Preparing a verification submission
A step-by-step guide

Follow these steps to preparing a verification submission

This guide is provided to assist schools in preparing the necessary material for the verification submission for consideration by the review panel.

Step 1 — Determine the initial school proposal

<table>
<thead>
<tr>
<th>Determine the proposed Level of Achievement (LOA) and relative achievement within LOA for each student in the subject cohort.</th>
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</thead>
<tbody>
<tr>
<td>Check Senior Data Capture System (SDCS) lists to ensure that all students in the Year 12 cohort who have completed study of at least one semester are included in the initial school proposal.</td>
</tr>
</tbody>
</table>

Determine the proposed LOA for each student in the cohort by:
• awarding a standard in each dimension/criterion by making an on-balance judgment about how the qualities of the student responses match the syllabus standards descriptors
• using the syllabus table: Awarding exit levels of achievement, which describes the minimum requirements for levels of achievement.

Within each LOA determine the relative achievement of each student. When making relative achievement decisions consider whether the evidence in student folios meets threshold, typical or better-than-typical standards and decide on rung placements. The A–Z of Senior Moderation [www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf](http://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf) provides additional information about making judgments.


Step 2 — Choose the sample folios

<table>
<thead>
<tr>
<th>Select a minimum of nine sample folios according to the sampling pattern required for verification (detailed below). These folios are samples of the school’s decision making about student achievement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the folio of the top student in the cohort.</td>
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<tr>
<td>Select the folio of the student who is placed closest to the middle of each level of achievement.</td>
</tr>
<tr>
<td>Select the folio of the student who is placed closest to the lower threshold of the level of achievement, except VLA.</td>
</tr>
<tr>
<td>Where there are no students in a LOA or no students at mid-range or threshold, select additional folios to make up a minimum of nine sample folios.</td>
</tr>
<tr>
<td>Where there are fewer than nine students in the cohort, select all folios.</td>
</tr>
<tr>
<td>An atypical folio must be sent if that folio is needed as part of the required sampling pattern outlined above. The A–Z of Senior Moderation provides additional information about atypical folios: <a href="http://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf">www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf</a>.</td>
</tr>
</tbody>
</table>
Step 3 — Complete the Form R6

The Form R6 records the school’s initial proposal and distribution of levels of achievement and is used to track the moderation process through to exit. An example of a completed Form R6 is available at: www.qcaa.qld.edu.au/1426.html.

Use the verification submission checklist to complete the necessary detail on the form R6: http://www.qcaa.qld.edu.au/downloads/senior/snr_qa_verification_submission_checklist.pdf

Retain the quadruplicate of the Form R6 for school records.

Step 4 — Compile the submission

A school verification submission comprises the Form R6, the school work program, the assessment package, sample folios, and particular materials required by some subjects.

Provide a copy of the approved work program.

Provide the set of assessment instruments used in the school’s determination of interim levels of achievement, with conditions identified. Include expected responses, if required by the syllabus.

Include other evidence as required by the syllabus, e.g. audio and/or visual recordings.

Organise sample folios labelled with letters A–I to correspond to the initial proposal on the R6. In each sample folio include responses to all summative assessment instruments completed to date. For each sample folio include a profile recording the school judgments for each criterion/dimension and the proposed LOA decision.

A suitable order for the items in the submission is:
- Form R6 (the original, duplicate and triplicate)
- school work program
- clean copies of assessment instruments and any other material required
- sample folios labelled A–I.

Submissions size should be kept to a minimum and packed securely, ensuring that:
- only required materials are included in the submission. In particular, the submission must contain students’ responses to summative assessment instruments. Do not include students’ responses to formative assessment instruments
- all submission materials are clearly labelled to indicate the school and the subject
- recorded evidence (USBs, CDs, DVDs etc.) is placed in a sealed envelope, clearly marked and attached to the submission
- the completed and signed Form R6 is placed on top of each submission
- no single package/box exceeds 16 kg
- all packages are securely bundled and clearly labelled, e.g. Package 1 of 2.

Step 5 — Deliver the submission

Schools arrange the delivery of the submission to QCAA district offices by the due date detailed in the Senior Education Profile (SEP) calendar.

Access the SEP calendar on the QCAA website at: www.qcaa.qld.edu.au/6339.html.
Resources

Additional information can be found in the A–Z of Senior Moderation and the Moderation handbook for Authority subjects on the QCAA website: www.qcaa.qld.edu.au/10773.html.

More information

If you would like further information, please email the Quality Assurance Unit at qau@qcaa.qld.edu.au or phone (07) 3864 0375. Or visit the Senior Moderation Hub on the QCAA website: www.qcaa.qld.edu.au/586.html.