Moderation SAMPLE SELECTION and preparation

school assessment

**From 2017, the SACE Board will no longer select the moderation sample. Teachers will select the moderation sample, using the parameters set out below.**

**In 2017 school assessment materials for selected subjects[[1]](#footnote-1) must be submitted electronically — via school assessment online results sheets in Schools Online — for online moderation. Early in 2017 the SACE Board will communicate the online submission procedures to teachers, schools, SACE coordinators, and principals.**

This information sheet provides information about the parameters for selecting the moderation sample, and the preparation and submission of moderation materials for the school assessment component of all Stage 2 subjects except and modified subjects.

Selecting the Moderation Sample

From 2017, teachers select the sample of students whose school assessment work is to be submitted for final moderation.

All student work for school assessment must be completed, submitted to the teacher, and assessed before the school assessment online results sheets are completed.

The primary responsibility for school assessment and its integrity resides with schools. As professionals, teachers are best placed to record final results and select the student work for moderation. Teachers use the following parameters to select the moderation sample for each assessment group.

Sample Selection Parameters

For each assessment type, in the school assessment component teachers must select:

* the work of all students who are awarded a result of A(or OA for Community Studies subjects)
* the work of ***one*** student for each grade level awarded (i.e. A, A–, B, B, B–, C, C, C–, D, D, D–, E, E, E–).

*Note*: Where a result has not been given at a particular grade level, student work at that grade level is not required (e.g. if no B result is given, student work at the B level is not required).

Wherever possible, the work received at moderation must be typical of the assessment decisions at each grade level that the teacher(s) has applied to all students within the assessment group. Where a student’s work is atypical, the teacher should select a student for the sample whose work more reliably demonstrates achievement at a particular grade level. However, sometimes it is necessary to include student work that is atypical in the moderation sample (e.g. for an assessment type a student has a result of A or is the only student with a result at a particular grade level — see Sample Selection Parameters above). When such materials are included in the moderation sample, the teacher, in consultation with the principal’s delegate or the SACE coordinator, completes and submits a Variations — Moderation Materials form ([Form 27](https://www.sace.sa.edu.au/documents/652891/704450/Variations+-+Moderation+Materials.docx/9bc84a7f-97bf-4aef-89b8-a7880f44e75a)) with the moderation materials to indicate the reason(s) for missing student materials.

The following table is designed to support teachers to identify typical student work for moderation purposes:

|  |  |
| --- | --- |
| *Features of typical student work* | *Features of atypical student work* |
| * it is complete * it is consistent and reliably assessed * the teacher is confident about the final result awarded according to the performance standards | * a substantial part is incomplete * it is inconsistent and/or difficult to assess * a part has been misplaced * penalties for breaches of rules have been applied to the student’s final result * special provisions have been applied to the student’s assessment conditions |

Teachers are reminded that the purpose of moderation is *not* to determine final results for individual students whose work is atypical. In cases of serious doubt about the final result, teachers should refer to [*SACE Assessment and Reporting Guidelines 2017*](https://www.sace.sa.edu.au/documents/652891/828ee99d-ff70-4e86-b06a-12267edab2a9) for guidance. Teachers can also contact their subject’s SACE Officer – Curriculum and Assessment for advice.

## change to Moderation procedures

The SACE Board has begun transitioning its moderation procedures to the online environment. For schools, this will involve a transition to submitting school assessment materials to the SACE Board electronically.

In 2017, school assessment materials for selected subjects[[2]](#footnote-2) must be submitted electronically — via school assessment online results sheets in *Schools Online* — for online moderation.

For all other Stage 2 subjects, school assessment materials for final moderation are collected from schools by the SACE Board courier, as usual. Refer to [Materials Collection — Stage 2 Final Moderation (Semester 1 and Semester 2) (Information Sheet 50/17)](https://www.sace.sa.edu.au/documents/652891/58d81813-71c2-4537-a294-4726ffbbfd57).

school assessment materials for final moderation

Teachers use *Schools Online* to access school assessment online results sheets from Friday 3 November (Round A and Round B subjects).

Materials for Electronic Submission

For the subjects that will be moderated online in 2017\*, school assessment materials must be submitted to the SACE Board via school assessment online results sheets in *Schools Online.*

Materials Required

The following should be submitted to the SACE Board via *Schools Online*:

* school assessment results sheets
* a learning and assessment plan (and addendum if applicable)
* a complete set of task sheets for each assessment type

Preparation

School assessment materials should be:

* in a format that is accessible during online moderation — refer to [Submission of Electronic Files [DOC 40KB]](https://www.sace.sa.edu.au/documents/652891/e1ccfbf4-fc97-4cf6-8a06-8786aa2328ae)
* labelled according to the file naming conventions provided by the SACE Board.

*Note*: Further details, including file naming conventions, will be communicated to schools and teachers of the subjects involved in online moderation early in Term 1 of 2017.

Electronic Submission

The principal or the principal’s delegate authorises school assessment online results sheets, including the teacher-selected sample *and uploaded student materials*, and submits them to the SACE Board by:

* Monday 13 November (Round A subjects)
* Monday 20 November (Round B subjects).

Early in 2017 the SACE Board will communicate the online submission procedures to teachers, schools, SACE coordinators, and principals.

Materials for Courier Collection

Materials Required

Teachers record the final results on the online results sheets, and generate a Stage 2 School Assessment Results Sheet — Moderation Samples report. The report displays the sample of students whose work will be submitted for final moderation, and should be submitted with the materials for final moderation.

The following should be available for collection by the SACE courier:

* a learning and assessment plan (and addendum if applicable)
* Stage 2 School Assessment Result Sheet — Moderation Samples report
* a complete set of task sheets for each assessment type
* a Variations – Moderation Materials form, if applicable.

All details required, including the SACE school number, SACE subject name, and SACE subject code, must be clearly indicated on the moderation bag.

Preparation

* Materials from individual students must be submitted in separate, clear plastic bags supplied by the SACE Board.
* Student materials in each clear plastic bag must be sorted by assessment type.
* Student materials should be in a format that is accessible during moderation. Refer to [Submission of Electronic Files [DOC 40KB]](https://www.sace.sa.edu.au/documents/652891/e1ccfbf4-fc97-4cf6-8a06-8786aa2328ae).
* All student materials must be clearly labelled.
* Student materials should not be submitted in hard-covered folders.
* All individual student bags and clearly labelled larger items that do not fit into individual bags (e.g. posters) must then be placed in a large white plastic moderation bag. The SACE Board courier will collect the moderation bags, according to instructions issued to SACE/NTCET coordinators.
* Valuable or irreplaceable materials should not be submitted. Photocopies or photographs of these materials can provide adequate evidence for moderation purposes. Every possible care will be taken in handling materials, but the SACE Board cannot be responsible for loss or damage during transit.

Courier Collection

The principal or the principal’s delegate authorises school assessment online results sheets, including the teacher-selected sample, and submits them to the SACE Board by:

* Monday 13 November (Round A subjects)
* Monday 20 November (Round B subjects).

The SACE Board courier collects student materials for the teacher-selected sample for final moderation on:

* Thursday 16 November (Round A subjects)
* Thursday 23 November (Round B subjects).

Additional moderation samples

The SACE Board reserves the right to request an additional moderation sample at any time before the release of results. The SACE Board may invite schools to submit one or more additional moderation samples during the moderation period from Monday 20 November to Friday 15 December. School assessment materials for students who are not included in the moderation sample should be readily accessible throughout this period.

Schools are only invited to submit additional moderation samples when the moderation panel for a Stage 2 subject is recommending an adjustment to results at a specific grade level and there are five or more students with a result at that grade level. Schools may accept or decline the invitation. The SACE Board would only expect schools to accept the invitation if the teacher(s) is confident that an alternative sample would provide better evidence of achievement at the grade level in question than the original sample provided.

Schools that are invited to submit additional moderation samples will have 24 hours either to decline the invitation, or to accept and submit one or more additional moderation samples electronically. Samples less than 10 MB can be submitted via email. Samples larger than 10 MB can be submitted via the StateNet secure file transfer system.

When issuing an invitation to submit additional moderation samples, the SACE Board will provide detailed instructions about how to submit the sample.

1. Stage 2 Classical Studies

   Stage 2 English Literary Studies

   Stage 2 Indonesian (continuers)

   Stage 2 Media Studies

   Stage 2 Music Technology

   Stage 2 Philosophy [↑](#footnote-ref-1)
2. Stage 2 Classical Studies

   Stage 2 English Literary Studies

   Stage 2 Indonesian (continuers)

   Stage 2 Media Studies

   Stage 2 Music Technology

   Stage 2 Philosophy [↑](#footnote-ref-2)