

Preparing a Moderation Presentation in ACS Checklist

This checklist reflects the steps BSSS Pre-moderation checkers will undertake following the submissions of moderation presentations by schools.

1. Unit Outline

Unit Outline is published to Profiles Online?

- Yes
- No (recorded for BSSS purposes, is not an error for correcting)

If No, comment to explain (if required)

Comments:

Unit Outline downloads correctly for the unit listed:

- Yes
- No

If No, explain issue. Include relevant points from above list for clarity.

Comments:

2.1 Assessment Item 1 (clean copies)

ASSESSMENT ITEM 1 Name (AI1)

a) The AI is published to Profiles Online



- Yes
- No (recorded for BSSS purposes, is not an error for correcting)

If No, comment to explain (if required)

Comments:

b) Consistent information from UO and Coversheet on AI including any attachments (rubrics, school documents etc):

- Accurate unit information: Course (only one Accreditation type), Year level (only one), Unit Name, Unit Value, Semester
- Due date clearly aligns to the Unit Outline (weeks/date range)
- Weight of task matches unit outline
- Instructions to student are clear (in-class tasks must include time allowed)
- Blank rubric for non-test/exams: specific to task, specific for A or T, 11 or 12 (not the Achievement Standards)
- Reference to BSSS policies relevant to task
- V course – all Units of Competency matching those on the Unit Outline relevant to this task

- Yes
- No

if No, explain issue (include the relevant point/s from above list for clarity)

Comments:

c) Is there contradictory information on uploaded documents to that of the AI coversheet?

- Yes
- No

if Yes, details of contradictory information

Comments:

d) Solutions file uploaded for tests and exams:

- Yes
- No

2.2 Assessment Item 2 (clean copies)

ASSESSMENT ITEM 2 Name (AI2)

a) The AI is published to Profiles Online

- Yes
 No (recorded for BSSS purposes, is not an error for correcting)

If No, comment to explain (if required)

Comments:

b) Consistent information from UO and Coversheet on AI including any attachments (rubrics, school documents etc):

- Accurate unit information: Course (only one Accreditation type), Year level (only one), Unit Name, Unit Value, Semester
- Due date clearly aligns to the Unit Outline (weeks/date range)
- Weight of task matches unit outline
- Instructions to student are clear (in-class tasks must include time allowed)
- Blank rubric for non-test/exams: specific to task, specific for A or T, 11 or 12 (not the Achievement St, andards)
- Reference to BSSS policies relevant to task
- V course – all Units of Competency matching those on the Unit Outline relevant to this task

- Yes
 No

if No, explain issue (include the relevant point/s from above list for clarity)

Comments:

c) Is there contradictory information on uploaded documents to that of the AI coversheet:

- Yes
 No

if Yes, details of contradictory information

Comments:

d) Solutions file uploaded for tests and exams:

- Yes
 No

2.3 Assessment Item 3 (clean copy)

ASSESSMENT ITEM 3 Name (AI3)

a) The AI is published to Profiles Online

- Yes
 No (recorded for BSSS purposes, is not an error for correcting)

If No, comment to explain (if required)

Comments:

b) Consistent information from UO and Coversheet on AI including a (rubrics, school documents etc):

- Accurate unit information: Course (only one Accreditation type), Year level (only one), Unit Name, Unit Value, Semester
- Due date clearly aligns to the Unit Outline (weeks/date range)
- Weight of task matches unit outline
- Instructions to student are clear (in-class tasks must include time allowed)
- Blank rubric for non-test/exams: specific to task, specific for A or T, 11 or 12 (not the Achievement Standards)
- Reference to BSSS policies relevant to task
- V course – all Units of Competency matching those on the Unit Outline relevant to this task

- Yes
 No

if No, explain issue (include the relevant point/s from above list for clarity)

Comments:

c) Is there contradictory information on uploaded documents to that of the AI coversheet?

- Yes
 No

if Yes, details of contradictory information

Comments:

d) Solutions file uploaded for tests and exams:

- Yes
 No

2.4 Assessment Item 4 (clean copies)

ASSESSMENT ITEM 4 Name (AI4)

a) The AI is published to Profiles Online

- Yes
 No (recorded for BSSS purposes, is not an error for correcting)

If No, comment to explain (if required)

Comments:

b) Consistent information from UO and Coversheet on AI including any attachments (rubrics, school documents etc):

- Accurate unit information: Course (only one Accreditation type), Year level (only one), Unit Name, Unit Value, Semester
- Due date clearly aligns to the Unit Outline (weeks/date range)
- Weight of task matches unit outline
- Instructions to student are clear (in-class tasks must include time allowed)
- Blank rubric for non-test/exams: specific to task, specific for A or T, 11 or 12 (not the Achievement Standards)
- Reference to BSSS policies relevant to task
- V course – all Units of Competency matching those on the Unit Outline relevant to this task

- Yes
 No

if No, explain issue (include the relevant point/s from above list for clarity)

Comments:

c) Is there contradictory information on uploaded documents to that of the AI coversheet?

- Yes
 No

if Yes, details of contradictory information

Comments:

d) Solutions file uploaded for tests and exams:

- Yes
 No

2.5 Assessment Item 5 (clean copies)

ASSESSMENT ITEM 5 Name (AI5)

a) The AI is published to Profiles Online

- Yes
 No (recorded for BSSS purposes, is not an error for correcting)

If No, comment to explain (if required)

Comments:

b) Consistent information from UO and Coversheet on AI including any attachments (rubrics, school documents etc):

- Accurate unit information: Course (only one Accreditation type), Year level (only one), Unit Name, Unit Value, Semester
- Due date clearly aligns to the Unit Outline (weeks/date range)
- Weight of task matches unit outline
- Instructions to student are clear (in-class tasks must include time allowed)
- Blank rubric for non-test/exams: specific to task, specific for A or T, 11 or 12 (not the Achievement Standards)
- Reference to BSSS policies relevant to task
- V course – all Units of Competency matching those on the Unit Outline relevant to this task

- Yes
 No

if No, explain issue (include the relevant point/s from above list for clarity)

Comments:

c) Is there contradictory information on uploaded documents to that of the AI coversheet?

- Yes
 No

if Yes, details of contradictory information

Comments:

d) Solutions file uploaded for tests and exams:

- Yes
 No

3. Student Portfolio/s

a) Have the minimum number of Student Portfolios been provided? Refer to Moderation Day requirements table and number of student enrolments

- Yes
 No

If No, comment to explain (if required)

Comments:

b) Were the students/AIs selected by ACS submitted by the school?

- Yes
 No (Students entered by school are indicated as highlighted Blue)

If No, was a comment provided to explain added or substituted student?

Comments:

c) Were the expected grades submitted based on Moderation Day requirements?

- Yes
 No

If No, is a comment provided in ACS to explain alternative grade

Comments:

Student Portfolio 1



Student Portfolio 1:

- student work is accessible – all files open, scans are legible, links are active and able to be opened without password (links only for large files included in the portfolio)
- student work is not a mix of students (different names)
- mark and grade are include on the student work
- mark and grade in ACS match exactly the mark and grade as written on the student work
- all required files included for assessment type – practical/oral tasks include correct evidence type (Eg. Pictures, videos, AV)
- marked rubric / marking scheme provided

Yes

No

If No, provide comment to explain (include the relevant point/s from above list for clarity)

Comments:

Student Portfolio 2

Student Portfolio 2:

- student work is accessible – all files open, scans are legible, links are active and able to be opened without password (links only for large files included in the portfolio)
- student work is not a mix of students (different names)
- mark and grade are include on the student work
- mark and grade in ACS match exactly the mark and grade as written on the student work
- all required files included for assessment type – practical/oral tasks include correct evidence type (Eg. Pictures, videos, AV)
- marked rubric / marking scheme provided

Yes

No

If No, provide comment to explain (include the relevant point/s from above list for clarity)

Comments:

Student Portfolio 3

Student Portfolio 3:

- student work is accessible – all files open, scans are legible, links are active and able to be opened without password (links only for large files included in the portfolio)
- student work is not a mix of students (different names)
- mark and grade are include on the student work
- mark and grade in ACS match exactly the mark and grade as written on the student work
- all required files included for assessment type – practical/oral tasks include correct evidence type (Eg. Pictures, videos, AV)
- marked rubric / marking scheme provided

Yes

No

If No, provide comment to explain (include the relevant point/s from above list for clarity)

Comments: