

Moderation Using ACT Certification System (ACS) April 2024



**Board of Senior Secondary Studies
ACT Certification System (ACS)**

ACT Board of Senior Secondary Studies Certification System

This software enables teachers to enter the college data required for the certification of students in their senior secondary years.

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Creating Presentations in ACS

ISPs and PRPs are no longer required. The equivalent information is gathered in other ways.

Before creating a moderation presentation, the following items need to be completed for the unit:

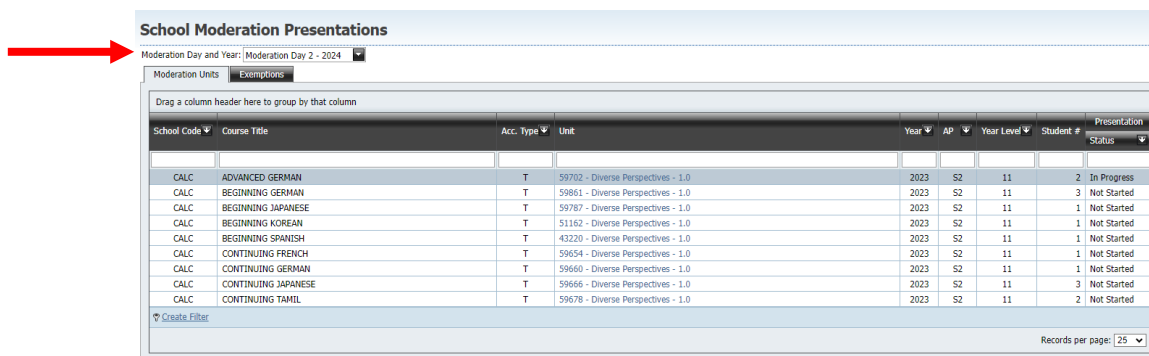
- Markbook complete including
 - Assessment grades and marks, and
 - Unit grades and scores
- Unit outline created in ACS
- Assessment coversheet is created in ACS including the conditions of the task, the upload of the task and any required files, and the marking scheme
- A digital copy of the assessment task solution
- A digital copy of the relevant student assessment is available

School Moderation Presentations

Moderation Units

Under the menu item called *Moderation*, select *School Moderation Presentations* to display the School Moderation Presentations page and the Moderation Units tab.

Ensure the correct Moderation Day and Year is selected.



School Code	Course Title	Acc. Type	Unit	Year	AP	Year Level	Student #	Presentation Status
CALC	ADVANCED GERMAN	T	59702 - Diverse Perspectives - 1.0	2023	S2	11	2	In Progress
CALC	BEGINNING GERMAN	T	59861 - Diverse Perspectives - 1.0	2023	S2	11	3	Not Started
CALC	BEGINNING JAPANESE	T	59787 - Diverse Perspectives - 1.0	2023	S2	11	1	Not Started
CALC	BEGINNING KOREAN	T	51162 - Diverse Perspectives - 1.0	2023	S2	11	1	Not Started
CALC	BEGINNING SPANISH	T	43220 - Diverse Perspectives - 1.0	2023	S2	11	1	Not Started
CALC	CONTINUING FRENCH	T	59654 - Diverse Perspectives - 1.0	2023	S2	11	1	Not Started
CALC	CONTINUING GERMAN	T	59660 - Diverse Perspectives - 1.0	2023	S2	11	1	Not Started
CALC	CONTINUING JAPANESE	T	59666 - Diverse Perspectives - 1.0	2023	S2	11	3	Not Started
CALC	CONTINUING TAMIL	T	59678 - Diverse Perspectives - 1.0	2023	S2	11	2	Not Started

All units required by the relevant Moderation Day rules and that you have markbook access to, appear on the page. The course, accreditation type, unit title, year, assessment period, year level, number of students enrolled, and the status of the presentation is displayed.

Before a presentation has been started the Status is listed as 'Not Started', once a unit has been clicked on, the status changes to 'In Progress'.

Select the unit you wish to create a moderation presentation for.

Exemptions

The Exemptions tab on the School Moderation Presentations page is used to display units exempted from the given Moderation Day process and to apply for units to be exempted.

All users can view exemption requests and their current state.

ModerationCoordinator users can apply for exemption of a unit by clicking on the *Apply for Exemption* button.

Select the desired Course, Unit and Reason for exemption. If a unit does not appear, check with OBSSS as it may not be eligible for exemption.

A detailed reason is required and instances based on teacher workload require the teachers name to be entered.

Course:	Reason:	Teacher Name:
ADVANCED GERMAN	Teacher Presentation Workload	John Citizen
Unit:	Reason Details:	
59702-Diverse Perspectives-1 YL:11 20	2 presentations completed - Beginning and Continuing	

Click *Save as Draft* and *Submit to BSSS* to submit the exemption request to the BSSS. The status will change to 'Submitted'.

The BSSS may **decline** an exemption, which sends the exemption request back to the school for further information. The ModerationCoordinator can then make edits and re-submit to the BSSS.

The BSSS may also **reject** an exemption which means that the presentation is required.

Lastly, the BSSS may **approve** an exemption which will then remove the unit from the Moderation Units tab.

Moderation Create Presentation

CALC - BEGINNING GERMAN - T Unit Outline Published [Upload Supplementary](#)

59861 - Diverse Perspectives - 1.0

Work has been uploaded/linked for this assessment item [Student selected by BSSS rules](#) [Student added to the presentation](#) [Student removed from presentation](#)

Student Name	Unit Grade	Unit Score	Assessment Item 1		Assessment Item 2		Assessment Item 3		Assessment Item 4									
			AI Name: AT1 Listening Weighting: 30% Coversheet: Coversheet Is Published: <input type="checkbox"/> Completed: 0 of 2 Solutions file: Bulk upload AI 1	AI Name: AT2 Reading Weighting: 20% Coversheet: Coversheet Is Published: <input type="checkbox"/> Completed: 1 of 2 Solutions file: Bulk upload AI 2	AI Name: AT3 Speaking Weighting: 30% Coversheet: Coversheet Is Published: <input type="checkbox"/> Completed: 1 of 2 Solutions file: Bulk upload AI 3	AI Name: AT4 Writing Weighting: 20% Coversheet: Coversheet Is Published: <input type="checkbox"/> Completed: 0 of 2 Solutions file: Bulk upload AI 4	Student Work	AI 1 Grade	AI 1 Score	Student Work	AI 2 Grade	AI 2 Score	Student Work	AI 3 Grade	AI 3 Score	Student Work	AI 4 Grade	AI 4 Score
[Redacted]	C	61	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	19.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B	17.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	19.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	14.0
[Redacted]	B	70	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	23.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	15.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B	22.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	17.0
[Redacted]	C	57	<input type="checkbox"/>	<input type="checkbox"/>	C	20.0	<input type="checkbox"/>	<input type="checkbox"/>	B	15.0	<input type="checkbox"/>	<input type="checkbox"/>	C	17.5	<input type="checkbox"/>	<input type="checkbox"/>	C	13.0

Page 1 of 1 (3 items) Records per page: 10

[Submit to ModCo](#) [Delete Presentation](#)

Presentation Comments [Add Student](#)

B I U x x

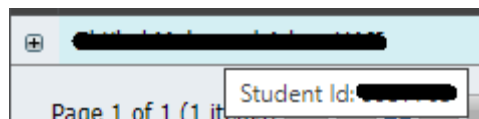
[Save Comments](#)

The Moderation Create Presentation page for a unit displays the following information:

- Unit information including school code, course title, accreditation type, unit code, and unit title
- A read-only flag on whether the unit outline is published
- A link to upload any supplementary material for the unit that may be useful to reviewers
- A colour code for colours that appear in the grid:
 - Green highlights assessment tasks selected by ACS that have been uploaded
 - Light blue shows the students selected by ACS following application of the Moderation Day rules
 - Dark blue highlights students that have been custom added by the teacher compiling the presentation (see **Add Students**)
 - Purple highlights students that were either selected by ACS or were added to the presentation that have been removed by the teacher compiling the presentation. Note that these students remain in the grid.
- The left most column of the grid displays student names, unit grades and unit scores

Student Name	Unit Grade	Unit Score
[Redacted]	C	61
[Redacted]	B	70
[Redacted]	C	57

- Hovering over the student name will display the student ID



- Click the symbol to remove a student from the list. A popup will ask for a reason for why this student is being removed.
- Click the to re-add a student that has been removed.
- Click the plus sign to expand a table of the individual's assessment item information.

Student Assessment Items				
	#	Assessment Name	Reason for removal or addition of student/assessment item	Comment to moderators
Update Comment	1	AT1 Listening		
Update Comment	2	AT2 Reading		
Save Cancel	3	AT3 Speaking		Recording loses sound from 3:33 - 3:52
Update Comment	4	AT4 Writing		

- Click *Update Comment* to make any comments to reviewers about individual student responses.
 - Click *Save* to save the comment
- Each column represents an assessment task. The following information is displayed in the column heading.

Assessment Item 1

AI Name:	AT1 Listening
Weighting:	30%
Coversheet:	Download Coversheet
Coversheet Is Published:	<input type="checkbox"/>
Completed:	0 of 2
Solutions file:	
Bulk upload AI 1	

- The assessment item name as defined in the markbook
- Weighting as per the markbook
- A link to download the coversheet if generated (link does not appear if coversheet not completed)
- A read-only checkbox displaying whether the coversheet has been published
- A completed count that displays the number of uploaded assessment items out of the number of assessment items expected as per the Moderation Day rules and any students additionally added by the teacher
- A link to upload any solutions file for the assessment item to assist reviewers
- A link to the Bulk upload AI function (see **Bulk Upload** section below)
- Each cell in the grid displays the following symbols and information before student work is uploaded

		C	19.0
--	--	---	------

- The file symbol can be clicked to upload one or more files to ACS for that student. If multiple files are selected, they will be zipped into a single file by the system. A popup will appear where the file can be selected. There is currently a 50 MB limit per student per assessment item
- The chain link symbol can be clicked to enter a URL (for large files greater than 50MB)
- The assessment item grade and score as per the markbook
- Below the student and assessment grid are the buttons *Submit to ModCo* and *Delete Presentation*

Submit to ModCo

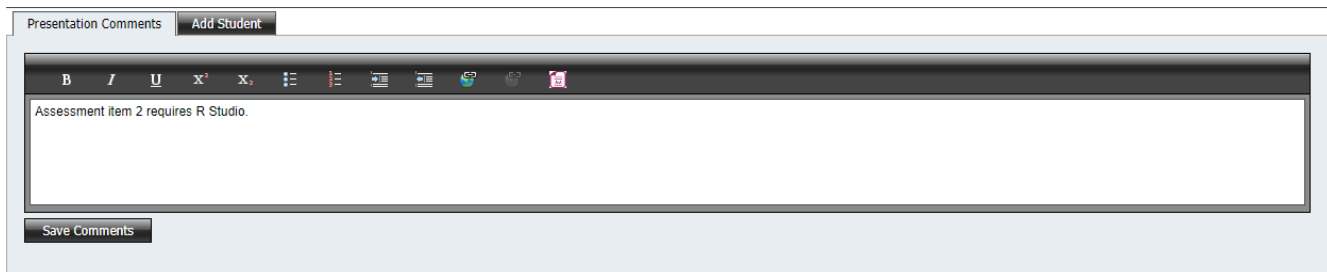
Delete Presentation

- Once all required solution files and student work are uploaded, and any whole presentation or individual response comments entered, the unit coordinator can submit the presentation to the school's moderation coordinator for approval. Once this is done, a **Basic** user will not be able to make any changes to the presentation unless a **ModCo** user at the school, rejects the presentation

- The *Delete Presentation* button allows a presentation to be deleted and regenerated if required. This is useful if the unit grades have changed and the students should be selected again. This will delete any work uploaded and the presentation will need to be started again.
- Once a presentation is submitted to the ModCo, a **ModCo** user will see the buttons *Submit to BSSS* and *Reject*.



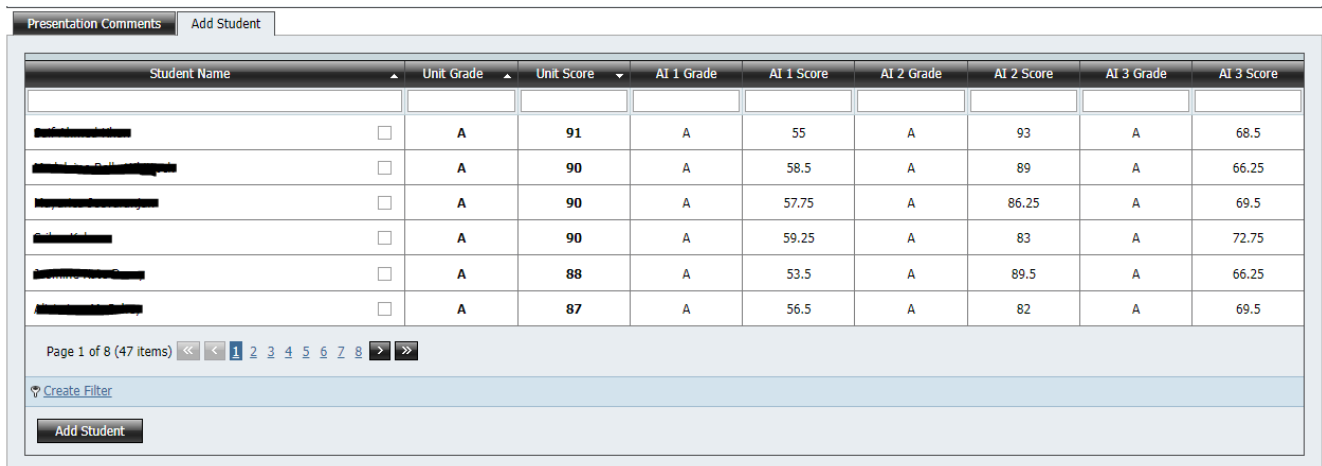
- *Submit to BSSS* sends the presentation to the Office of the BSSS for approval to be viewed at Moderation Day. No edits can be made to the presentation by non-BSSS users after this time unless further school action is required after review.
- If the moderation coordinator requires the unit coordinator to amend the presentation, clicking *Reject* allows **Basic** users with access to make changes to the presentation.
- At the bottom of the page is a tab titled *Presentation Comments*. Use this section to make any comments about the presentation to reviewers, including any software requirements



Adding students to the presentation

At the bottom of the page is a tab titled *Add Student*.

To add a student to the presentation, select this tab and a grid of possible students will appear.

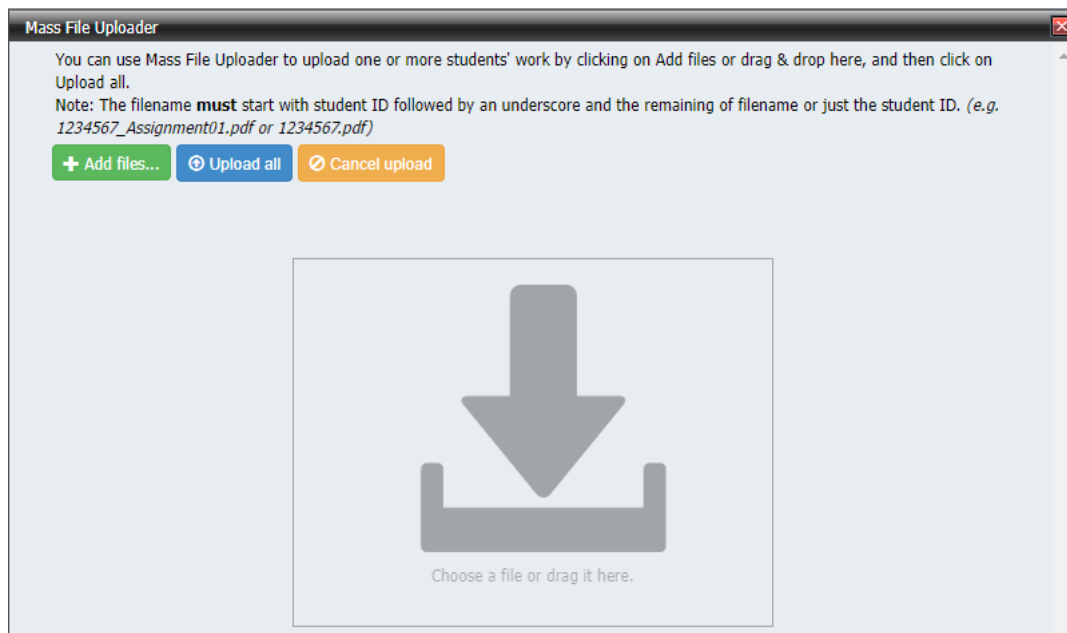


This grid can be sorted by any of the column headings and can be filtered by typing into the boxes at the top of each column. Use these to assist in locating the desired student to be added to the presentation.

Once the desired student has been found, click the checkbox next to the student's name and click the *Add Student* button. The student will then be added to the required students for the presentation (denoted by the dark blue highlighting).

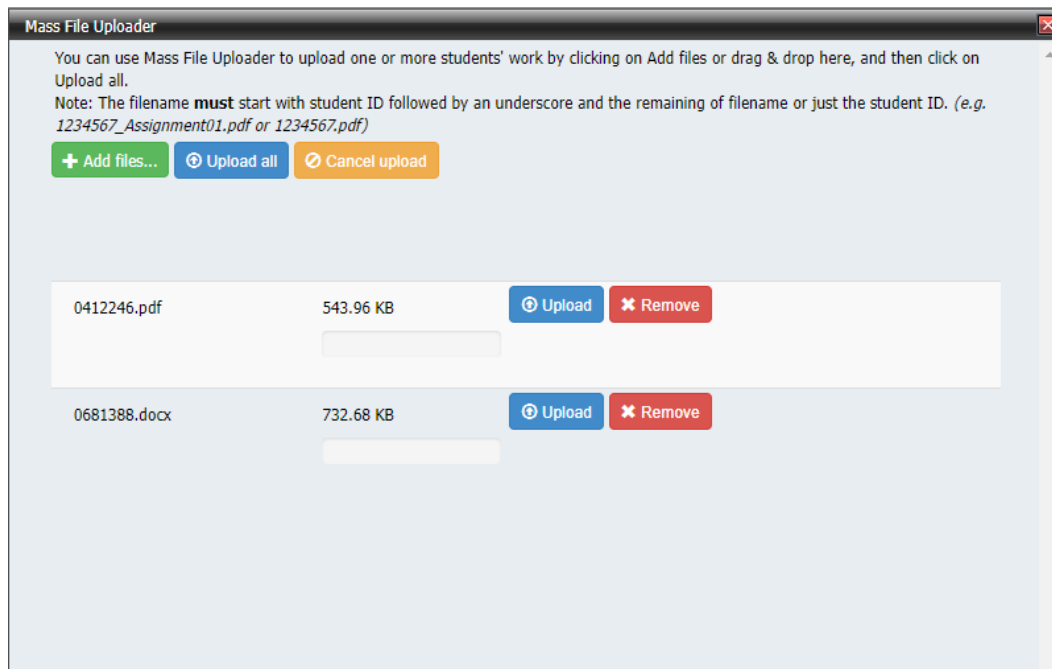
Bulk Upload

Clicking on the Bulk upload AI link will open the following popup

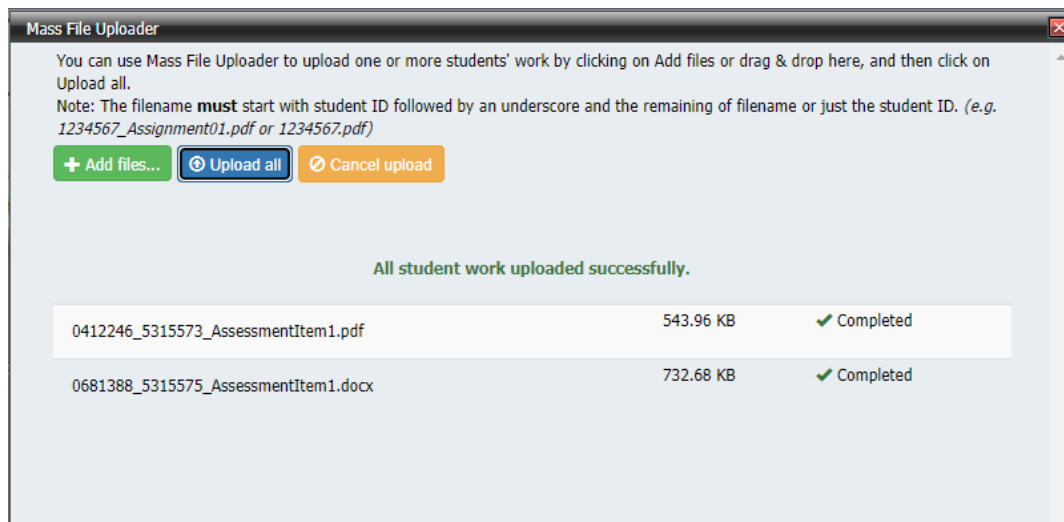


Files can be dragged and dropped onto the popup, or added by clicking the *Add files* button. As explained in the popup, files uploaded with this method require the student ID as the first 7 characters of the file name so that the system can identify which files belong to which students.

When the files have been dropped on the screen, the popup will display something similar to this.



Individually clicking *Upload* on an assessment response, or clicking the *Upload all* button will then upload the files and allocate them to the corresponding student in the grid.



Moderation Reports

In the *Reports, Moderation* section of ACS, you will see a list of reports that will be useful to run regularly in preparation for Moderation Day.

Moderation Reports

Moderation Attendance

- A report for moderation coordinators to display moderation attendance within their school

Teachers Who Have Not Selected A Moderation Subject

- A report showing teachers who have not selected a moderation subject in their profile page

Moderation Course Exemptions

- A report for showing Moderation Course Exemptions for a school

What Units Were Studied

- A report outlining the number of students who studied each course unit.

Moderation Attendance

The Moderation Attendance report will show you which venue and course grouping staff members from your college have chosen for the next Moderation Day.

Please double check that all teachers' names appear on this report and that there are no extra names. Please add the number of observers and the Principal's signature to the bottom of the report when it is correct and send a copy to the Quality Assurance officer.

Moderation Course Exemptions

The Moderation Course Exemptions report shows all units with granted exemptions.

Teachers Who Have Not Selected a Moderation Subject

The Teachers Who Have Not Selected a Moderation Subject report will show you the names of the teachers who need to update their *courses taught* and *Moderation Day attendance* sections in their Profile.

What Units Were Studied

The What Units were Studied report shows which courses and units were studied by particular year levels in specified assessment periods. You should use this report to ensure that all expected Presentations are prepared for the next Moderation Day.

Create moderation presentation workflow

