

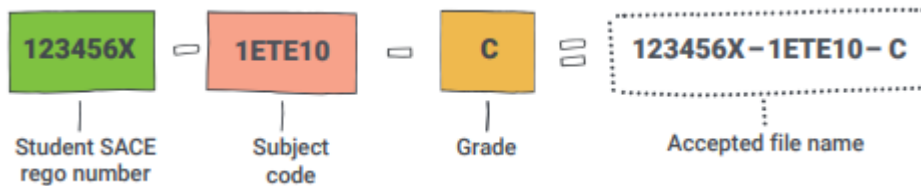
Preparing materials for Stage 1 Moderation and Modified Subjects Review

Step 1: Student sample

Combine each student sample into one PDF/Word document (if sample contains multimedia files these may be submitted by themselves). A combined student sample refers to an entire set of marked student work as specified in the approved learning and assessment plan, or the current marked student work pending completion of the final task.

Naming conventions for Student Materials

Stage 1 Moderation



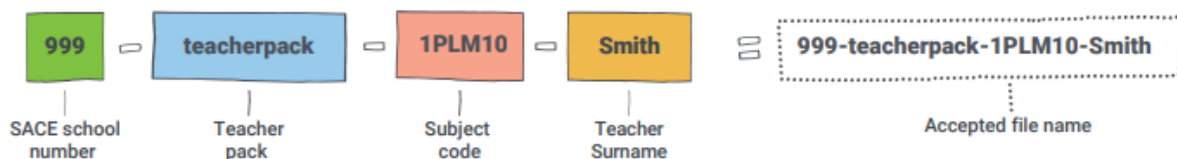
Modified Subjects Review



If uploading multiple files for the same student (e.g. multimedia files) the same naming convention should be used.

Step 2: Teacher pack

The completed teacher pack should be named using the following convention:



Stage 1 Moderation teacher pack should include:

- Learning and Assessment Plan
- Assessment Task Sheets
- Any associated guide for each task (eg marks scheme, solutions for skills and applications tasks)

Modified Subjects Review teacher pack should include:

- Learning and Assessment Plan
- Assessment Task Sheets
- Any associated guide for each task (eg marks scheme, solutions for skills and applications tasks)
- Student Description Sheet