**COLLEGE MODERATION TIMELINE: Visit:** [**http://www.bsss.act.edu.au/grade\_moderation/moderation\_information\_for\_teachers**](http://www.bsss.act.edu.au/grade_moderation/moderation_information_for_teachers)

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| **TIME** | **DOCUMENTATION** **(for inclusion in moderation presentation)** | **COMMENTS** |
| **(Prior to) Beginning of Semester** |  | Read Framework (available on BSSS website) and Course Document.Find out about faculty management of student materials.**Update your ACS profile in readiness for Moderation Day. This is important for attendance and dietary requirements.** |
| **Preparation for course delivery** | Create a document folder (digital or hard copy) **-** one for each course to be delivered for the year group being moderated. | Select unit/units of study.If teaching unit(s) with others or meshing with other courses discuss tasks/timing/weighting etc with them.Visit Board website for latest moderation information, particularly with reference to **specific subjects** and **non-written evidence** requirements: <http://www.bsss.act.edu.au/grade_moderation/moderation_information_for_teachers>  |
| **Preparation of Unit Outline** Refer to current BSSS Policy and Procedures Manual (Website) | Keep a copy of the unit outline in your document folder**.** | Prepare outline ensuring it meets BSSS requirements (*Policy and Procedures Manual* 4.3.6.1).Ensure students are aware of the Moderation process, including the need for photographic/video evidence. |
| **Preparation of Assessment instruments** (tasks, marking schemes/rubrics/ solutions)  | Store clean copy of Assessment instruments and any marking schemes, rubrics, solutions etc. in document folder for each course. | Prepare tasks in accordance with Framework and Course Document. Keep all clean copies of marking rubrics, answer keys/ guides/ solutions as these are an important part of the documentation required on Moderation Day. |
| **TIME** | **DOCUMENTATION** | **COMMENTS** |
| **During Semester****Assessment Tasks** Deliver as per Unit Outline and in accordance with due dates and BSSS requirements |  | Seek advice on quality of tasks. Allow time for discussion of assessment results with students. Keep records of practical evidence including evidence of orals according to requirements. (See current Moderation Day Requirements memo available on website.) |
| **Collection of Student Work** | **Collect work digitally. Take photos of practical assignments/ artwork** | Return student work to students and discuss results. Keep copies for moderation. |
| **End of Semester****Preparation of Moderation presentations**Use *Teacher Checklist for Moderation Materials* as a guide | Create digital folder for work School code, Course Name, Course Type (A/T/M/V/C) (1.0 or 0.5 unit)*Individual Student* *Profile* (ISP) –download from ACS after all results are entered.Use *Teachers' Moderation Checklist* (BSSS Website) to assist in preparation of presentation | **ACS**Create presentation in ACS and ensure that any supporting comments regarding software are noted or why a particular grade is not being submitted.**ISP**Download *ISP* from ACSensuring details match with the work. Any changes that are due to moderation or meshing, add to the Comments section of the ISP. No marks can be changed by hand on the ISP as this reflects the mark in ACS and what has been awarded to the student.Prepare student portfolios in accordance with documentation **Note:** Special instructions for various subjects in line with Requirements for Moderation Day memo. |
| **TIME** | **DOCUMENTATION** | **COMMENTS** |
| **Moderation Day and after** |  | Attend venue of dominant teaching subject. **Sign on and off**.Use pink *Moderation Checklist* in ACS as a working document to review. (DO NOT re-mark student work). From *Checklist* complete *PRP* in ACSafter conferencing with other reviewer/ reviewers, giving agreed constructive feedback and suggestions for improvement and/or praise where appropriate.Seek the assistance of the Subject Group Leader if disagreements arise. |
|  |  | Be aware that *PRP* feedback is returned to the school as soon as possible after Moderation Day.Consider any points raised and rethink own practice. Discuss with other teachers.Implement change for improvement.Be aware of the Right of Reply policy. Discuss issues with your Head of Department and Curriculum / Moderation Co-ordinator.Attend opportunities for professional development.Collection and storage of materials for new year group in accordance with Memo of Requirements should already have begun. |

