



Teacher Checklist – Stage 2 Online Submission

STUDENT EVIDENCE & RESULTS	Completed
<p>For each student:</p> <ul style="list-style-type: none"> • Results entered accurately • Files are not password protected • Google, Sharepoint and Cloud Files – have been downloaded and drag and dropped into Schools Online – local files cannot be accessed by external users • Files open correctly and all pages are present • Final version of evidence uploaded • Evidence uploaded under the correct assessment type 	
SPECIAL PROVISIONS AND BREACHES	
<p>Special Provisions:</p> <ul style="list-style-type: none"> • All applications finalised before submitting results • Variations – Moderation Materials (VMM) used where required <p>Beach of Rules:</p> <ul style="list-style-type: none"> • Breach checkbox ticked where applicable (on result sheet) • Form 2 emailed to askSACE@sa.gov.au 	
EVIDENCE FORMAT & ACCESSIBILITY (ALL SUBJECTS)	
<p>Living Documents</p> <ul style="list-style-type: none"> • Static version uploaded (PDF, Word, ZIP, screenshots, or screencast) <p>Oral or Multimodal Responses</p> <ul style="list-style-type: none"> • Audio/video quality is clear and comprehensible • Playback speed allows effective moderation • Transcript uploaded (if applicable) 	
SUBJECT SPECIFIC REQUIREMENTS	
<p>Mathematics and Science Subjects which involve calculations – School Assessment Result Sheets (Essential Mathematics, General Mathematics, Mathematical Methods, Special Mathematics, Physics and Chemistry)</p> <ul style="list-style-type: none"> • Marking included to enable moderators to review decisions without having to mark student work • Solutions included to support moderation <p>Drama – Investigation and School Assessment Result Sheets</p> <ul style="list-style-type: none"> • Student Identification Sheet uploaded for every student for group production <p>Dance – School Assessment Result Sheets</p> <ul style="list-style-type: none"> • AT1 Performance Portfolio – Student Identification Sheet uploaded for each sampled student 	

<p>Music Performance subjects – Investigation and School Assessment Result Sheets</p> <ul style="list-style-type: none"> • Music Score or Lead Sheet • Student Identification Sheet uploaded for every student for group production 	
SCHOOL ASSESSMENT TEACHER MATERIALS	
<ul style="list-style-type: none"> • Learning and Assessment Plan uploaded • Addendum included where applicable • All assessment task sheets uploaded – for subjects which involve calculations solutions must be included • Group electronic evidence uploaded (clearly labelled by task and assessment type) 	
SUBJECT ADJUSTMENTS	
<ul style="list-style-type: none"> • Adjustments clearly represented in uploaded materials • Evidence supports moderation decisions • Variations – Moderation Materials (VMM) used where required 	
ACTIVATING IDENTIFIES AND FUTURES (AIF)	
<ul style="list-style-type: none"> • AT1 Attestation uploaded in the place of student samples (confirmed at front loaded moderation) • AT1 Student samples uploaded (not confirmed at front loaded moderation) 	
FINAL SIGN-OFF	
<ul style="list-style-type: none"> • All evidence accessible • All subject-specific requirements met • Submission ready for marker and moderator review 	

For further support please contact askSACE:
 1300 322 920
askSACE@sa.gov.au

