

Moderation meetings

Purpose

This memo provides information on:

- venues for the 2014 moderation meetings for study area specifications (SASs)
- how to prepare materials for the meeting
- the Form R12 process.

This memo should be read in conjunction with Memorandum 068/13, dated 11 December 2013.

Background

To ensure consistency of teacher judgments in Authority-registered subjects, quality-assurance processes include study plan approval, moderation meetings, and internal and external reviews for each SAS. Moderation meetings review sample folios and provide feedback to schools. For more information, see the *Moderation handbook for Authority-registered subjects*: www.qsa.qld.edu.au/10773.html.

Information

Moderation meetings will be held in May 2014 for the following subjects (see attached schedule for exact dates, times and venues):

- Agriculture and Horticulture (2004)
- Creative Arts (2004)
- Information and Communications Technology (2004)
- Prevocational Mathematics (2004)
- Recreation (2004)
- Religion and Ethics (2004).

Remote schools will be offered the opportunity to participate in online moderation. In some districts where few schools offer a particular SAS, online moderation will be offered. A letter will inform those schools of the arrangements for this process.

Preparation of materials for the meeting

For each SAS, one submission with two sample folios is required. If more than one strand of a SAS is offered in the school, the two sample folios could be selected from more than one strand. Teachers should bring submissions to the moderation meeting. The submissions should contain:

- a completed moderation meeting submission coversheet
- the school's approved study plan and Form R10
- clean assessment instruments and criteria sheets

- two sample folios, one representing an interim VHA and one representing an interim SA. If the school does not have the required samples, they should send the folios of students whose interim level of achievement is nearest to VHA and/or SA, ensuring that the two sample folios reflect different interim levels of achievement
- for two-year courses, folios including evidence of student work from Year 11 Semester 2, and Year 12 Semester 1 to date
- for one-year courses, folios including evidence of student work to date.

Submissions should not contain VET student responses.

The Form R12 for moderation meetings

Schools do not need to complete a Form R12 before the moderation meetings. The Form R12 will be completed by QSA officers at moderation meetings and returned to the school after the meetings. Teachers will be able to take submissions back to school with them. Schools should retain the completed Form R12 for each SAS to:

- inform the internal review of each SAS
- provide evidence of procedures for future external review.

Attachments and web links

- Attendance at Moderation meetings — 2014
(to be returned to the District Coordinator by Wednesday 23 April 2014)
- Moderation meetings of Authority-registered subjects — 2014 (includes schedule and venues)
- District office address list: www.qsa.qld.edu.au/918.html
- Travel booking form:
www.qsa.qld.edu.au/downloads/senior/assess_snr_frm_travel_booking.doc
- Form T12: Request for use of own vehicle:
www.qsa.qld.edu.au/downloads/senior/assess_snr_frm_t12.doc
- Moderation meeting submission coversheet available at: www.qsa.qld.edu.au/1426.html

What you need to do

Arrange for one teacher of the Year 12 cohort for each relevant Authority-registered subject offered at the school to attend the moderation meeting (from 9 am to 12 pm).

Complete the attached attendance form and submit it to the District Coordinator in the school's QSA district, no later than Wednesday 23 April 2014.

The QSA is not funded to provide TRS (Teacher Relief Scheme). Travel costs will be met by the QSA for one teacher from each SAS to attend the relevant moderation meetings. Remote schools will be offered the opportunity to participate in online moderation.

Finding out more

Please email the Quality Assurance Unit at qau@qsa.qld.edu.au, or phone 3864 0375.

Kathryn Tully
Acting Deputy Director
Curriculum Services Division

Attendance at Moderation meetings — 2014

To be faxed or emailed to your QSA district office by Wednesday 23 April 2014

District: _____ School: _____ School Code: _____

School Moderator: _____ School Moderator telephone: _____

School Moderator email: _____

SAS	Name of teacher attending	Email address of teacher attending	District and date of meeting	Special dietary requirements
Agriculture and Horticulture (2004)				
Creative Arts (2004)				
Information and Communications Technology (2004)				
Prevocational Mathematics (2004)				
Recreation (2004)				
Religion and Ethics (2004)				

Moderation meetings of Authority-registered subjects — 2014

Venues

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Brisbane Central District

Venue QSA District Office
449 Gympie Road
KEDRON

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	1 May	Brisbane Central District
Recreation (2004)	2 May	Brisbane Central District
Information & Communication Technology (2004)	20 May	Brisbane Central District

Meetings to be held in an alternative venue

Venue QSA Head Office
Floor 7, 154 Melbourne Street
South Brisbane

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Agriculture & Horticulture (2004)	6 May	QSA South Brisbane
Religion & Ethics (2004)	6 May	QSA South Brisbane
Creative Arts (2004)	22 May	QSA South Brisbane

Brisbane East District

Venue QSA District Office
Suite 6.01, 433 Logan Road
STONES CORNER

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Recreation (2004)	21 May	Brisbane East District

Meetings to be held in an alternative venue

Venue QSA Head Office
Floor 7, 154 Melbourne Street
South Brisbane

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Agriculture & Horticulture (2004)	6 May	QSA South Brisbane
Creative Arts (2004)	8 May	QSA South Brisbane
Religion & Ethics (2004)	19 May	QSA South Brisbane
Information & Communication Technology (2004)	20 May	QSA South Brisbane
Prevocational Mathematics (2004)	23 May	QSA South Brisbane

Brisbane-Ipswich District

Venue Terracotta Room
Ipswich Special School
2A Milford Street
IPSWICH

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Creative Arts (2004)	5 May	Brisbane-Ipswich District
Recreation (2004)	5 May	Brisbane-Ipswich District
Prevocational Mathematics (2004)	23 May	Brisbane-Ipswich District

Meetings to be held in an alternative venue

Venue QSA Head Office
Floor 7, 154 Melbourne Street
South Brisbane

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Agriculture & Horticulture (2004)	6 May	QSA South Brisbane
Religion & Ethics (2004)	19 May	QSA South Brisbane
Information & Communication Technology (2004)	20 May	QSA South Brisbane

Brisbane North District

Venue QSA District Office
449 Gympie Road
KEDRON

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Recreation (2004)	2 May	Brisbane North district
Information & Communication Technology (2004)	20 May	Brisbane North district

Meetings to be held in an alternative venue

Venue QSA Head Office
Floor 7, 154 Melbourne Street
South Brisbane

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Agriculture & Horticulture (2004)	6 May	QSA South Brisbane
Religion & Ethics (2004)	6 May	QSA South Brisbane
Prevocational Mathematics (2004)	7 May	QSA South Brisbane
Creative Arts (2004)	22 May	QSA South Brisbane

Brisbane South District

Venue QSA District Office
Suite 6.01, 433 Logan Road
STONES CORNER

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Recreation (2004)	21 May	Brisbane South District

Meetings to be held in an alternative venue

Venue Carbrook Room
Fitzy's Function Centre Loganholme
Cnr Bryants Road and Pacific Highway
LOGANHOLME

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	6 May	Brisbane South District

Venue QSA Head Office
Floor 7, 154 Melbourne Street
South Brisbane

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Agriculture & Horticulture (2004)	6 May	QSA South Brisbane
Creative Arts (2004)	8 May	QSA South Brisbane
Religion & Ethics (2004)	19 May	QSA South Brisbane

Information & Communication Technology (2004)	20 May	QSA South Brisbane
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Cairns District

Venue QSA District Office
455 Mulgrave Road
EARLVILLE

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Information & Communication Technology (2004)	23 May	Cairns District
Religion & Ethics (2004)	23 May	Cairns District
Agriculture & Horticulture (2004)	May	Online

Meetings to be held in an alternative venue

Venue Woree State High School
Cnr Rigg & Windarra Streets
WOREE

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	1 May	Cairns District
Creative Arts (2004)	2 May	Cairns District
Recreation (2004)	22 May	Cairns District

Gold Coast District

Venue Gold Coast City Council Community Centre
8 Lawson Street
SOUTHPORT

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	5 May	Gold Coast District
Creative Arts (2004)	7 May	Gold Coast District
Recreation (2004)	8 May	Gold Coast District
Religion & Ethics (2004)	8 May	Gold Coast District

Meetings to be held in an alternative venue

Venue QSA Head Office
Floor 7, 154 Melbourne Street
South Brisbane

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Information & Communication Technology (2004)	20 May	QSA South Brisbane

Mackay District

Venue QSA District Office
Mercury House
38 Wellington Street
MACKAY

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	1 May	Mackay District
Creative Arts (2004)	2 May	Mackay District
Information & Communication Technology (2004)	2 May	Mackay District
Recreation (2004)	19 May	Mackay District
Agriculture & Horticulture (2004)	May	Online
Religion & Ethics (2004)	May	Online

Rockhampton District

Venue QSA District Office
Room 7 North Street Annex
Cnr North & West Streets
ROCKHAMPTON

Meeting time 9:30 am – 12.30 pm

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	5 May 2014	Rockhampton District
Creative Arts (2004)	6 May 2014	Rockhampton District
Religion & Ethics (2004)	6 May 2014	Rockhampton District
Information & Communication Technology (2004)	7 May 2014	Rockhampton District
Recreation (2004)	7 May 2014	Rockhampton District
Agriculture & Horticulture (2004)	May	Online

Sunshine Coast District

Venue QSA Sunshine Coast District Office **Meeting time** 9:30 am – 12.30 pm
 Shop 3a, 710 Nicklin Way
 Cnr Erang Street
 CURRIMUNDI

SAS	Meeting date	Meeting location
Recreation (2004)	1 May	Sunshine Coast District

Meetings to be held in an alternative venue

Venue CLC Room (Admin Building) **Meeting time** 9:30 am – 12.30 pm
 Caloundra State High School
 88 Queens Street
 CALOUNDRA

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	2 May	Sunshine Coast District
Creative Arts (2004)	21 May	Sunshine Coast District
Religion & Ethics (2004)	21 May	Sunshine Coast District

Venue QSA Brisbane North District Office **Meeting time** 9:30 am – 12.30 pm
 449 Gympie Road
 KEDRON

SAS	Meeting date	Meeting location
Information & Communication Technology (2004)	20 May	Brisbane North District

Toowoomba District

Venue QSA District Office **Meeting time** 9:30 am – 12.30 pm
 Toowoomba State High School — Mt Lofty Campus
 Lower D Block – access via Peter Street
 TOOWOOMBA

SAS	Meeting date	Meeting location
Creative Arts (2004)	8 May	Toowoomba District
Recreation (2004)	21 May	Toowoomba District
Agriculture & Horticulture (2004)	22 May	Toowoomba District
Information & Communication Technology (2004)	22 May	Toowoomba District
Religion & Ethics (2004)	22 May	Toowoomba District

Toowoomba District

Meetings to be held in an alternative venue

Venue K Block – Assembly Hall **Meeting time** 9:30 am – 12.30 pm
Toowoomba State High School — Mt Lofty Campus
Stuart Street
TOOWOOMBA

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	7 May	Toowoomba District

Townsville District

Venue Heatley Secondary College **Meeting time** 9:30 am – 12.30 pm
Science Centre (Q Block)
Cnr Hanlon & Fulham Road (Access via Dalrymple Service Road)
Heatley
TOWNSVILLE

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	5 May	Townsville District
Creative Arts (2004)	6 May	Townsville District
Recreation (2004)	19 May	Townsville District
Information & Communication Technology (2004)	20 May	Townsville District
Religion & Ethics (2004)	20 May	Townsville District
Agriculture & Horticulture (2004)	May	Online

Wide Bay District

Venue QSA District Office **Meeting time** 9:30 am – 12.30 pm
Meeting Room 1, Block Z
Maryborough State High School
Sussex Street
MARYBOROUGH

SAS	Meeting date	Meeting location
Prevocational Mathematics (2004)	19 May	Wide Bay District
Creative Arts (2004)	20 May	Wide Bay District
Religion & Ethics (2004)	20 May	Wide Bay District
Information & Communication Technology (2004)	21 May	Wide Bay District
Recreation (2004)	21 May	Wide Bay District
Agriculture & Horticulture (2004)	May	Online