PREPARATION REQUIREMENTS FOR MODERATION EVENTS

This document outlines the preparation and attendance requirements for System Moderation in the ACT Senior Secondary System for 2025. It must be read in conjunction with *BSSS Policy and Procedures* and other published Moderation help guides.

Event	Date	Presentations reviewed
Moderation Day 1 2025 (MD1)	Tuesday 4 March 2025	For courses studied by Year 11 students in Semester 2 (S2, Q3, Q4, M2) of 2024
Moderation Day 2 2025 (MD2)	Thursday 14 August 2025	For courses studied by Year 12 students in Semester 1 (S1, Q1, Q2) of 2025

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The *BSSS Policy and Procedures Manual* outlines that ALL teachers who deliver ACT senior secondary curriculum to years 11/12 are to attend Moderation Days.

Exemptions from attending Moderation Day must be requested for each Moderation Day. Requests must be made in writing by the principal.

No exemptions are given for school functions or camps, or professional learning.

Part-time teachers should be supported by schools to attend both Moderation Days for their entirety.

PRESENTATIONS

All courses delivered that have had a grade awarded in a unit (for the relevant moderation period and cohort) must be submitted for Moderation unless an exemption has been approved by the OBSSS. That is, materials related to the work of students in the designated Moderation period in each course offered at A, T, H or M level and, where relevant, Beginning, Continuing or Advanced level.

Presentation – refers to the submission of all course documentation for a unit and the expected number of student portfolios. For example, Economics – T

Portfolio – refers to the collection of an individual student's responses to the assessment instruments for the unit. For example, A grade student.

Expected submission numbers:
A teacher is responsible for submitting a minimum of:
1. two (2) presentations when submitting both as 1.0 standard units
   OR
2. three (3) presentations when submissions include 0.5 units. This can be any combination of courses they deliver

For example:
- 2 x 1.0 units from different courses: *Advanced Chinese T* 1.0 and *EALD 1.0 A*
- 2 x 1.0 units from different accreditations from the same course: *Biology T 1.0* and *Biology A 1.0*
- *1-2 x 0.5 units **and** a 1.0 unit of any courses and accreditations*
- *3 x 0.5 units of any courses or accreditations*

HALF (0.5) UNITS

If a half (0.5) unit in a course is being delivered, include this detail in the Comments section in ACS for the benefit of reviewers.

A Presentation can be exempt from being submitted at a Moderation Day, on application to the OBSSS. Exemption applications for presentations must be submitted in ACS by the **published** due date.

Exemptions **will not be approved** for courses which have an Overall Presentation Rating of *Unsatisfactory* from the previous Moderation Day or which have progressed to a Longitudinal Risk Rating of *Medium*, *High, or Extreme*.

EXEMPTION ELIGIBILITY

Situation	Eligibility	Required Submission
Courses not being delivered or with less than 3 students in an M course	**NA** – Courses not delivered or with less than 3 in an M unit will not appear in the list of courses on the School Moderation Presentations page in ACS • If M courses appear on the list of courses, this means there is >3 students enrolled.	No action
Teacher presentation workload (see *Expected Submission Numbers* above) Unexpected misadventure	**Yes** – By application when no other teacher can meet submission requirements Include explanation of situation and why another teacher is unable to submit	Application through ACS
Planned teacher absence Student work not retained or collected Teacher inconsistency Student received estimates or special consideration	**No**	If a grade was awarded, presentation/s must be submitted

Details of any clarifying information MUST be noted in the *Comments* section in ACS when creating presentations. This information may include, but is not limited to:

- Clarification of substitution (e.g., no A student, next highest student submitted)
- Explanation of special assessment conditions (if relevant)
- Explanation of software needed or access requirements. (e.g., password to a closed system)

ACS will automatically select the students whose work is required for submission in each moderation presentation if the nominated grades have been awarded by the school as based on the set criteria published in advance (see table below).

It is recommended to delete any presentation created prior to unit grades being finalised in ACS. Once finalised, the presentation can be generated, and student work entered. Substitutions and school selections can then occur in accordance with advice within this document.

Subject	PORTFOLIO NUMBERS PER PRESENTATION MODERATION DAY 1 AND 2, 2025		
	More than 9 students enrolled	**5-9 students enrolled**	**4 or fewer students enrolled**
Mathematics and English Courses (Not Contemporary or EAL courses which submit a maximum of 2 student portfolios)	3 per course* (Highest A, B and C)	2 per course* (Highest A and C)	1 per course (Highest grade)
Arts Courses (**Visual Art, Photography, Media, Design & Textiles, Music****)	1 per course (Highest grade)	1 per course (Highest grade)	1 per course (Highest grade)
Design Courses (**Design and Emerging Technologies, Designed Environments, Engineering Studies, Design and Graphics, Hospitality**)	1 per course (Highest grade)	1 per course (Highest grade)	1 per course (Highest grade)
IT Courses (**Digital Technologies, Data Science, Networking and Security, Robotics and Mechatronics, Digital Products**)	1 per course (Highest grade)	1 per course (Highest grade)	1 per course (Highest grade)
All Other Subjects	2 per course (Highest A and C)	2 per course (Highest A and C)	1 per course (Highest grade)
M courses – are only submitted where there are 3 or more students enrolled in the course.			

** trial of single portfolio submission

PARTIAL OR NO AUTOMATICALLY SELECTED STUDENTS

If the expected grade(s) **are not awarded**, the school is required to select an alternative student or students for the presentation. Alternative selections must be the next highest student in the closest grade to that originally expected in the published criteria.

ADVICE: PARTIAL OR NO PRE-SELECTED STUDENTS IN PRESENTATION AND GRADES EXPECTED

Schools are advised to check that Moderation Presentations are creating in ACS after the allocation of Unit Grades in the Markbook. Early creation of a presentation prior to all Unit Grades being awarded will prevent ACS selection occurring and may result in a teacher selecting a student incorrectly.

Where, following the awarding of Unit Grades in the Markbook a student(s) have not been pre-selected by ACS the expected alternative selections are described below.

Missing student selection	Reason for ACS non-selection	Required school selection/ action
A Grade	No *A* grade awarded in Markbook	Highest student in Markbook not already submitted
B Grade (Mathematics / English)	No *B* grade awarded in Markbook	Lowest *A* or Highest student not already submitted
C Grade	No *C* grade awarded in Markbook	Lowest *B* or Highest student below a *C* grade
Course with Highest Grade expected	Grade and student enrolment rules in ACS do not capture highest grade unless this is an *A*. For example: if the highest grade awarded is a B, ACS will not automatically select this student.	Highest grade awarded in Markbook
No students selected despite expected grades in Markbook	Presentation was created prior to the allocation of Unit Grades	**Delete** presentation and recreate to allow ACS automatic selection to occur following unit grade allocation in the Markbook

SUBSTITUTION OF STUDENTS

In certain circumstances a school may **substitute an ACS pre-selected student for the student who is the next highest grade** to the student originally selected.

Important – Student substitution is not permitted if they are the only student to receive the expected Moderation grade. E.g. – if only one (1) *A* grade was awarded, it cannot be substituted.

An explanatory comment must be made when a permitted substitution occurs. Contact the Office of the BSSS if in doubt about a substitution.

SUBSTITUTION ELIGIBILITY

Situation	Eligibility	Required Submission
Ethical Research Principles and Guidelines withdrawal - restricts external moderation	Yes – but only on application to OBSSS including the withdrawal paperwork located in the *Guidelines*	The next highest student in the expected grade band or highest grade not already submitted
Late penalty or estimate applied to student Assessment Instrument(s)	**Yes** - but only if another student receives the same unit grade expected	The next highest student in the expected grade band
ACS pre-selected student(s) studied different English texts	**Yes** – but only if the expected grades can be submitted for the alternative student(s)	Highest student(s) of the expected grade bands who studied the same English texts
Corrupt file	**Yes** – but only if the expected grade can be submitted for an alternative student	The next highest student in the expected grade band
Missing student assessment evidence Inconsistent Assessment Item grade achievement – Example: Overall Unit Grade *C* achieved through the attainment of an *A, C and E* on the assessment items No audio-visual evidence ACS selected student not in the class of the teacher assigned to create the presentation	**No –** Use the comments function to explain the circumstance if needed. Insufficient Evidence (IE) may result at Moderation Day if evidence is missing from a presentation that reviewers feel essential for affirming the grade	ACS selected student (no substitution available)

FILE ACCESSIBILITY

- Unit Outline – Must be created and published in ACS.
- Assessment Tasks – Must be created in the Assessment Coversheet generator in ACS. This process must include the uploading of all parts of the assessment, including any rubrics or solutions files.
- Student work – Uploaded to ACS unless file size or type prohibits upload.

Links to websites, URLs, Google classroom or other cloud storage must be checked for accessibility. If required for use, please ensure all access permissions have been turned off.

Schools are responsible for ensuring evidence supplied is accessible for all reviewers regardless of sector. PDF, Word, jpeg or MP4 files are supported by most users.

Evidence of Practical and Performance Assessment must be submitted as per the table below.

Assessment Type	Requirement	Notes
Oral Presentation Seminar Performance	- Audio-visual evidence always required - Other supporting evidence may be supplied – e.g., palm cards, slideshow	Save files in a common file type such as MP4 Please compress large files, and delete unnecessary "filler" (e.g., where the camera was left running)

Physical-item practical work (e.g., creative task, poster presentation)
 	
Practical work not captured elsewhere
	- Photographic or video evidence always required
	- At least 4 photographs, clearly labelled
	  - 1 photo of full work
	  - 3 photos of detail/progression
	- Video: clearly identifies student, appropriate length
		Technology/Arts courses must include photographic or detailed digital evidence even if brought to Moderation Day

Visual or other progress diary	- Digital submission	
Software or programming tasks	- Upload to ACS - For particularly complex tasks or where uncommon software has been used,	Teachers are encouraged to take a copy of the software

Assessment Type	Requirement	Notes
	teachers should provide a minimum of two (2) summative screenshots which provide an indication of the level of student work • A comment indicating which software is required **must** be entered in ACS in the *Presentation Comments* section where specific software is required to view student work	to Moderation Day to ensure reviewers can access the work
Material Evidence of Physical Education/Outdoor Skills	Material evidence must be accessible to others on Moderation Day. Some examples for consideration include: • Personal training plans and reflective journals • Application of knowledge and skills statistics over time • Student produced video with student's own reflective commentary that show-cases decision making, skill development, strategies, technique assessment (Recommended- 6 -10 minutes depending on course classification) • Record of student's own goal setting and measurement of achievement in relation to goals • Digital Portfolio of exemplars of knowledge compiled by student, understanding and skills. • Videoed/photographic simulated demonstrations of technique under safer conditions, e.g., kayak dry land demonstrations • Photo essay of activity • Frame by frame photography of technique/action • Video evidence with teacher reflective comments that identifies teacher judgements of practical performance against course and unit requirements (6-10min)	Short one-off recordings of a general nature of individuals or groups fail to meet the evidence criteria above and do not sufficiently demonstrate sufficient Achievement Standards for heavily weighted tasks **Insufficient Evidence** procedures may be applied by the OBSSS in Pre-moderation processing or by reviewers on Moderation Day.

DIGITAL EVIDENCE

LARGE FILES

Schools should avoid submitting excessively large files where possible. Excessively large files may be submitted:

- Uploaded to a cloud-based storage service with a link to this material saved in the presentation in ACS.
- Dropbox will remain available for this purpose. Schools will be responsible for making a link in Dropbox and saving this in the presentation in ACS for access by anyone with the link.

DIGITAL EVIDENCE STUDENT PRIVACY

It is legal to capture footage of students from **<u>your own school</u>** in activities for the purposes of moderation.

The capture of audio/visual evidence **of individuals from outside of the school** to be moderated is **NOT permitted** without evidence of prior permission from external individuals. This evidence should be noted in ACS in the *Comments* sections. For example, participants who are not from your school should not be recorded in cross-school competitions without prior permission being received.

It is permissible to request that students capture evidence as part of their assignment – e.g., a visual portfolio of PE achievement.

Date	Event
2024	
Thursday 31 October	Moderation Coordinators' Meeting -Callam Offices
Tuesday 19 November	MD1: Presentation Exemption applications DUE COB
Tuesday 17 December	MD1: Moderation Presentations DUE COB
2025	
January 2025	BSSS Pre-Moderation checking
Thursday 13 February	Moderation Coordinators' Meeting MD1
Monday 17 February	MD1: Teacher Attendance exemptions applications DUE COB
Friday 21 February	Attendance report (signed by principal) DUE COB
Tuesday 4 March	**Moderation Day 1**
Tuesday 3 June	MD2: Presentation Exemption applications DUE COB
Thursday 3 July	MD2: Moderation Presentations DUE COB
July 2025	BSSS Pre-Moderation checking
Thursday 31 July	Moderation Coordinators' Meeting
Monday 28 July	MD2: Teacher Attendance exemption applications DUE COB
Friday 1 August	MD2: Teacher Attendance report (signed by principal) DUE COB
Thursday 14 August	**Moderation Day 2**

LINKS TO HELP FILES

[Creating Unit Outlines in ACS](#)

[Creating Assessment Item Coversheets in ACS](#)

[Creating Assessment Item Coversheets in ACS – Quick start guide](#)

[Creating Moderation Presentations in ACS](#)

[Using ACS to create Moderation Portfolios - Video](#)

[Summary: ACS to create Moderation Portfolios - Video](#)