includes:

- ✓ 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 or tests are automatically provided in student work, such as a Google form, a separate solutions document is not required to be submitted.

Marking criteria, correct responses or rubric for short and extended response questions must be provided for all test and exams.

Student Folders:

Student folders for each grade band containing all necessary student work and evidence.

... / Mathematical Applications / ABCD - Mathematical Applications

<input type="checkbox"/>	Name ↑
<input type="checkbox"/>	 Student 1 ISP.docx
<input type="checkbox"/>	 Task 1 Feedback.docx
<input type="checkbox"/>	 Task 1 Test .docx
<input type="checkbox"/>	 Task 2 Assignment.docx
<input type="checkbox"/>	 Task 2 Feedback.docx
<input type="checkbox"/>	 Task 3 Feedback.docx
<input checked="" type="checkbox"/>	 Task 3 Validation Task.docx

This includes:

- ✓ An **Individual Student Profile** (ISP) downloaded from ACS Moderation Presentation section for the unit being presented.
 - **All comments on this form must be entered in ACS.**
 - **No edited, handwritten or typed corrections or changes are to be made**
 - Marks and Grades on the ISP **must match exactly** those on the student work.
- ✓ Student Evidence for each task and associated rubrics/ marking scheme
- ✓ All documents must be identified by student ID or name.
- ✓ Marks and Grades must be clearly visible on student evidence/ rubrics/ marking schemes
- ✓ Digital evidence of all practical and performance assessment (see sections 11,12 and 13 below)
 - Oral presentations **must have** Audio Visual evidence of the student.
- ✓ **Files should be named in the following format.**
 - *Task # Evidence name/ element*
 - *E.G.*
 - *Student 1 ISP*
 - *Task 1 Test 1*
 - *Task 1 Feedback*
 - *Task 2 Assignment*
 - *Task 2 Feedback*
 - *Task 3 Validation Task*
- ✓ **Avoid if possible, creating extra folders for tasks with multiple files, rather clearly label documents with the Assessment name/ number and description.**
 - *E.G.*
 - *Task 1 Practical Demonstration image 1*
 - *Task 1 Practical Demonstration image 2*
 - *Task 1 Practical Demonstration image 3*

4. ACS

Details of any clarifying information should be noted in the **Comments** section in ACS when creating presentations.

Where a presentation submitted is not of the expected grade, for example a 'B' grade was submitted instead of an 'A' an explanatory comment is required.

For example: *No A grade awarded, top B student provided.*

Other explanations required in the comment section may include those identifying assessment conditions, Software Requirements, if practical work is being brought to the venue, drama cluster group submissions or other comments specific to the delivery of the unit.

Students studying an M course require a mandatory comment in ACS. This comment should focus on the extent to which they are supported. Personal details about the student and their specific learning needs **should not** be provided.

5. Number of Student Presentations Required

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, C)	2 per course* (A and C)	1 per course (Highest grade)
Visual Art Photography Media Design & Textiles	1 per course (Highest grade)	1 per course (Highest grade)	1 per course (Highest grade)
Design Courses (Design and Emerging Technologies, Designed Environments, Engineering Studies, Design and Graphics, Hospitality)	1 per course (<i>trial only</i>) (Highest grade)	1 per course (<i>trial only</i>) (Highest grade)	1 per course (<i>trial only</i>) (Highest grade)
IT Courses (Digital Technologies, Data Science, Networking and Security, Robotics and Mechatronics, Digital Products)	1 per course (<i>trial only</i>) (Highest grade)	1 per course (<i>trial only</i>) (Highest grade)	1 per course (<i>trial only</i>) (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 <i>All Other Subjects</i> above if this is the case *Contemporary English and Mathematics submit a maximum of 2 presentations only			

6. Selection of College Portfolio Presentations



- 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 Design (*trial*), IT (*trial*), 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.
- If possible, avoid presenting portfolios from students who have received special consideration, late penalties, estimates or 'Status' for assessment items during the unit unless they are the only student available.
- Do not submit V grade folios.

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 12, Semester 1, 2023 including Q1 and Q2** 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 process 0.5 units from two different units in a course.

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 2, 2023 are to be uploaded in Dropbox by **Thursday 29 June 2023**. The presentations will be processed and digitally distributed to Moderation Day venues prior to Moderation Day.

Refer to Section 3 for folder structure and naming conventions.

9. Exemptions



Where a grade has been awarded in a unit the presentation must be submitted unless an exemption has been approved.

A Presentation can be exempt from being submitted at a Moderation Day, on application to the OBSSS.

“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)

The closing date for exemptions for Moderation Day 2, 2023 is **Friday 26 May**. These should be submitted in ACS:

Colleges are responsible for managing the submission of portfolios and will ensure there is a rotation in the exempted presentation 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*.

Possible reasons for exemptions:

- Teacher Presentation Workload considerations– where a teacher would be required to collate more than 2 presentations for which they are the only teacher. Two presentations per teacher only or, 1 presentation where submitting teacher is less than 0.6 FTE at the submitting school.

Each teacher is responsible for submitting a minimum of two complete course presentations of a full semester’s work. This means two different course presentations (eg English T and Drama T) or two separate course presentations for the same subject area at A, T, C, V or M levels (e.g. 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.

- Less than 3 students enrolled in M course: Approved once entered in ACS, no explanation required.
- Other: Unexpected leave of absence, other issues preventing submissions as discussed with the BSSS Quality Assurance Officer and endorsed by the submitting college principal.
Note: Other is not available for presentations with only one student portfolio which includes estimates, non-submissions, or special considerations. **If a grade was awarded the presentation is expected to be submitted.**
- Exemptions are not required to be entered for courses not being delivered.

10. Digital Evidence

Links to websites, URLs, Google classroom or other cloud storage is problematic are not advised.



Schools are responsible for ensuring evidence supplied using digital platforms are accessible for all reviewers regardless of sector. PDF, Word, jpeg or MP4 files are supported at system Moderation Day.

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 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 submitting excessively large files. Excessively large files must be submitted on a USB. It is the responsibility of the school to deliver the USB to the appropriate Subject Group Leader on Moderation Day. Submission of the USB must be explained in ACS.

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

Oral presentations

Audio- visual evidence **is required** in for **ALL** oral presentations.

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

Evidence of Practical Work

Photographs or videos 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.
- Videos should clearly identify the student being assessed and be of appropriate length.

13. Subject Specific Requirements

Technology/ Arts:



Teachers *must* submit photographic or detailed digital evidence of practical work for all **Technology / Arts courses**. Note section 12 above for details of photographic evidence required.

Practical work/products may be submitted for moderation at the venue on the day. It is the responsibility of the school to deliver the practical work/products to the appropriate Subject Group Leader on Moderation Day. Submission of practical work/products must be explained in ACS. All practical work should also have appropriate digital evidence uploaded in Dropbox in case evidence does not arrive on the day.

Written work, including **Visual Process Diaries or logbooks/journals**, are to be submitted digitally for general processing.

Dance:

All Dance presentations must contain digital evidence of performances for 2023 Moderation purposes.

Drama:

Drama operates a rotational cluster model in which teacher's moderate college performances before each Moderation Day, using a 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. One recording representing the standard of the cluster is to be submitted for each moderation day (no more than 15 minutes).
- If a Cluster Group has not been coordinated or attended, digital evidence must be submitted in the presentation for all assessments.
- A note confirming which college is providing the recording evidence for the Cluster Group must be included in the College *Comments* section in ACS.
- Colleges must inform the BSSS Quality Assurance Officer of their participation in a Cluster Moderation event before the submission of Moderation presentations.
- Presentations that do not identify cluster moderation as taking place or having not informed the BSSS of their cluster participation, may be assessed as having Insufficient Evidence.

Health, Outdoor and Physical Education Evidence:

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 two (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 school Moderation Coordinator/ Curriculum Coordinator and check the BSSS website for further information about [requirements](#). Current information can be found under the menu heading *Information for Teachers/ Quality Assurance/ Memos and How To's*.

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

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