

## Information for teachers – The preparation and packaging of materials for Stage 1 moderation

Instructions contained in this document correspond with [Information Sheet 16](#)

### Subject sample selection

The sample should include the work of up to **twelve** students for *each subject* requested for moderation, irrespective of the number of classes for *that subject* in the school.

For *each subject* to be moderated, the sample should comprise:

- the work of students from classes taught by each of the teachers who teach the subject in the school
- a maximum of three sets of evidence representative of *each* of the C, C\*, D\*, D grade levels if available
- complete sets of evidence for each student (where possible, the work of students with missing evidence due to special provisions, misplaced work, or failure to complete a task should not be included in the sample).

*NOTE: If there are no results in the C and D grade including the C/D borderline (C\*, D\*), in a subject, schools should select the work of students from the adjacent grades for the moderation sample (up to 4 samples where there are more than 4 students enrolled in the subject).*

*Schools need only to provide samples of adjacent grades (e.g. B grade) if neither C nor D grades are available.*

### Packaging of individual student work

Use one (clear, plastic) bag for *each student* whose work is submitted.

For each student selected in the sample provide:

- an overall grade (with an indication of how the result was determined)
- an entire set of marked student work according to the approved learning and assessment plan *or* the current marked student work pending completion of the final task
- assessment task sheets and any associated guide for each task (e.g. marks scheme, rubric, specific features of the assessment design criteria, solutions for skills and applications tasks for mathematics subjects)

#### Please note: *Optional*

Schools may choose to de-identify the school and students' names in the sample. The school name can be replaced with the school's SACE number and individual student names can be replaced with the SACE registration number.

### Moderation sample

The moderation sample for *each subject* should be packaged in a separate moderation bag (white).

For each sample please include:

- the work of up to 12 students
- a completed [Stage 1 Moderation Sample](#) form for the subject
- a copy of the approved learning and assessment plan(s) for the subject

On each moderation bag (white) write:

- the school number (school name optional)
- the SACE Board Stage 1 subject name

### Collection dates

Bags containing moderation materials will be collected from schools by the SACE Board courier.

Please check the [SACE Board website calendar](#) for specific collection dates.

Semester 1 (June) and  
Semester 2 (November)