



REQUIREMENTS FOR MODERATION DAY 1, 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 1

Moderation Day 1, 2023 is on **Tuesday 28 February**.

2. Attendance Requirements

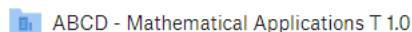
ALL teachers who deliver ACT senior secondary curriculum to years 11/12 are required to attend Moderation Days. Exemptions from this requirement must be approved by the BSSS Executive Director. See the *BSSS Policy and Procedures Manual* section 5.3.2.7 for more information.

3. Composition of All College Review Presentations

All presentations are to be submitted digitally via Dropbox. 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

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

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.

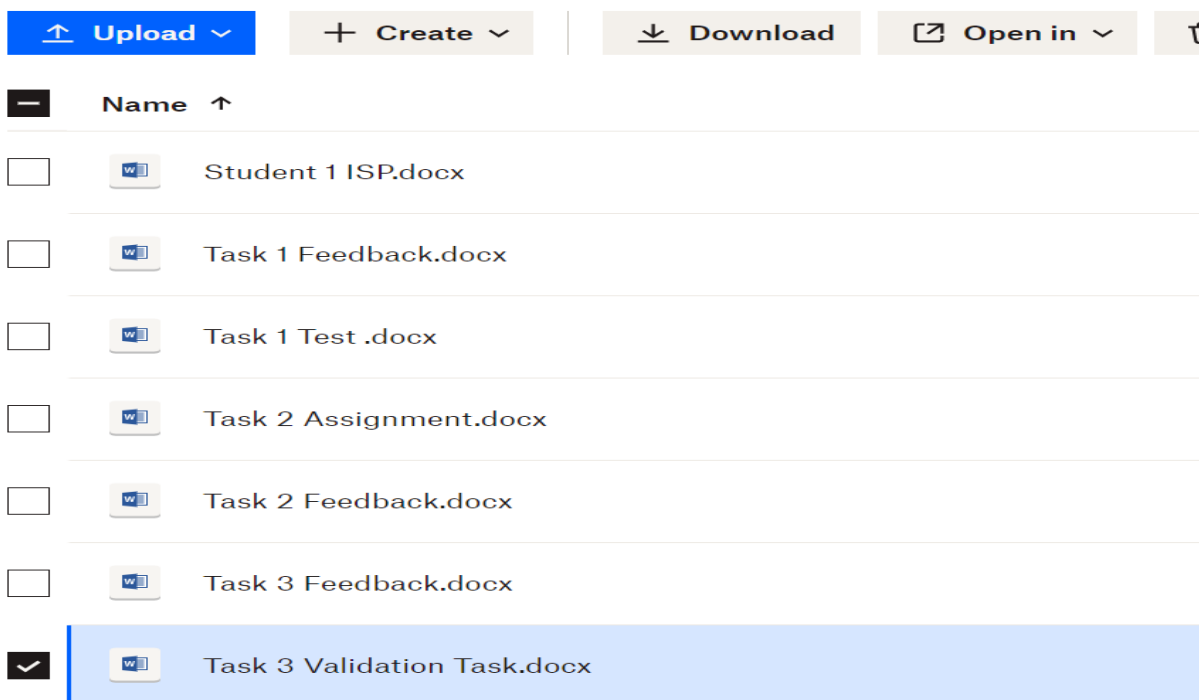
Note – where *full solutions* to exams or tests are automatically provided in student work, such as a Google form, a separate solutions document is not required to be submitted.

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



The screenshot shows a file management interface with the following elements:

- Buttons: Upload, Create, Download, Open in
- Table of files:

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 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
<p>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</p> <p>*Contemporary English and Mathematics submit a maximum of 2 presentations only</p>			

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 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 11, Semester 2, 2022 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 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 1, 2023 are to be uploaded on the platform via the college Moderation Coordinator by **Thursday 15 December 2022**. The presentations will be processed and digitally distributed to Moderation Day venues prior to Moderation Day.

9. Exemptions

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

The closing date for exemptions for Moderation Day 1, 2023 is **Friday 21 October**. These should be submitted in ACS:

Exemptions are not required to be entered for courses not being delivered.

“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.



In cases where a teacher has students in various courses (including for example Beginning, Continuing and Advanced Languages courses) the teacher's workload should be considered and an exemption applied for.

Colleges are responsible for managing teacher workload regarding the submission of portfolios.

The college 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*.

Accepted reasons for an exemption:

- **Teacher Workload:** (2 presentations per teacher only or, 1 presentation where submitting teacher is less than 0.6 FTE at the submitting school)
 - **Explanatory Comment:** It is necessary to include in the Exemption which presentations the teacher will be submitting.
 - E.G. Teacher is submitting English T and Essential English A
- **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.
 - **Note:** This is not for presentations with estimates, non-submissions, or special considerations. If a grade was awarded, then the presentation is expected to be submitted

10. Digital Evidence

Links to websites, URLs, Google classroom or other cloud storage is problematic are not advised and is it the colleges responsibility to ensure evidence supplied in this manner is accessible for all reviewers.

Teachers are responsible for checking that digital evidence is accessible and that any work stored on external sites has not been changed after it has been marked and before it is reviewed on 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. 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.
It is the submitting schools responsibility to ensure all files have uploaded correctly.

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

Oral presentations

Audio- visual evidence of oral presentations/ assessments **is required** in all subject areas.

In addition, other supporting 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.

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:

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
- A note confirming which college is providing the recording should be included in the *College Comments* section in ACS.
- If a Cluster Group **has not** been coordinated or attended, digital evidence **must be** submitted in the presentation.

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 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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