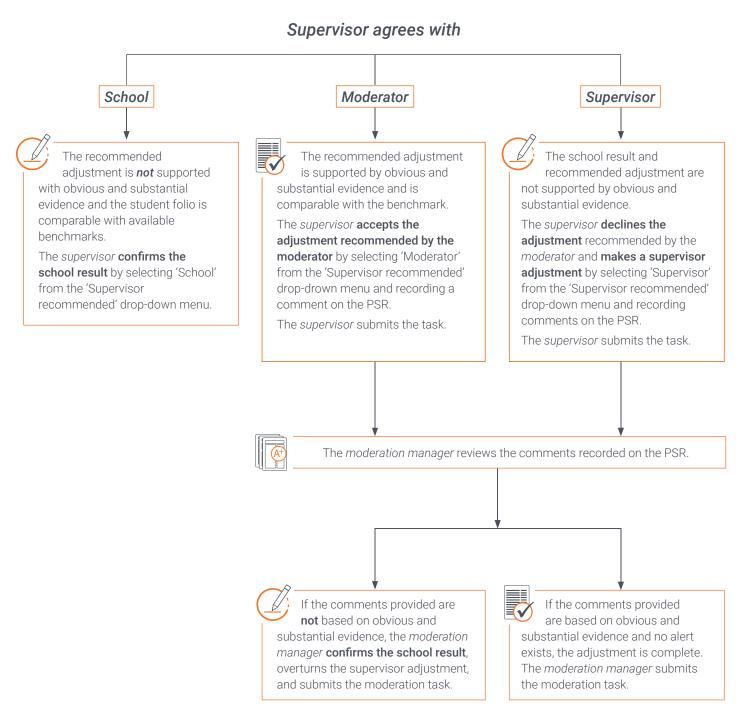# Online moderation workflow
# SUPERVISOR

The *supervisor* logs in to **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, and the result and the 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 substantial evidence and the student folio is comparable with available benchmarks.

The *supervisor* **confirms the school result** by selecting 'School' from the 'Supervisor recommended' drop-down menu.

### Moderator

The recommended adjustment is supported by obvious and substantial evidence and is comparable with the benchmark.

The *supervisor* **accepts the adjustment recommended by the moderator** by selecting 'Moderator' from the 'Supervisor recommended' drop-drown menu and recording a comment on the PSR.

The *supervisor* submits the task.

### Supervisor

The school result and recommended adjustment are not supported by obvious and substantial evidence.

The *supervisor* **declines the adjustment** recommended by the *moderator* and **makes a supervisor adjustment** by selecting 'Supervisor' from the 'Supervisor recommended' drop-down menu and recording comments on the PSR.

The *supervisor* submits the task.

The *moderation manager* reviews the comments recorded on the 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 and no alert exists, the adjustment is complete. The *moderation manager* submits the moderation task.

# Review guidelines
## SUPERVISOR

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

- Begin with the Performance Standards Record (PSR). Note the school result and recommendation and the difference between the profile of achievement recorded by the school and the profile of achievement recorded by the *moderator*.

- *Supervisors* independently review recommendations provided by *moderators*. *Supervisors* don't seek further clarification from *moderators*.

- *Supervisors* review the student work; they focus on the criteria 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 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.

- When making an adjustment, *supervisors* record comments about the adjustment, citing obvious and substantial evidence that is referenced to the performance standards and comparable to the benchmarks.