Online moderation workflow

SUPERVISOR

The *supervisor* logs into Schools Online and selects a moderation task that requires supervision from the 'Supervisor' tab on the moderation summary page.

The *supervisor* uses the supervision guidelines to independently review the recommendation to adjust results for student folios that are highlighted for review.



The *supervisor* reviews the student folio by viewing the result and the performance standard record (PSR) recommended by the school. Then the result and PSR recommended by the *moderator*.

The supervisor commences with student folios at the inspection points (lowest A, lowest B, lowest C, highest D, lowest E).

Supervisor agrees with:

School

The recommended adjustment is *not* supported with obvious and/or substantial evidence.

- The student folio is comparable with available benchmarks.
- The *supervisor* **confirms the school results** by selecting 'School' from the 'Supervisor recommended' drop-down menu.

Moderator

The recommended adjustment **is** supported by obvious and/or substantial evidence and is comparable with a benchmark at the level recommended by the *moderator*.

- The *supervisor* **accepts the adjustment recommended by the moderator** by selecting 'Moderator' from the 'Supervisor recommended' drop-down menu.
- Complete performance standards record that reflects the recommended level.
- Complete the comments boxes of "Obvious" and "Substantial".
- Use the S.E.A comment format.
- *Supervisor* submits the task.

Supervisor

Both the school result **and** recommended adjustment by the *moderator* are not supported by **obvious** and/or substantial evidence.

- The *supervisor* **declines the adjustment** recommended by the *moderator* and makes a **supervisor adjustment.**
- Select 'Supervisor' from the 'Supervisor recommended' drop-down menu.
- Complete performance standards record that reflects the recommended level.
- Complete the comments boxes of "Obvious" and "Substantial".
- Use the S.E.A comment format.
- *Supervisor* submits the task.

The *moderation manager* reviews the comments recorded and PSR.

If the comments provided are **not** based on obvious and substantial evidence, the *moderation manager* **confirms the school result,** overturns the supervisor adjustment, and submits the moderation task.

If the comments provided are based on obvious and substantial evidence the adjustment is complete. The moderation manager submits the moderation task.

Review guidelines

SUPERVISOR



The following guidelines are provided to support *supervisors* when reviewing *moderator's* recommendations to adjust results:

Supervisor review guidelines:

- Begin with the *Grade level* indicated by the school for the sample. Note the difference between the Performance Standard Record (PSR) recorded by the school and the *moderator*, and the adjustment recommended by the *moderator*.
- *Supervisors* don't seek further clarification from *moderators*.
- *Moderators* are encouraged to write comments, *supervisors* however, independently review samples.
- *Supervisors* review the work in the sample. They focus on the Specific Features and Performance Standards that the *moderator* has noted on the PSR and seek evidence to confirm the school result.
- *Supervisors* determine if the evidence of the criteria noted by the *moderator* on the PSR is Obvious and/or Substantial:
    - Obvious evidence is important, significant, and easily recognisable. Obvious evidence is not nuanced or subtle.
    - Substantial evidence is of considerable importance, size, or worth at the assessment type level.
- Avoid distractors and evidence that is not relevant to the performance standards (e.g. effort, untidy work, teacher comments, text choice).
- Comments should use the word "sample" as the subject rather than, "the student" or "the teacher" where possible.
- When making the recommendations, *supervisors* follow the S.E.A format when writing comments:
    - Identify the Specific Feature(s).
    - Provide Evidence of the specific performance standard(s) using adjectives, verbs, descriptors or brief example(s) from the sample.
    - Recommend an Action- moderation shift from teacher grade to proposed shift.

