

## Information sheet for teachers – Preparation and submission 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.

### Individual student samples

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).

#### NOTE:

Schools are required to use the following filename convention:

#### 123456X-1xxx10-atx-free text

- 123456X = student registration
- 1xxx10 = subject code and credits
- atx = assessment type
- xxx = free text.

### Moderation sample

The moderation sample for each subject should be uploaded and include the following:

- 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
- a copy of the task sheets.

### Submission dates

The SACE Board will provide schools with access to a secure file transfer system.

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

Semester 1 (June) and  
Semester 2 (November)