



REQUIREMENTS FOR MODERATION EVENTS

Moderation Day 2: Thursday 22 August 2024

Moderation in the ACT is an advisory model where peer reviewers seek to affirm and/or assist colleges with their judgements and ensure student learning entitlement across the system.

This document covers everything you need to know to ensure your school can submit all required information within BSSS timelines. Moderation Coordinators should use this information and provide relevant sections to others:

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1. Moderation Events

Event	Date	Presentations reviewed
Moderation Day 1 (MD1)	Tuesday 5 March 2024	For courses studied by Year 11 students in Semester 2 (S2, Q3, Q4, M2) of 2023
Moderation Day 2 (MD2)	Thursday 22 August 2024	For courses studied by Year 12 students in Semester 1 (S1, Q1, Q2) of 2024

School action:

- ensure these dates are on your school calendar and that related due dates for submission of presentations are considered
- advise all staff of the requirement to attend
- **do not schedule any training or other school activity for staff on these days**
- consider other [key dates](#) related to planning for Moderation



BSSS 2. Teacher Attendance

The BSSS Policy and Procedures Manual outlines that ALL teachers who deliver ACT senior secondary curriculum to years 11/12 are to attend Moderation Days.

Other staff members can request to attend as observers. This can be to prepare them for future roles teaching or other reasons and must be approved by the principal.

Accurate attendance data is crucial to moderation events running efficiently. This data impacts planning including venues, catering and particularly impacts the Subject Group Leaders' (SGLs) ability to plan and manage the review process.

Exemptions for teacher attendance

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

A teacher who has a compelling reason not to attend Moderation Day needs to discuss this with their principal. A formal request can be made by email from the Principal to the BSSS Executive Director. Outcome of applications will be sent to the Principal. If approved, this is recorded in ACS and the staff member will not show on the school attendance reports. If denied, the staff member will be required to attend Moderation Day.

Attendance exemption applications must be received at BSSSModeration@act.gov.au by the due date (See [13. Key Dates](#)). Late exemption requests will not be considered.

School action:

Teachers

- check ACS profile is accurate
 - status: Teacher delivering BSSS courses or Teacher not delivering BSSS courses
 - course attending: if delivering multiple courses ensure a rotation of attendance
 - dietary requirements

Mod Co/responsible officer

- ensure ACS records reflect the current teachers of BSSS courses
 - check any teacher on long service or other leave or not currently delivering BSSS courses are listed as 'Not Delivering' so they do not appear on your attendance report
 - Certification Officer to delete profile for any teacher no longer at the school
- support your principal with attendance exemption applications, if required
- Observers – email BSSSModeration@act.gov.au to add any observers that your school has approved to attend. Provide their name, course attending and any dietary requirements
- Ensure all attendance exemptions applications have been processed before printing final attendance
- Ensure all teacher dietary requirements are up-to-date before submitting attendance to BSSS

- **Submit to BSSS: Principal-approved Attendance report (from ACS) by the due date ([13. Key Dates](#))**



BSSS 3. Presentations required for submission

All courses at a school that have had a grade awarded in a unit (for the relevant moderation period) must submit a presentation for Moderation unless an exemption has been approved by the OBSSS. That is, materials related to the work of students in the designated Moderation period (see [1. Moderation Events](#)) in each course offered at A, T or M level and, where relevant, Beginning, Continuing or Advanced level.

Presentation – the submission for a single course unit, for example, Economics – T

Portfolio – an individual student’s responses to the assessment for the unit, for example, A grade student

Notes on 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.

Half units which are *not combined* as a semester unit will require separate submissions (one for each half unit) along with the required number of student portfolios. All documentation may be presented in the one bundle as a unit presentation.

If only a half (0.5) unit in a course is being taught, include this detail in the *Comments* section in ACS.

School Action

Moderation Coordinator

- Ensure that all markbooks have been created and students enrolled in ACS
- Determine the list of courses and units delivered during the Moderation assessment period. Presentations expected based on the Moderation Day criteria are visible in the School Moderation Presentations page of ACS accessed through the Moderation tab. Moderation > School Moderation Presentations
- Complete exemption requests for any presentations, using the exemptions tab on the School Moderation Presentations page, which meet the criteria by the due date (see [8. Course Presentation Exemptions](#))
- Review School Moderation Presentations page to ensure all presentations have the Status *Submitted to Mod Co.*
- Once teachers have completed and submitted presentations to Moderation Coordinators, they must then be ‘submitted to BSSS’ following any final checks.
- Ensure all presentations are complete and submitted by the due date ([13. Key Dates](#)).**

4. Compiling a Course Presentation

Access the BSSS website: [Moderation Information for Teachers](#), Memos and How Tos section and download the review the relevant help document. These have been created to support the inclusion of all required elements of each presentation.

All presentations are to be submitted digitally in ACS.

File accessibility:

Links to websites, URLs, Google classroom or other cloud storage must be checked for accessibility. If required for use, please ensure all access permissions have been turned off.

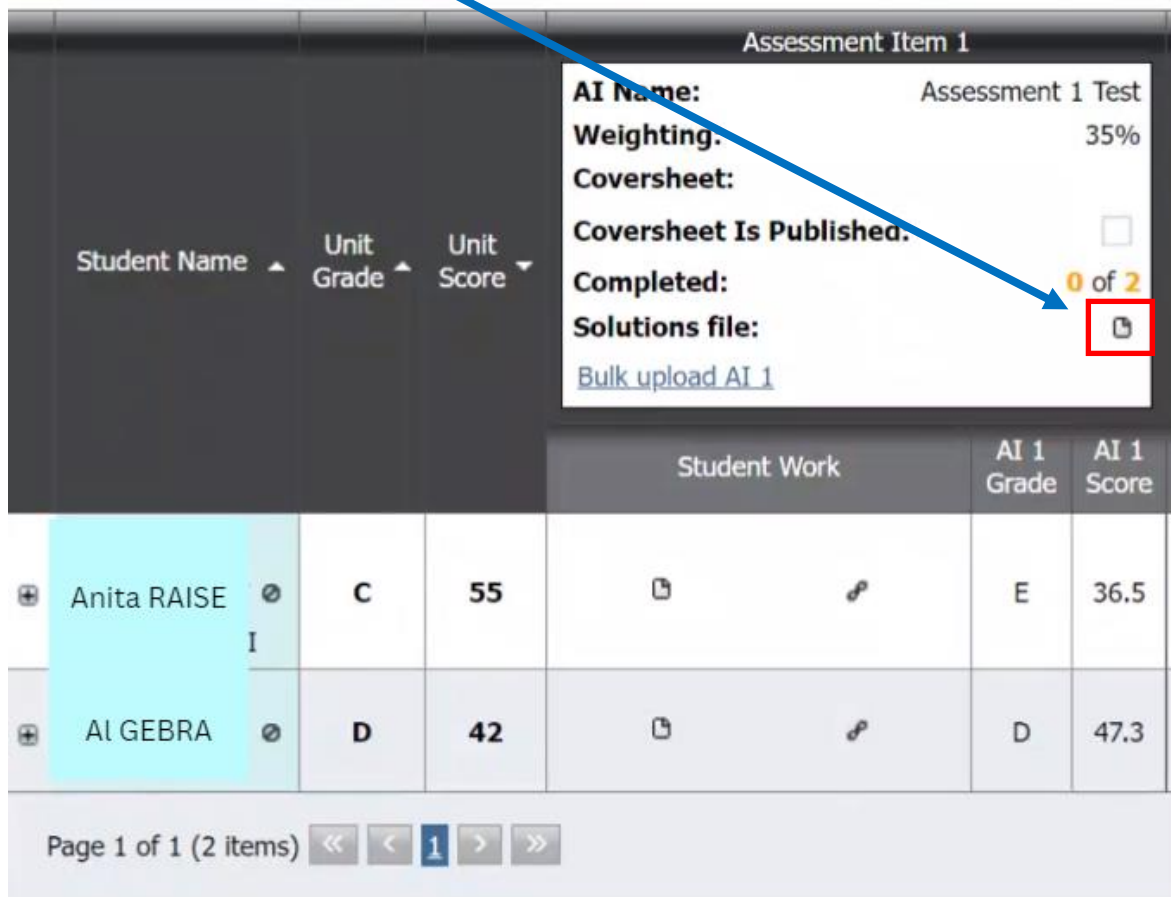
Schools are responsible for ensuring evidence supplied is accessible for all reviewers regardless of sector. PDF, Word, jpeg or MP4 files are supported by most users.

Documents:



Course documentation will automatically be available on Moderation Day in ACS. To allow this access schools must ensure the following processes have occurred in the delivery of each unit.





- Unit Outline – Must be created and published in ACS.
- Assessment Tasks – Must be created in the Assessment Coversheet generator in ACS. This process must include the uploading of all parts of the assessment, including any rubrics.

Solutions to exams are uploaded in ACS into the Additional Documents section in the specific Moderation presentation.



Assessment Item 1

AI Name: Assessment 1 Test
 Weighting: 35%
 Coversheet:
 Coversheet Is Published:
 Completed: 0 of 2
 Solutions file:  
[Bulk upload AI 1](#)

Student Name	Unit Grade	Unit Score	Student Work	AI 1 Grade	AI 1 Score
Anita RAISE	C	55	 	E	36.5
ALGEBRA	D	42	 	D	47.3

Page 1 of 1 (2 items) << < 1 > >>

Notes on the documents:

- Assessment documents must be uploaded in ACS as part of the Assessment Coversheet.
- Links added to Assessment Coversheets must be accessible by reviewers.
- Solutions, marking keys or rubrics for exams must be uploaded separately unless **all** solutions are automatically provided through an electronic marking platform.

5. Clarifying anomalies in presentations

Details of any clarifying information **MUST** 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.

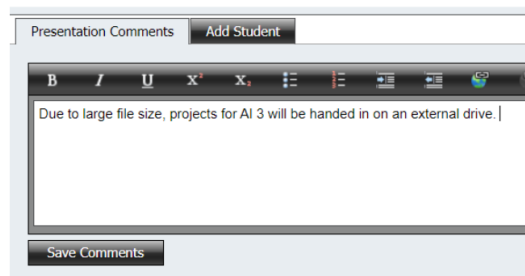
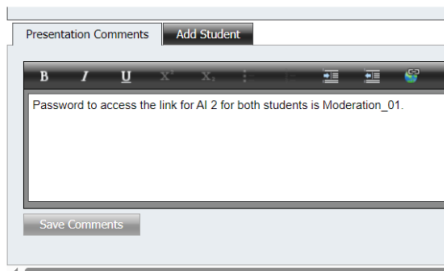
For example: *No A grade awarded, top B student provided.*

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.

For example – “*Student Learning Support Assistance in scaffolded tasks*”

General comments section



6. Number of Student Portfolios Required

Subject	Portfolio numbers per presentation – Moderation Day 2, 2024		
	More than 9 students enrolled	5-9 students enrolled	4 or less students enrolled
Mathematics English (Not EAL)	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 (Highest grade)	1 per course (Highest grade)	1 per course (Highest grade)
IT Courses ** (Digital Technologies, Data Science, Networking and Security, Robotics and Mechatronics, Digital Products)	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)
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. M courses with less than 3 students are eligible to have an exemption approved on application.			

*EAL, Contemporary English and Mathematics submit a maximum of 2 presentations only

** Continued trial of single portfolio submission

Estimates and Late Penalties:

Portfolios of student work which contain *Estimates or Late Penalties* should be avoided for submission and may be substituted for the nearest whole presentation of a student attaining the same grade. This cannot occur if the original presentation is the only one for the expected grade.



BSSS 7. Selection of Student Assessment Portfolios

Pre-selected students

ACS will automatically select the students required for submission in each moderation presentation if the nominated grades have been awarded by the school as based on the set criteria published in advance (see table above).

Partial or no pre-selected students

If the expected grade(s) are not awarded, the school is required to select an alternative student or students for the presentation. These must be the closest grade to that originally expected in the published criteria and if possible, different to any other student portfolio being submitted in the presentation, avoiding as much as possible choosing two of the same grade.

Add Student tab

For example: A Mathematics unit with 5 students enrolled will require two student portfolios (A and C) to be submitted for review.

(note the V grade contributes to the total number of **enrolled** students and does not reduce the number of expected presentations)

ACS grade expectation	School Grades Awarded	School submits	ACS Explanatory Comment
A and C	<p>A: Pre-selected in ACS</p> <p>B</p> <p>C: no C Grade awarded, therefore 2nd portfolio is chosen by school</p> <p>D (top)</p> <p>D (bottom)</p> <p>V</p>	<p>A: as pre-selected by ACS</p> <p>And</p> <p>Top D: grade selected and submitted by school in lieu of C</p>	<p>School must include a comment in ACS to explain selections</p> <p>No C grade awarded; Top D provided</p>

Student Substitutions

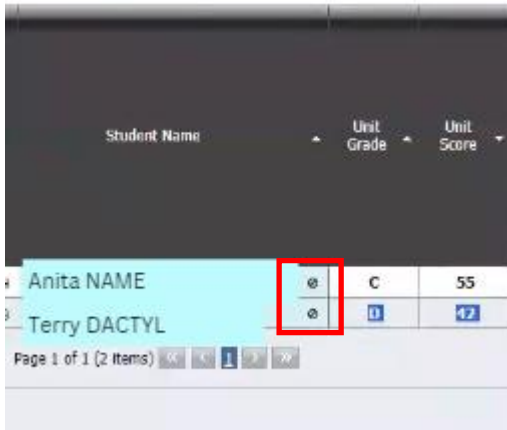
Teachers may **substitute an ACS pre-selected student for a different student** who is the nearest grade to the student originally selected. Substitution may occur when an estimate or late penalty impacts the overall grade awarded **unless they were the only student to receive that grade.**

Substitution may also occur in **unavoidable circumstances** such as the corruption of a file or application of the BSSS ethical guidelines permissions.

Substitutions should avoid as much as possible the submission of two of the same grades.

Substitution must be explained with a comment for pre-moderation checkers and reviewers.

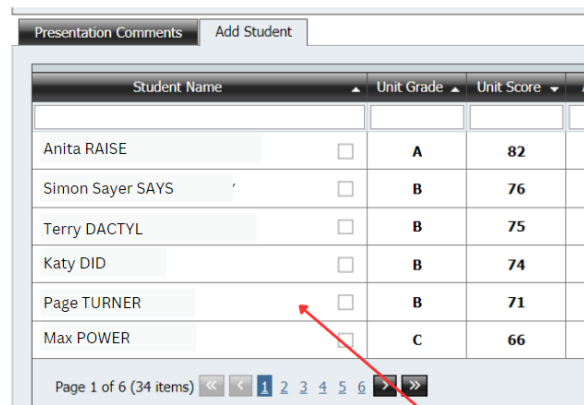
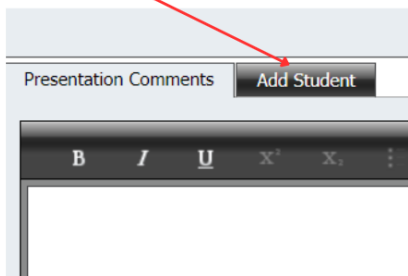
Click on the symbol highlighted below to remove the pre-selected student.



Following the removal of a student you must then select a substitute using the same process as for a partial or non-pre-selected.

A comment box will appear for entry of an appropriate explanatory comment.

Add Student tab



Shows a list of students

For example: A Mathematics unit with 5 students enrolled will require the two pre-selected student portfolios (A and C) to be submitted for review.

ACS grade expectation	School Grades Awarded	School submits	ACS Explanatory Comment
A and C	<p>A: ACS pre-selected</p> <p>B</p> <p>C: (selected): ACS pre-selected</p> <p>C:</p> <p>E</p>	<p>A: ACS pre-selected</p> <p>B</p> <p>C (selected): removed by school</p> <p>C (bottom): School</p>	<p>An explanatory comment is required for this substitution to occur.</p> <p>“Nearest student provided</p>



		substitute using closest grade to pre-selected	due to file corruption"
		E	

Student Evidence

All student assessment evidence for the pre-selected, school selected, or substituted student(s) is uploaded for assessment each task.

A bulk upload function is available requiring labelling of each assessment using the students BSSS ID number as the prefix. See help documents and video on the BSSS regarding this process.

File size limits apply to each upload. See information on large file submissions ([9.9. Digital Evidence](#))

Explanatory Comments

Comments that may be beneficial for reviewers can be added and saved in the comment section for the individual student assessment portfolios. This could include any estimates or late penalties applied.

Individual assessment comments section

Hit save

#	Assessment Name	Reason for removal or addition of student/assessment item	Comment to moderators	Actioned By	Date Actioned
1	Assessment 1 Test			jenny_hanson	28/03/2024
2	Assessment 2 Assig		Student used voice-to-text software due to broken arm.	jenny_hanson	28/03/2024
3	Assessment 3 Test			jenny_hanson	28/03/2024

Type your comment here

Notes on Student Portfolio folder:

- Evidence of all summative assessment responses on which the unit grade decision has been made must be included
- Digital evidence of all practical and performance assessment (see sections 9, 10 and 11)

8. Course Presentation Exemptions

Where a unit **has been delivered, it may be selected for Moderation**, unless an exemption has been approved. A Presentation can be exempt from being submitted at a Moderation Day, on application to the OBSSS.

Exemptions **will not be approved** for courses which have an Overall Presentation Longitudinal Rating of **Concerning or Unsatisfactory** from the previous Moderation Day.

Exemption requests **may be rejected**. As such, schools should ensure all student assessment evidence remains available for each unit.

Schools are responsible for managing the submission of presentations and must ensure there is a rotation in the exempted presentations in order to have all courses reviewed over an agreed period of time, preferably two years when no **Concerning or Unsatisfactory** Overall Presentation Longitudinal Ratings are recorded. Records of previous exemptions are available in ACS. See *Reports > Moderation > Moderation Course Exemptions* (only Moderation Coordinators will have access to this report in the old version of ACS).



Each teacher is responsible for submitting a minimum of two complete course presentations of a full semester's work (2 x 1.0 units or equivalent). This can be any combination of courses they deliver. For example:

- 2 x different courses: *Advanced Chinese T* and *EALD A*
- 2 x accreditations from the same course: *Biology T* and *Biology A*

“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. OBSSS will communicate decisions on each request through ACS to the college.” (5.3.2.8 BSSS Policy and Procedures Manual)

Exemption applications for presentations must be submitted in ACS by the due date ([13. Key Dates](#)).

Possible reasons for exemptions:

- **Teacher Presentation Workload:** where a teacher would be required to collate more than two (2) 1.0 course presentations for which **they were the only teacher** or, one (1) 1.0 presentation where the submitting teacher is **less than 0.6 FTE** at the submitting school.
- **Less than 3 students enrolled in M course:** M Courses are **only** submitted where there are 3 or more students enrolled. M course where there 1 or 2 students enrolled should not appear in the list of expected presentations in the *School Moderation Presentations* page as ACS has already excluded them. Should an M presentation appear in ACS for submission an exemption application in ACS should state “*Less than 3 M students enrolled*” (V Grades do not reduce the number of enrolments).
- **Other:** Unexpected leave of absence or other issues preventing submissions as discussed with the BSSS Quality Assurance Officer and endorsed by the submitting school principal. **Note:** *Other* is not available for presentations with only one student portfolio which contains estimates, non-submissions, or special considerations. **If a grade was awarded the presentation is expected.**

Exemptions are not required to be entered for courses not being delivered (these will not appear on the Missing Presentations report).

9. Digital Evidence

Digital Evidence Student Privacy

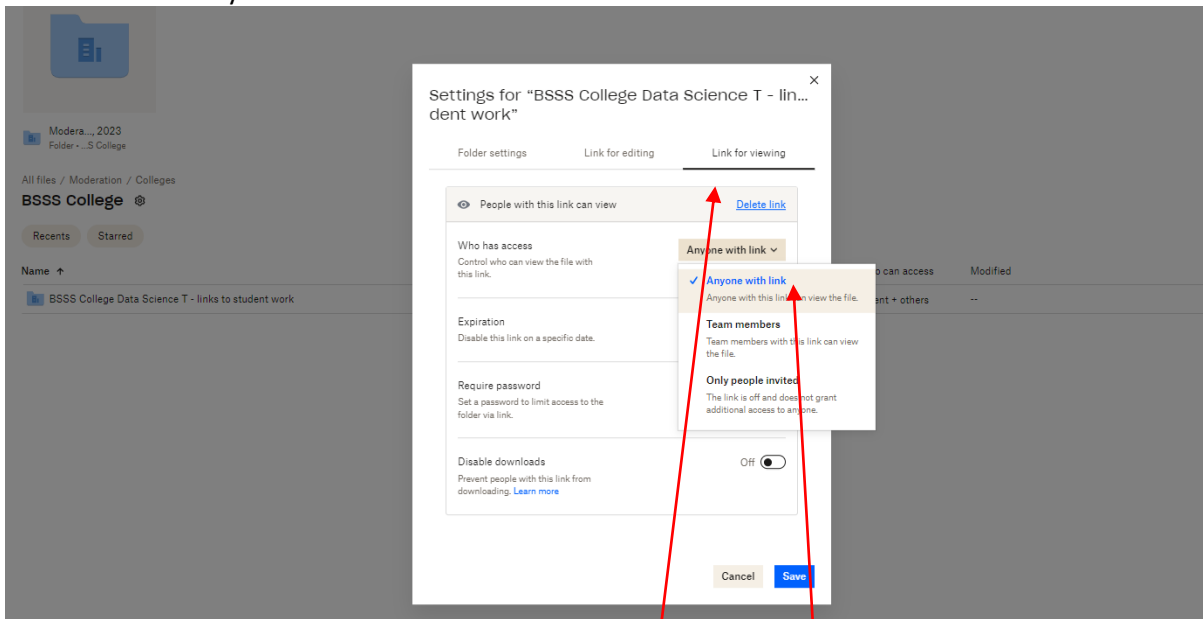
It is legal to capture footage of students from **your own school** in activities for the purposes of moderation.

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.

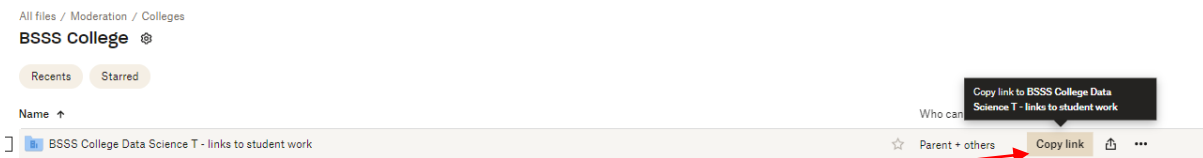
Students can be informed about possible audio/visual evidence collection via the Unit Outline and Assessment Task Cover Sheet. Any requirements students must meet to facilitate the collection of audio/visual evidence can also be included (eg: attendance, uniform, equipment, preparation, behaviour).

Schools should avoid submitting excessively large files where possible. Excessively large files may be submitted, if unavoidable:

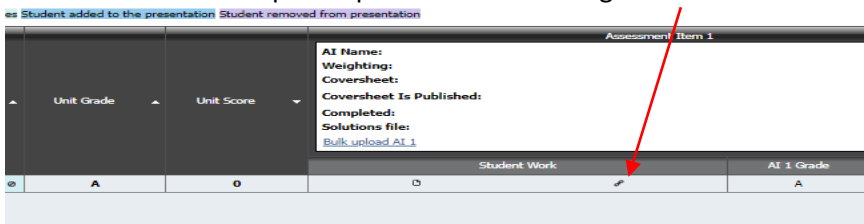
- on a USB and physical taken to Moderation Day. It is the responsibility of the school to deliver the USB to the appropriate Subject Group Leader on Moderation Day. Submission of the USB must be explained in ACS. In this instance;
 - A selection of smaller files, screenshots or pictures of student work should be included in the presentation uploaded in ACS in case the USB is not provided on Moderation Day (see Information Technology submission requirements)
- Uploaded to a cloud-based storage service with a link to this material saved in the presentation in ACS.
 - Dropbox will remain available for this purpose. Schools will be responsible for making a link in Dropbox and saving this in the presentation in ACS for access by anyone with the link.



Ensure permission to student work is set as *Link for Viewing and Anyone with link*



Ensure that the link copied is pasted into ACS using the link function icon in the evidence section.





BSSS 10. Non-written tasks: including practical, 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.

11. Subject Specific Requirements

TECHNOLOGY / ARTS

Presentations in all Technology / Arts courses *must* include photographic or detailed digital evidence of practical work. Note section 10 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 requires 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.

DANCE:

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

DRAMA:

Some schools participate in cluster moderation in which teachers moderate performances before each Moderation Day, using a rubric that provides evidence of internal and cross-school moderation. See BSSS website for details of clusters.

- 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 school is providing the recording evidence for the Cluster Group **must** be included in the College *Comments* section in ACS.
- Schools **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:

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).

Important note: Short one-off recordings of a general nature of individuals or groups fail to meet the evidence criteria above and do not sufficiently demonstrate sufficient Achievement Standards for heavily weighted tasks. **Insufficient Evidence** procedures may be applied by the OBSSS in Pre-moderation processing or by reviewers on Moderation Day.

The capture of audio/visual evidence **of individuals from outside of the submitting school** to be moderated is **NOT permitted** without evidence of prior permission from external individuals.

INFORMATION TECHNOLOGY:

A comment indicating which software is required **must** be entered in ACS in the *Presentation Comments* section where specific software is required to view student work. Failing to do so indicates that all files can be opened without specialised software.

Teachers are encouraged to take a copy of the software to Moderation Day to ensure reviewers can 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.

12. Further support

Teachers preparing Moderation Presentations should speak to their school Moderation Coordinator/ Curriculum Coordinator and check the BSSS website for further information about requirements. Access the BSSS website: [Moderation Information for Teachers](#).

For further enquiries please contact the BSSS Quality Assurance Team by phone, 6205 7085 or email BSSSModeration@act.gov.au.



BSSS 13. Key Dates

Dates listed below relate to the preparation for 2024 Moderation events.

Date	Event
2023	
26 October Thursday	Moderation Coordinators' Meeting – Callam Offices
14 November Tuesday	MD1: Presentation Exemption applications DUE COB
14 December Thursday	MD1: Moderation Presentations DUE COB
2024	
January 2024	BSSS Pre-Moderation checking
16 February Friday	MD1: Teacher Attendance exemptions DUE COB
20 February Tuesday	MD1: Teacher Attendance report (signed by principal) DUE COB
22 February Thursday	Moderation Coordinators' Meeting – Callam Offices
5 March Tuesday	Moderation Day 1
4 June Tuesday	MD2: Presentation Exemption applications DUE COB
4 July Thursday	MD2: Moderation Presentations DUE COB
July	BSSS Pre-Moderation checking
1 August Thursday	Moderation Coordinators' Meeting – Callam Offices
2 August Friday	MD2: Teacher Attendance exemptions DUE COB
6 August Tuesday	MD2: Teacher Attendance report (signed by principal) DUE COB
22 August Thursday	Moderation Day 2