

Memo

Queensland Curriculum and Assessment Authority

17 March 2015

Senior secondary

Number: 013/15

Moderation meetings

Purpose

This memo provides information on:

- venues for the 2015 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 076/14](#), dated 8 December 2014 available from: www.qcaa.qld.edu.au/qcaa-memos.

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.

More information about the quality assurance of Authority-registered subjects is in the *Quality assurance of Authority-registered subjects and short courses* handbook via: www.qcaa.qld.edu.au/10773.html.

Information

Moderation meetings will be held in April and May 2015 for the following subjects:

- Business (2006)
- Early Childhood (2007)
- English Communication (2004)
- Hospitality (2006)
- Manufacturing (2006)
- Marine & Aquatic Practices (2007)
- Science in Practice (2011)
- Social & Community Studies (2007)
- Tourism (2007)

See the attached schedule for exact dates, times and venues.

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.

The QCAA is not funded to provide TRS (Teacher Relief Scheme). Travel costs will be met by the QCAA for one teacher from each SAS to attend the relevant moderation meetings.

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 and Year 12 Semester 1 to date
- for one-year courses, folios including evidence of student work to date
- student profiles completed to date, including an interim level of achievement.

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 initiated and completed by QCAA officers 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 Authority-registered subject
- provide evidence of procedures for future external review.

Attachments and web links

- *Attendance at Moderation meetings — 2015*
(to be returned to the District Coordinator by Wednesday 25 March 2015)
- *Moderation meetings of Authority-registered subjects — 2015* (includes schedule and venues)
- District office address list: www.qcaa.qld.edu.au/918.html
- *Travel booking form (including use of own vehicle):*
www.qcaa.qld.edu.au/downloads/senior/assess_snr_frm_travel_booking.pdf
- Moderation meeting submission coversheet available at: www.qcaa.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 9:30 am to 12:30 pm).

Complete the attached attendance form and submit it to the District coordinator in the school's QCAA district, no later than Wednesday 25 March 2015.

Finding out more

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

Jacqueline Wilton
Director, Curriculum Services Branch

Attendance at Moderation meetings — 2015

To be faxed or emailed to your QCAA district office by Wednesday 25 March 2015

District: _____ School: _____ School code: _____

School Moderator: _____ School Moderator telephone: _____

School Moderator email: _____

Study area specification (SAS)	Name of teacher attending	Email address of teacher attending	District and date of meeting	Special dietary requirements
Business (2006)				
Early Childhood (2007)				
English Communication (2004)				
Hospitality (2006)				
Manufacturing (2006)				
Marine and Aquatic Practices (2007)				
Science in Practice (2011)				
Social and Community Studies (2007)				
Tourism (2006)				



Moderation meetings of Authority-registered subjects — 2015

Venues

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Brisbane Central District

Venue QCAA District Office
449 Gympie Road
KEDRON

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Science in Practice (2011)	29 April 2015	Brisbane Central
Hospitality (2006)	6 May 2015	Brisbane Central
Social and Community Studies (2007)	18 May 2015	Brisbane Central
English Communication (2004)	19 May 2015	Brisbane Central
Early Childhood (2007)	22 May 2015	Brisbane Central
Tourism (2007)	22 May 2015	Brisbane Central
Manufacturing (2006)	28 May 2015	Brisbane Central

Meetings to be held in an alternate venue

Venue QCAA Head Office
Floor 7, 154 Melbourne Street
SOUTH BRISBANE

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Business (2006)	30 April 2015	QCAA

Brisbane East District

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

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Marine and Aquatic Practices (2007)	18 May 2015	Brisbane East
Science in Practice (2011)	18 May 2015	Brisbane East
Early Childhood (2007)	27 May 2015	Brisbane East

Meetings to be held in an alternate venue

Venue QCAA Head Office
Floor 7, 154 Melbourne Street
SOUTH BRISBANE

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Business (2006)	30 April 2015	QCAA
Manufacturing (2006)	4 May 2015	QCAA
Social and Community Studies (2007)	19 May 2015	QCAA
Tourism (2007)	19 May 2015	QCAA
Hospitality (2006)	21 May 2015	QCAA

Venue Fitzy's Loganholme
Carbrook Room
Cnr Bryant's Road and Pacific Highway
LOGANHOLME

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	29 April 2015	Fitzy's Loganholme

Brisbane-Ipswich District

Venue Ipswich Special School
Terracotta Room
2A Milford Street
IPSWICH

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	1 May 2015	Brisbane-Ipswich District
Early Childhood (2007)	20 May 2015	Brisbane-Ipswich District
Social and Community Studies (2007)	20 May 2015	Brisbane-Ipswich District
Tourism (2007)	20 May 2015	Brisbane-Ipswich District
Hospitality (2006)	22 May 2015	Brisbane-Ipswich District
Science in Practice (2011)	22 May 2015	Brisbane-Ipswich District

Meetings to be held in an alternate venue

Venue Ipswich Grammar School
Junior School Literacy Centre
Darling Street
IPSWICH

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Manufacturing (2006)	6 May 2015	Brisbane-Ipswich District
Marine and Aquatic Practices (2007)	6 May 2015	Brisbane-Ipswich District

Venue QCAA Head Office
Floor 7, 154 Melbourne Street
SOUTH BRISBANE

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Business	30 April 2015	QCAA

Brisbane North District

Venue QCAA District Office
449 Gympie Road
KEDRON

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Hospitality (2006)	6 May 2015	Brisbane North
Social and Community Studies (2007)	18 May 2015	Brisbane North
Early Childhood (2007)	22 May 2015	Brisbane North
Tourism (2007)	22 May 2015	Brisbane North
Marine and Aquatic Practices (2007)	29 April 2015	Brisbane North
Science in Practice (2011)	29 April 2015	Brisbane North
Manufacturing (2006)	28 May 2015	Brisbane North

Meetings to be held in an alternate venue

Venue QCAA Head Office
Floor 7, 154 Melbourne Street
SOUTH BRISBANE

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Business (2006)	30 April 2015	QCAA
English Communication (2004)	20 May 2015	QCAA

Brisbane South District

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

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Marine and Aquatic Practices (2007)	18 May 2015	Brisbane South
Science in Practice (2011)	18 May 2015	Brisbane South
Early Childhood (2007)	27 May 2015	Brisbane South

Meetings to be held in an alternate venue

Venue QCAA Head Office
Floor 7, 154 Melbourne Street
SOUTH BRISBANE

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Business (2006)	30 April 2015	QCAA
Manufacturing (2006)	4 May 2015	QCAA
Social and Community Studies (2007)	19 May 2015	QCAA
Tourism (2007)	19 May 2015	QCAA
Hospitality (2006)	21 May 2015	QCAA

Venue Fitzy's Loganholme
Carbrook Room
Cnr Bryant's Road and Pacific Highway
LOGANHOLME

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	6 May 2015	Fitzy's Loganholme

Cairns District

Venue Cairns School of Distance Education
26–62 Hoare Street
MANUNDA CAIRNS

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	29 April 2015	Cairns district
Hospitality (2006)	30 April 2015	Cairns district
Manufacturing (2006)	30 April 2015	Cairns district
Marine and Aquatic Practices (2007)	1 May 2015	Cairns district
Science in Practice (2011)	1 May 2015	Cairns district
Social and Community Studies (2007)	1 May 2015	Cairns district
Tourism (2007)	1 May 2015	Cairns district
Business (2006) and Early Childhood (2007) — online moderation meetings		

Gold Coast District

Venue Gold Coast City Council Community Centre
6 Lawson Street
SOUTHPORT

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	30 April 2015	Gold Coast District
Marine and Aquatic Practices (2007)	1 May 2015	Gold Coast District
Tourism (2007)	1 May 2015	Gold Coast District
Hospitality (2006)	20 May 2015	Gold Coast District
Science in Practice (2011)	20 May 2015	Gold Coast District
Early Childhood (2007)	6 May 2015	Gold Coast District
Social and Community Studies (2007)	6 May 2015	Gold Coast District
Manufacturing (2006)	21 May 2015	Gold Coast District

Meetings to be held in an alternate venue

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

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
Business (2006)	30 April 2015	QCAA

Mackay District

Venue QCAA District Office
Mercury House
38 Wellington Street
MACKAY

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	29 April 2015	Mackay
Tourism (2007)	29 April 2015	Mackay
Manufacturing (2006)	30 April 2015	Mackay
Science in Practice (2011)	30 April 2015	Mackay
Early Childhood (2007)	1 May 2015	Mackay
Hospitality (2006)	1 May 2015	Mackay
Marine and Aquatic Practices (2007)	1 May 2015	Mackay
Business (2006) and Social and Community Studies (2007) — online moderation meetings		

Rockhampton District

Venue QCAA District Office
Room 7 North Street Annex
Cnr North and West Streets
ROCKHAMPTON

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	18 May 2015	Rockhampton
Tourism (2007)	18 May 2015	Rockhampton
Manufacturing (2006)	19 May 2015	Rockhampton
Marine and Aquatic Practices (2007)	19 May 2015	Rockhampton
Science in Practice (2011)	19 May 2015	Rockhampton
Early Childhood (2007)	20 May 2015	Rockhampton
Hospitality (2006)	20 May 2015	Rockhampton
Social and Community Studies (2007)	20 May 2015	Rockhampton
Business (2006) — online moderation meetings		

Sunshine Coast District

Venue CLC Room (Admin Building)
Caloundra State High School
88 Queens Street
CALOUNDRA

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	5 May 2015	Sunshine Coast District
Early Childhood (2007)	21 May 2015	Sunshine Coast District
Marine and Aquatic Practices (2007)	21 May 2015	Sunshine Coast District
Social and Community Studies (2007)	21 May 2015	Sunshine Coast District
Tourism (2007)	21 May 2015	Sunshine Coast District
Hospitality (2006)	19 May 2015	Sunshine Coast District
Manufacturing (2006)	19 May 2015	Sunshine Coast District
Business (2006) and Science in Practice (2011) — online moderation meetings		

Toowoomba District

Venue Saint James Parish Centre
Cnr Mort and Russell Streets
TOOWOOMBA

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	4 May 2015	Toowoomba District
Business (2006)	5 May 2015	Toowoomba District
Early Childhood (2007)	5 May 2015	Toowoomba District
Hospitality (2006)	5 May 2015	Toowoomba District
Social and Community Studies (2007)	5 May 2015	Toowoomba District
Manufacturing (2006)	18 May 2015	Toowoomba District
Science in Practice (2011)	18 May 2015	Toowoomba District
Tourism (2007)	18 May 2015	Toowoomba District

Townsville District

Venue QCAA District Office
Heatley Secondary College Science Centre (Q Block)
Cnr Hanlon and Fulham Road (Access via Dalrymple Service Road)
TOWNSVILLE

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	4 May 2015	Townsville
Early Childhood (2007)	5 May 2015	Townsville
Hospitality (2006)	5 May 2015	Townsville
Social and Community Studies (2007)	5 May 2015	Townsville
Manufacturing (2006)	21 May 2015	Townsville
Marine and Aquatic Practices (2007)	22 May 2015	Townsville
Science in Practice (2011)	22 May 2015	Townsville
Business (2006) — online moderation meetings		

Wide Bay District

Venue QCAA District Office
Meeting Room 1, Block Z
Maryborough State High School
Sussex Street
MARYBOROUGH

Meeting time 9:30 am – 12:30 pm

SAS	Date of the meeting	Meeting location
English Communication (2004)	4 May 2015	Wide Bay
Marine and Aquatic Practices (2007)	5 May 2015	Wide Bay
Science in Practice (2011)	5 May 2015	Wide Bay
Manufacturing (2006)	25 May 2015	Wide Bay
Tourism (2007)	25 May 2015	Wide Bay
Early Childhood (2007)	26 May 2015	Wide Bay
Hospitality (2006)	26 May 2015	Wide Bay
Social and Community Studies (2007)	26 May 2015	Wide Bay
Business (2006) — online moderation meetings		