

## Top 10 steps for preparing Stage Two School Assessed work for moderation

1. Leave student names, SACE ID numbers and school names on the work.
2. Pick your most solid representatives for the required samples. **Include your marks, comments and assessment rubrics to help moderators understand where your grade came from. Indeed, if not enough evidence of your marking is provided, it can be sent back to you for “remarking”. The moderators are looking to confirm your grade so help them out by providing clear evidence.**
3. Provide a complete set of task sheets for each assessment type.
4. Provide your Learning and Assessment Plan with a completed addendum – including if you made the COVID adjustment.
5. Complete the Variations Moderation Materials for the following circumstances:  
Teachers select a sample of students whose evidence of learning is to be submitted for final moderation according to sample selection parameters. There may be variations in the materials for one or more students in the final moderation sample because:
  - special provisions have been granted by the school to a student(s)
  - a breach of rules in an assessment type(s) has been identified in the work of a student(s)
  - student materials that have been assessed by the teacher are no longer available
  - a student has not completed an assessment task(s).

This year it will happen as you complete the online submission process.

6. Save files as PDF or Word documents. Check this link for file formats for videos and images. [Accepted file names and formats - South Australian Certificate of Education \(sace.sa.edu.au\)](https://www.sace.sa.edu.au/accepted-file-names-and-formats)
7. Ensure the files are saved using the correct name format:  
For Ag Production:  
STUDENT'S SACE REGO NUMBER-2AGD20-AT1 or 2-Name of task  
For Ag Systems:  
STUDENT'S SACE REGO NUMBER-2AGY20-AT1 or 2-Name of task
8. Be ready to complete the Performance Standard Record (PSR) for each Assessment Type for students in the moderation sample.

9. Check the school's due date for uploading on Schools Online. The deadline for submitting to the SACE Board is Friday 17th November.

**10. Check the checklist:**



### Moderation checklist – online submission

Please upload and complete the following materials:

<b>Student samples</b>	
All assessment tasks for each assessment type for each student selected for moderation.	
All A+ student samples for each assessment type	
Variations – Moderation Materials (VMM) form to alert the moderation panel to variations, such as missing student materials , a breach of rules, or special provisions (if applicable)	
Individual student identification form, if submitting group electronic evidence (such as video or audio)	
<b>Teacher materials</b>	
Learning and assessment plan	
Assessment tasks	
Student group electronic evidence (such as video or audio), which is identified by assessment task and assessment type (if applicable)	
Solution sheets must be included for subjects which involve calculations (e.g. Mathematical Methods or Physics)	

Moderation feedback for online subjects can be found in the *Moderation Summary*, which is available in Schools Online after results release.