



# REQUIREMENTS FOR MODERATION EVENTS

## Moderation Day 1: Tuesday 5 March 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, M1) 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](mailto: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 currently teaching year 11/12
  - course attending: if delivering multiple courses ensure a rotation
  - dietary requirements

#### **Mod Co/responsible officer**

- ensure ACS records reflect the current teachers of year 11/12
  - check any teacher on long service or other leave or not currently delivering year 11/12 are listed as 'Other' so they do not appear on your attendance report
  - Certification Officer to unselect school for any teacher no longer at your school
- support your principal with attendance exemption applications, if required
- Observers – email [BSSSModeration@act.gov.au](mailto: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 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 BSSS.** 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, V, C 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, Student 1

#### **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 two document folders (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 one-half unit in a course is being taught, include this detail in the *Comments* section in ACS.

#### School Action

##### Mod Co

- Ensure that all markbooks have been created and students enrolled in ACS
  - Access the list of expected presentations. This report is accessed through ACS: Reports > Moderation > Missing course Presentations. Select CSV or PDF and Download. This report only shows presentations with the status ‘Not started’ so ensure you have a copy before any are commenced.
  - Complete exemption applications for any presentations which meet the criteria by the due date (see [8. Course Presentation Exemptions](#))
  - Once teachers have completed presentations (Dropbox and ACS), ensure all presentations ‘submitted to BSSS’ in ACS.
  - Download the Missing Presentations report again before the due date to ensure your report is empty – this means all expected presentations have been submitted for moderation.
- 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 To’s section and download the *Presentation Preparation Checklist* document. This document is based on what the BSSS use to determine the Provision of Materials review criterion rating. This is accessible to schools to support the inclusion of all required elements of each presentation.

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

#### **File accessibility:**

Links to websites, URLs, Google classroom or other cloud storage are problematic and not recommended as part of presentation submissions.

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 by most users.



## Guide for folder inclusions and file naming conventions

### Course Presentation Folder:

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

ABCD - Mathematical Applications T 1.0

### Document and Student Portfolio folders:

The course presentation folder should contain the following sub folders:

Name ↑
Documents
Student 1
Student 2
Student 3

### Documents 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

### Notes on the documents folder:

- Include the Unit Outline as it was provided to the students
- Include clean copies of all assessment instruments administered in the unit and the rubrics, marking schemes, answers, solutions, or model answers for each task. Solutions may be included in the assessment instrument or as a separate file.



### Student Portfolio Folders:

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

... / Mathematical Applications / ABCD - Mathematical Applications

Upload Create Download Open in

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

### Notes on Student Portfolio folder:

- Evidence of all summative assessment responses on which the unit grade decision has been made is to be included in the student review portfolios
- Digital evidence of all practical and performance assessment (see sections 9, 10 and 11)
- Avoid creating extra folders for tasks with multiple files, rather clearly label documents with the Assessment name/ number and description. For example:
  - Task 1 Practical Demonstration image 1
  - Task 1 Practical Demonstration image 2
  - Task 1 Practical Demonstration image 3

Access the BSSS website: [Moderation Information for Teachers](#) Memos and How To's section and download the *Presentation Preparation Checklist* for assistance.

## 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.



## BSSS 6. Number of Student Portfolios Required

Subject	Portfolio numbers per presentation		
	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)
C Course	1 per course	1 per course	1 per course
<b>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.</b>			

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

\*\* Continued trial of single portfolio submission

## 7. Selection of Student Portfolios

- The student portfolio submitted should be the best representation of the required grade/s awarded.
- 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. In this case, ensure this is explained in the Comments section in ACS.
  - Exemptions are available for a course with a single student who received assessment variations
- Do not submit V grade folios.

**NOTE:** If the required portfolios as outlined above are not available, other portfolios should be presented. **A clear explanation of this substitution must be given in the Comments section in ACS.**



## BSSS 8. Course Presentation 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.

Schools are responsible for managing the submission of presentations and need to 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. Records of previous exemptions are available in ACS. See *Reports, Moderation, Moderation Course Exemptions*.

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. BSSS 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. An exemption should be submitted in ACS where there 1 or 2 students enrolled to remove the course from the *Missing Presentations Report*. Application in ACS should state “*Less than 3 M students enrolled*”.
- **Other:** Unexpected leave of absence, 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 (do not appear on the Missing Presentations report).



## BSSS 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).

### Large Files

Schools should avoid submitting excessively large files. Excessively large files may 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. A selection of smaller files, screenshots or pictures of student work should be included in the presentation uploaded to Dropbox in case the USB is not provided on Moderation Day (see Information Technology submission requirements)

## 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:**

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.

- 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:**

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.

### **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. 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](mailto:BSSSModeration@act.gov.au).

## 13. Key Dates

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

Date	Event
<b>2023</b>	
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
<b>2024</b>	
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
<b>5 March Tuesday</b>	<b>Moderation Day 1</b>
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
<b>22 August Thursday</b>	<b>Moderation Day 2</b>