Information sheet for teachers

The preparation and packaging of materials for Stage 1 and Stage 2 modified subjects review

Instructions contained in this document correspond with those in the *Stage 1 and Stage 2 Modified Subjects Information and Guidelines*.

 **Sample selection**

**Packaging of student work**

**Review sample**

Schools select and prepare a sample of student materials for review.

The review sample should include the work of ***up to twelve*** students. The sample should include the work of ***three students for each*** of the following subjects, if these subjects are offered by the school:

* Stage 1 Personal Learning Plan: Modified
* Stage 1 English: Modified
* Stage 1 Mathematics: Modified
* Stage 2 Research Project: Modified

For *each subject* to be reviewed, the sample should comprise one set of evidence for each of the following:

* a ‘completed’ assessment decision
* a ‘not completed’ assessment decision, if available
* a borderline ‘not completed’ assessment decision, if available

*NOTE: If the school has two or more students, but a ‘not completed’ or borderline ‘not completed’ assessment decision is not available, the sample should include two ‘completed’ sets of evidence.*

*Schools are not required to include additional samples in these subjects or from other Modified subjects if the school does not offer all of the subjects listed above. For example, if the school only offers Stage 1 Personal Learning Plan: Modified and Stage 2 Research Project: Modified then a sample of six students (3 from each subject offered) should be prepared.*

The review sample should be packaged in one moderation bag (white), where possible.

For the review sample please include:

the work of up to 12 students, if available

Include a teacher’s pack containing the following:

a copy of the approved learning and assessment plan for each subject

a completed [student description sheet](http://www.sace.sa.edu.au/documents/652891/0894888b-7007-4ea0-977b-917bfb269e98) for each subject

a copy of the [Stage 2 Research Project: Modified School Planner](https://www.sace.sa.edu.au/documents/652891/0045b72a-93ba-4334-83ad-f992cfea1be0)  (if applicable)

On each bag (white) write:

the school number (school name optional)

the SACE Board Modified subject name(s) contained in the bag

*NOTE: It is not necessary to package each subject in a separate white moderation bag.*

Use one (clear, plastic) bag *per student, per subject,* whose work is submitted.

For each student submit:

* an entire set of marked work according to the approved learning and assessment plan *or* the current marked work pending completion of the final task

*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.*

Bags containing review materials will be collected from schools by the SACE Board courier on the following dates:

* Wednesday 13 June – Semester 1
* Thursday 8 November – Semester 2

**Collection dates**