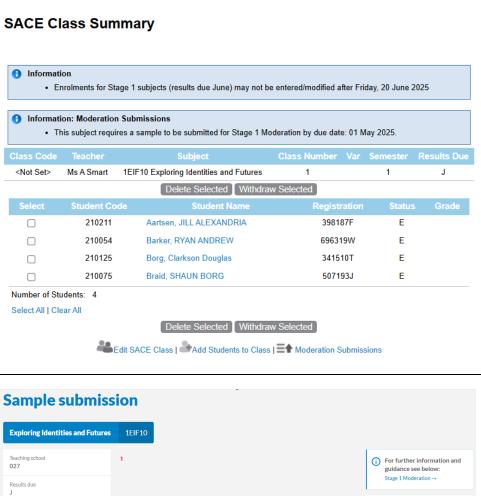# Instruction Guide – EIF Front Loaded Moderation Submission
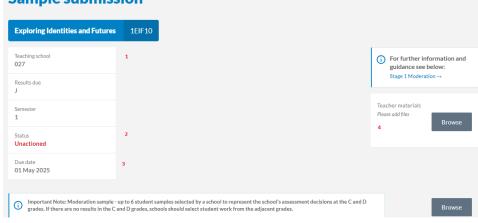
Under the Class Summary list, you'll find a link labelled 'Moderation Submissions.' Please click on it. All teachers (regardless of class number) will use this link to navigate to a combined sample submission page.	**SACE Class Summary** **ℹ Information** • Enrolments for Stage 1 subjects (results due June) may not be entered/modified after Friday, 20 June 2025 **ℹ Information: Moderation Submissions** • This subject requires a sample to be submitted for Stage 1 Moderation by due date: 01 May 2025. <table><tr><th>Class Code</th><th>Teacher</th><th>Subject</th><th>Class Number</th><th>Var</th><th>Semester</th><th>Results Due</th></tr><tr><td><Not Set></td><td>Ms A Smart</td><td>1EIF10 Exploring Identities and Futures</td><td>1</td><td></td><td>1</td><td>J</td></tr></table> Delete Selected Withdraw Selected <table><tr><th>Select</th><th>Student Code</th><th>Student Name</th><th>Registration</th><th>Status</th><th>Grade</th></tr><tr><td>☐</td><td>210211</td><td>Aartsen, JILL ALEXANDRIA</td><td>398187F</td><td>E</td><td></td></tr><tr><td>☐</td><td>210054</td><td>Barker, RYAN ANDREW</td><td>696319W</td><td>E</td><td></td></tr><tr><td>☐</td><td>210125</td><td>Borg, Clarkson Douglas</td><td>341510T</td><td>E</td><td></td></tr><tr><td>☐</td><td>210075</td><td>Braid, SHAUN BORG</td><td>507193J</td><td>E</td><td></td></tr></table> Number of Students: 4 Select All	Clear All Delete Selected Withdraw Selected 👥Edit SACE Class	👥Add Students to Class	☰ Moderation Submissions
Your class information appears at the top of the screen 1. Teaching school, starting semester and results due 2. Status 3. Submission due date 4. Teacher materials – LAP, task sheets etc	**Sample submission** **Exploring Identities and Futures** 1EIF10 Teaching school 027 **1** Results due J Semester 1 Status **Unactioned** **2** Due date 01 May 2025 **3** ℹ For further information and guidance see below: Stage 1 Moderation → Teacher materials *Please add files* **4** Browse ℹ Important Note: Moderation sample - up to 6 student samples selected by a school to represent the school's assessment decisions at the C and D grades. If there are no results in the C and D grades, schools should select student work from the adjacent grades. Browse

Instruction Guide – EIF Front Loaded Moderation Submission

Submission of samples and PSR information 1. Students appear in class lists on a combined submission screen 2. Class number – if multiple classes your class will appear at the top of the list 3. Grades must be entered before any samples can be uploaded. Other teachers can see all uploads once the teacher submitting selects the "save" button. 4. PSR – Performance Standards 5. Student samples uploaded using the naming convention. 6. Sample type – please select EIF front loaded moderation for EIF only	
Complete the PSR – for EIF only performance standards that have been met must be selected	
Once all submission has been finalised for the subject only one teacher is required to "send to Principal's Delegate" on behalf of all teachers	