

Stage 2 Moderation (Central)

FAQs

Introduction

Stage 2 Moderation helps to ensure all SACE students receive grades for their school-assessed work in line with the statewide standard.

Moderation is a collaborative process between teachers, schools and the SACE Board.

This information sheet has been prepared to assist teachers in their important role, so that students receive the best possible outcomes.

The following aspects of moderation are explained:

- Completing school assessment results sheets
- Packing moderation bags
- How the moderation process works
- What happens after moderation.

School assessment results sheets (yellow)

Are the results submitted on the yellow sheet final?

- » Yes, results submitted on the results sheet (yellow) are the first and final grades for each assessment type for the school assessment. These results should match the grades on the work sent in the moderation bags.

Do I need to keep all students' work throughout the year?

- » Teachers will need to have access to all student work because the SACE Board will select a sample of this work to be moderated at the end of the year. Original work doesn't necessarily need to be retained - teachers and schools manage this in a range of ways including:
 - ◇ Keeping electronic copies
 - ◇ Having students retain their own work
 - ◇ Photocopying or scanning student work.
- » The sample selected is based on the final grades submitted on the results sheet (yellow). All the school assessed work for each student selected in the sample needs to be sent to moderation.

Do I need to de-identify student work?

- » No, though schools can choose whether students' work will only be identified by their SACE registration number.

Can I put marks and feedback on student work throughout the year?

- » Yes, teachers are encouraged to provide students with feedback during the teaching and assessment process.

What is the difference between an E and I result?

- » An E represents achievement against the performance standards; if selected in the moderation sample, evidence of achievement at the E standard for that assessment type needs to be provided. An 'I' result indicates insufficient evidence has been submitted for assessment.

How do I know when I need to have my results submitted?

- » All SACE Board due dates are published in the subject operational information available on each subject minisite on the SACE website. SACE Coordinators routinely set their own internal due dates for teachers to submit results sheets. This provides the SACE Coordinator with sufficient time to sign and verify the results prior to submission to the SACE Board.

Packing the moderation bag

How will I know which samples should be provided?

- » A sample will be selected based on the final grades submitted on the school assessment results sheet (yellow). SACE Coordinators inform subject teachers of the sample that is required for moderation (based on a report they will access in DATEX Online).

Can I change the moderation sample?

- » No, the sample has been selected by the SACE Board to ensure sufficient materials are presented that represent the range of grades for each assessment type. If samples are missing, the moderation process will be impeded.

How do I know when I need to have my materials submitted?

- » Courier pick-up dates are published in the subject operational information on the SACE website. Materials need to be packaged, checked, and labeled with sufficient time to accommodate possible early morning pick-ups. SACE Coordinators will advise teachers of the school's internal due dates so that materials can be checked.

What is the best way to package materials?

- » Individual student work should be packaged in the clear plastic bags provided by the SACE Board, separated by assessment type, clearly labeled with student name and/or registration number. Include:
 - ◇ all the school assessed work of the selected students in the assessment group
 - ◇ a copy of the approved learning and assessment plan (including the addendum if changes have been made to the assessment program)
 - ◇ a Variations - Moderation Materials form (if applicable).





- » You can choose to include the grades for each student and assessment type. Ensure grades on student work match the grades submitted on the school assessment results sheet (yellow).
- » Refer to the 'Advice on Preparing Stage 2 Materials' videos on the SACE website for further guidance.

When do I use a Variations - Moderation Materials form?

- » Variations could occur for four reasons:
 - ◇ Special provisions
 - ◇ Breaches of rules (e.g. plagiarism, collusion, exceeding word limit, unable to verify student work etc.)
 - ◇ Assessed work that has been lost
 - ◇ Student has not submitted the task(s).

- » When any of these circumstances occurs, a Variations – Moderation Materials form must be included with the student materials. Moderators will consider the variations when they view student work together with the schools' assessment decisions.
- » The Variations – Moderation Materials form can be found on each Stage 2 subject minisite on the SACE website.

Can I provide a note in the moderation bag about changing student grades?

- » No, the results submitted are final. Any changes due to errors are to be communicated to your school's SACE Coordinator who will then contact the SACE Board.

At moderation

Are all student samples sent to moderation viewed?

- » Not necessarily; a range of grades in each assessment type is selected initially. If the grades are confirmed, no further samples in that assessment type are reviewed. If the grades cannot be confirmed, moderators review more samples before adjustments are made.

Who decides on confirming/changing results?

- » Moderators work in pairs, reviewing student work against the performance standards. The two moderators, a subject supervisor and the Chief Supervisor all need to agree before results are adjusted or confirmed. Adjustments are only made if student evidence does not match the results given.

What happens when student work is missing?

- » Moderators will check the Variations – Moderation Materials form for reasons why work is missing. If a Variations – Moderation Materials form is not included, moderators will assume that work was not submitted by the student, and check that the result reflects the missing work.

What happens to the results of students whose work is not in the moderation sample?

- » The moderation sample is representative of all results within the assessment group. When results are confirmed (or adjusted) for an assessment type, all students with the same result are confirmed (or adjusted).

Do students with lower results impact on the students with high results?

- » No. Moderation compares student evidence with the performance standards at each grade level; the process does not compare students with each other.

What do moderators do if the word/time/page limit is exceeded?

- » Where word/time/page limits are specified in the subject outline, moderators will only consider evidence of achievement up to that limit.

After moderation

When do I find out moderation outcomes?

- » Schools receive the moderation feedback, with a document to support the interpretation of the feedback, in December. Schools receive the feedback on the same day that students receive their final SACE results.

When are moderation materials returned to schools?

- » Materials are returned after completion of central moderation and before results release.

How long do I need to keep student materials after results have been released?

- » Schools are encouraged to keep student materials until the end of the clerical check period, which is usually in late February.

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