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# Teacher Checklist: Preparation of Moderation Presentations

Refer to memo: ***Moderation Day Requirements for Teachers*** on the BSSS website:

[*http://www.bsss.act.edu.au/grade\_moderation/information\_for\_teachers*](http://www.bsss.act.edu.au/grade_moderation/information_for_teachers)

Collect the documentation and student work as you go. The documents can be stored from the beginning of each unit.

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| **Create Presentation in ACS**Include details of any clarifying information such as: Software Requirements, if a laptop/ practical work is being brought to the venue (digital images still required), why there is no A student work available, assessment conditions that need highlighting. |  |
| **Digital folder** Digital folder clearly labelled with School Code, Course Name, Course Type (A/T/M/V/C). |  |
| **Documentation folder**The **Unit Outline** as provided to students see *BSSS* *Policy and Procedures Manual – 4.3.6.1* for details to be included on Unit Outlines. |  |
| **Documentation folder**Clean copies of all the Assessments Tasks, containing or accompanied by marking criteria/schemes/rubrics/feedback sheets/answers or solutions/expected responsesEachassessment task should detail for the student clear statements about what is required and under what conditions it will be undertaken, including the assessment criteria/marking schemes. Moderation presentations should also include rubrics/answers/expected responses with which the student work was compared to make judgments about standards. See *BSSS* *Policy and Procedures Manual – 4.3.5* for details to be included on assessment tasks. |  |
| **Student Portfolios**A set of student portfolios, as detailed in Section 3 of *Moderation Day Requirements for Teachers* for each subject. Each student portfolio should:* be the work of **one** student only from the current cohort
* include an **Individual Student Profile** (ISP) form. These are to be **downloaded from ACS** for each student after scores etc are finalised in the Markbook.

No handwritten changes to grades or weightings can be made to the ISP. |  |
| **Evidence of any non-written work**Video or audio recordings for oral presentations. Make sure students are clearly identified.Practical work in technology and the Arts can be taken to the venue but digital images are to be submitted for online moderation.Refer to *Moderation Day Requirements for Teachers* for specific subject details**NB:**  Include a detailed request for any specialised software requirements to review supporting material in the Comments section in ACS. |  |

For further information, consult your school Moderation Coordinator.