

Stage 1 moderation - frequently asked questions

How do I know if I have been requested for Stage 1 moderation?

Initial requests for moderation are sent to the school's SACE Coordinator and Principal in February. From 2023 teachers can see a notification on their SACE Class Summary in Schools Online if their subject is due for moderation in the current year when at least one student is enrolled in the class. In April a further request is distributed to schools based on actual enrollments in Schools Online. If there are any changes to enrolments after the due dates for enrolments (as per the [SACE calendar](#)), please contact [askSACE](#).

What subjects are moderated at Stage 1 moderation?

Stage 1 English and mathematics subjects and the PLP are required for Stage 1 moderation.

I came to moderation last year, why am I being requested again?

Schools participate in moderation for Stage 1 English and mathematics subjects and the PLP offered by the school until their results are confirmed for two consecutive years.

Once schools have been confirmed in two consecutive years, they are moved onto the moderation cycle and are only required for moderation every three years. If a school's results are not confirmed at moderation, they will be requested to return to moderation for the next two years.

There are two Stage 1 moderation cycles within a year, one in June and one in November. The moderation requirement is determined by how schools enrol their classes, for example, if a subject is enrolled (results due June) a sample is required in semester 1. If a school is not confirmed in one cycle, and have enrolments again the following cycle they will be requested to submit a sample again.

When do I have to submit materials by?

All materials must be submitted to the SACE Board for Semester 1 by the due date. The Moderation Submission link will appear on the class list when there is at least one student enrolled in the class.

How many samples are required for each subject?

A maximum of 6 student samples is required for each subject. The 6 student samples should be a representative of **the school's interpretation and application of the performance standards** in the subject at the **C** and **D** grades.

Within the maximum of up to 6 student samples, up to 3 student samples should reflect an overall C grade, and up to 3 student samples should reflect an overall D grade.

What if I don't have C or D samples?

If there are no results in the C or D grades, schools should select up to 3 student samples from the adjacent grades for the moderation sample.

What if I only have 1 sample?

Schools with enrolments in subjects requested for Stage 1 moderation are required to submit at least 1 student sample.

One sample may be submitted to SACE for moderation regardless of its grade band if that is all the student samples a school has for that moderation cycle.

What do I do if my class has not completed all tasks for the year?

At Stage 1, a student sample may be submitted before the final task has been completed.

For English and mathematics subjects, a minimum of 3 out of 4 tasks are required, and for PLP, a minimum of 3 out of 4, or 4 out of 5 tasks must be included in the sample.

If the minimum number of tasks have not been completed by a student in your class, that student should not be included in the sample.

If you do not have any students that can be selected in the sample, you should select "No samples" in the "Moderation Submission" screen and send your submission to the Principal's Delegate.

How do I upload my materials to SACE?

From semester 1 2023 schools will submit their moderation samples via Schools Online. A link will appear on the teachers' SACE Class Summary when the subject is required for moderation and there is at least one student enrolled in the subject.

Are there different naming conventions for Stage 1 moderation?

Yes, Stage 1 moderation does have its own naming conventions.

For further instructions regarding naming conventions and packing instructions please see our [Preparing materials for Stage 1 Moderation submission](#) guide.

What is a 'teacher pack'?

A teacher pack is a combined document which is submitted along with student samples to support the moderation process.

The teacher pack must include a copy of:

- learning and assessment plan(s) (LAP)
- assessment task sheets
- relevant supporting materials, e.g. answer guides, mark schemes, rubrics, specific features of the assessment design criteria, solutions for skills and applications tasks for the mathematics subjects.

What happens if my grades aren't confirmed at Stage 1 moderation?

The purpose of Stage 1 moderation feedback is to provide information that schools can use to confirm or adjust (as appropriate) final grades.

When you receive your feedback consider:

- any tasks completed since moderation. If your moderation sample was pending completion of the final assessment task, review and adjust student's final grades if appropriate to reflect significant achievement in the final assessment task
- amending 'D' results for students to a 'P' pending status and returning to moderation during the next cycle.

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For further reading on responding to feedback please access the SACE Board's Stage 1 feedback guidelines.

What paperwork is needed for Stage 1 moderation submission?

From semester 1 2023 all moderation samples and teacher materials will be uploaded via Schools Online. No additional paperwork is required.

What information do I need to know as a moderator?

The SACE Board will provide training for moderators on the day of moderation.

However, it is your responsibility as a moderator to familiarise yourself with the moderator guidelines. These can be found on the '[Guidelines for Moderators and Supervisors](#)' section of the website.

The SACE Board will provide you with a 'Moderator Workflow' before moderation, which will also provide an understanding of what your responsibilities are during the moderation process.

What information do I need to know as a supervisor?

The SACE Board will provide training for supervisors on the day of moderation.

However, it is your responsibility to familiarise yourself with the supervisor guidelines. These can be found on the '[Guidelines for Moderators and Supervisors](#)' section of the website.

The SACE Board will provide you with a 'Supervisor Workflow' before moderation, which will also provide an understanding of what your responsibilities are during the moderation process.