South Australian Certificate of Education

Teacher Checklist – Stage 2 Online Submission

STUDENT EVIDENCE & RESULTS	Completed
For each student:	
• 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	
Special Provisions:	
• All applications finalised before submitting results	☐
• Variations – Moderation Materials (VMM) used where required	☐
Breach of Rules:	
• Breach checkbox ticked where applicable (on result sheet)	☐
• Form 2 emailed to askSACE@sa.gov.au	☐
EVIDENCE FORMAT & ACCESSIBILITY (ALL SUBJECTS)	
Living Documents	
• Static version uploaded (PDF, Word, ZIP, screenshots, or screencast)	☐
Oral or Multimodal Responses	
• Audio/video quality is clear and comprehensible	☐
• Playback speed allows effective moderation	☐
• Transcript uploaded (if applicable)	☐
SUBJECT SPECIFIC REQUIREMENTS	
Mathematics and Science Subjects which involve calculations – School Assessment Result Sheets (Essential Mathematics, General Mathematics, Mathematical Methods, Special Mathematics, Physics and Chemistry)	
• Marking included to enable moderators to review decisions without having to mark student work	☐
• Solutions included to support moderation	☐
Drama – Investigation and School Assessment Result Sheets	
• Student Identification Sheet uploaded for every student for group production	☐
Dance – School Assessment Result Sheets	
• AT1 Performance Portfolio – Student Identification Sheet uploaded for each sampled student	☐

Music Performance subjects – Investigation and School Assessment Result Sheets • Music Score or Lead Sheet • Student Identification Sheet uploaded for every student for group production	☐ ☐
SCHOOL ASSESSMENT TEACHER MATERIALS	
• 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	
• Adjustments clearly represented in uploaded materials • Evidence supports moderation decisions • Variations – Moderation Materials (VMM) used where required	☐ ☐ ☐
ACTIVATING IDENTIFIES AND FUTURES (AIF)	
• 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	
• 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

Government of South Australia