

Memo

Queensland Curriculum and Assessment Authority

3 May 2017

Senior secondary

Number: 028/17

Extension subjects: Monitoring 2017

Purpose

To assist schools preparing submissions for monitoring meetings for extension subjects and to highlight changed monitoring submission requirements.

The monitoring process

Monitoring is the process by which review panels consider the school's implementation of a course and the assessment decisions in subjects, following the completion of approximately half the course of study.

Timelines for monitoring extension subjects differ from other Authority subjects, as extension subjects are all one-year courses (Year 12 only).

Revised submission requirements in 2017

To support schools and panellists in managing the transition to a new senior assessment system, monitoring requirements have been revised for 2017: schools need to provide only **two** folios per submission instead of the usual **five** (see [Monitoring submission contents](#) overleaf).

Monitoring submissions

All schools with students studying senior Authority extension subjects in 2017 must provide submissions for monitoring at the QCAA office indicated in the table overleaf by **Wednesday 21 June 2017**. Monitoring meeting dates are also provided.

For QCAA office addresses, see www.qcaa.qld.edu.au/about/contact/district-offices.

Monitoring submission destinations

For QCAA office addresses, see www.qcaa.qld.edu.au/about/contact/district-offices.

Subject	District	Send to
Chinese Extension French Extension German Extension	All districts	QCAA Head Office
English Extension	Brisbane South Brisbane–Ipswich Toowoomba	QCAA Brisbane–Ipswich Office
	Brisbane Central Rockhampton Townsville	QCAA Brisbane Central Office
	Brisbane North Cairns Sunshine Coast Wide Bay	QCAA Brisbane North Office
	Brisbane East Gold Coast Mackay	QCAA Gold Coast Office
Music Extension	Brisbane Central	QCAA Brisbane Central Office
	Brisbane East Rockhampton	QCAA Brisbane East Office
	Brisbane North	QCAA Brisbane North Office
	Brisbane South	QCAA Brisbane South Office
	Brisbane–Ipswich	QCAA Brisbane–Ipswich Office
	Gold Coast	QCAA Gold Coast Office
	Sunshine Coast Wide Bay	QCAA Sunshine Coast Office
	Toowoomba	QCAA Toowoomba Office
	Cairns Mackay Townsville	QCAA Townsville Office

Monitoring meeting dates

Subject	Meeting date	Venue
Chinese Extension French Extension German Extension	Wednesday 26 July 2017	QCAA Head Office
English Extension Music Extension	Week beginning 24 July 2017	Venues to be advised

Monitoring submission contents

A **monitoring submission** should include:

- a Form R3 completed to indicate the number of students in the cohort, the **sample folios lettered A and B**, and signed by the principal or the school moderator
- a copy of the school's approved work program
- copies of assessment instruments with expected responses where required by the syllabus
- **two** sample student folios (Note: revised requirement — previously five folios)
 - one whose responses demonstrate standards that are typical of the middle of the Very High Achievement (VHA) level of achievement
 - one whose responses demonstrate standards that are typical of the middle of the Sound Achievement (SA) level of achievement
 - where the school does not have a sample to meet the samples described, provide a folio that is closest to the required sample
- other evidence or documentation that may not be associated with a sample folio but which provides information to support decisions about practical or non-written responses.

Each of the **sample folios** should:

- be clearly labelled with a letter code (A and B)
- contain student responses to assessment instruments that have been used to make the interim level of achievement judgment
- have the relevant assessment instrument and criteria sheet attached to each of the responses
- include a completed student profile.

Guidelines for preparing submissions

Electronic submissions

QCAA accepts electronic submissions.

Please read the resource: *Preparing electronic submissions: Advice for teachers* available on the Moderation resources webpage: www.qcaa.qld.edu.au/senior/moderation-hub/resources.

Appropriate submission materials

Schools should ensure that submission materials are as described by QCAA protocol: 'Appropriate materials for submissions of student responses'.

See Section 2.1 in the *A–Z of Senior Moderation*, www.qcaa.qld.edu.au/senior/moderation-hub/handbooks.

Packing and sending submissions

Submission size should be kept to a minimum and packed securely, ensuring that:

- all materials, including recorded evidence (e.g. USBs, DVDs) are clearly labelled with the school and the subject (see *Providing digital evidence in submissions: Advice for teachers*)
- the Form R3 is completed, signed and placed on top of each submission.

What you need to do

Principals please bring this memo to the attention of all staff responsible for the preparation of submissions for extension subjects and members of relevant review panels.

Further information

Web resources include:

- Senior moderation hub: www.qcaa.qld.edu.au/senior/moderation-hub
- Moderation handbooks: www.qcaa.qld.edu.au/senior/moderation-hub/handbooks
 - *A–Z of Senior Moderation*
 - *Moderation handbook for Authority subjects* (Sections 3.3 ,4.1.2, 4.1.4 and 4.1.5)
- Moderation resources: www.qcaa.qld.edu.au/senior/moderation-hub/resources.

Alternatively, please contact:

- the Quality Assurance Unit on 3864 0375 or qau@qcaa.qld.edu.au
- your local District Coordinator: www.qcaa.qld.edu.au/about/contact/district-offices.

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