

Memo

Queensland Curriculum and Assessment Authority

20 July 2017

Senior secondary

Number: 039/17

Year 12 verification for Authority subjects

Purpose

To assist schools with preparing submissions for verification for Year 12 Authority subjects.

Background

Verification is the process by which review panels advise schools about Year 12 student achievement.

Before students exit a course of study, schools prepare and send their verification submissions to be reviewed by district or state-only review panels.

Due dates for verification submissions

Due date	Subjects	Office for submissions
3 October 2017	All Authority subjects except for extension subjects	QCAA district offices
10 October 2017	English Extension, Music Extension	QCAA district offices
19 October 2017	Chinese Extension, French Extension, German Extension	QCAA head office

Meeting dates

Verification meeting	Dates
District review panels <i>except for extension subjects</i>	16 October 2017
State-only review panels <i>where there is no district review panel for a subject</i>	16–17 October 2017
English Extension, Music Extension	20 October 2017
Chinese Extension, French Extension, German Extension	6–9 November 2017

All meeting dates and timelines for consultation and negotiations are provided in the QCAA's *Senior education profile calendar* available from www.qcaa.qld.edu.au/senior/sep-calendar.

District Coordinators or the Senior Services Coordination Officer will advise school moderators and review panel members of meeting times and venues, and travel and accommodation arrangements (where relevant).

Verification submission contents

Verification is the process by which review panels advise schools about Year 12 student achievement relative to syllabus standards descriptors. The QCAA is responsible for verifying all levels of achievement and relative achievement and has therefore identified a required sampling pattern to allow this to occur.

Each school is required to select a representative folio of student work to match the sampling requirements outlined below.

If typical sample folios are not available, the school is required to submit atypical sample folios. This may include folios for those students who have completed only one, two or three semesters and folios that have already been submitted for monitoring.

Each verification submission should include:

- the original, duplicate and triplicate of the Form R6 with the 'Initial' column completed and the 'Distribution of levels of achievement: Initial school proposal' row entered, signed and dated by the school principal (quadruplicate retained by the school)
- a minimum of **nine** sample student folios (except where there are fewer than nine students in the cohort) including:
 - the folio of the top student in the cohort
 - sample folios as close as possible to the mid-range for each level of achievement
 - sample folios as close as possible to the lower threshold for each level of achievement; the threshold folio is not required for Very Limited Achievement (VLA) unless this is the only sample folio available for VLA
- a copy of the school's approved work program
- the set of assessment instruments used in the school's determination of interim levels of achievement, with conditions and standards attached
- expected responses where required by the syllabus
- other evidence and documentation as required by the syllabus, such as recorded evidence that is accessible using standard equipment
- written advice, signed by the principal, to explain atypical situations.

Variation for English Extension verification submissions

Please note that for English Extension, five sample student folios are required instead of the usual nine.

An English Extension submission should contain the following sample folios:

- the folio of the top student in the cohort
- sample folios as close as possible to the lower threshold for Very High Achievement (VHA), High Achievement (HA) and Sound Achievement (SA)
- the folio of the bottom student in the cohort.

Guidelines for preparing submissions

Electronic submissions

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

Appropriate submission materials

Please ensure that submission materials are appropriate, as described in the QCAA's *A–Z of Senior Moderation*, Section 2.1: Appropriate materials for submissions of student responses, available from www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf.

Variations in submissions

If a verification submission involves any of the situations below, schools should consult additional guidelines and procedures in the *A–Z of Senior Moderation*:

- Atypical folios at verification (Section 2.2)
- Shared campus arrangements (Section 3.4)
- Variable progression rate (Section 3.6).

Folios of students who have been given special provisions do not generally need to be submitted for review. The exceptions are when these students are part of a small group for which all folios are submitted or when a particular sample folio is required to fit the required sampling pattern. In these cases a brief statement describing the nature of reasonable adjustments may be attached to the folio.

Packing and sending submissions

When packing submissions, please keep size to a minimum and ensure that:

- only required materials are included — typical folios must only 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 (e.g. USBs, CDs, DVDs) is clearly labelled and included securely with the submission
- the completed and signed Form R6 is placed on top of each submission
- no single package or box exceeds 10 kg
- submissions are securely packed and boxes are clearly labelled, e.g. Box 1 of 2
- language extension submissions are sent to the Senior Services Coordination Officer, QCAA head office:

Courier to:	OR	Post to:
Level 7, 154 Melbourne Street		PO Box 307
SOUTH BRISBANE QLD 4101		SPRING HILL QLD 4004
- all other submissions are sent to the District Coordinator at your QCAA district office. District office details are available at: www.qcaa.qld.edu.au/about/contact/district-offices.

What you need to do

Principals are requested to ensure that this memo is brought to the attention of all staff responsible for the preparation of submissions.

Further information

Further information on preparing verification submissions and verification meeting details is available:

- Senior moderation hub: www.qcaa.qld.edu.au/senior/moderation-hub
- Moderation handbooks: www.qcaa.qld.edu.au/senior/moderation-hub/handbooks
 - *Moderation handbook for Authority subjects* (Sections 3.4, 4.1.3, 4.1.4 and 4.1.5)
 - *A–Z of Senior Moderation*
- *Preparing electronic submissions: Advice for teachers*
www.qcaa.qld.edu.au/downloads/senior/prep_electronic_submissions_advice.pdf
- *Providing digital evidence in submissions: Advice for teachers*
www.qcaa.qld.edu.au/downloads/senior/providing_digital_evidence.pdf
- Senior education profile calendar: www.qcaa.qld.edu.au/senior/sep-calendar
- from QCAA's Quality Assurance Unit by email qau@qcaa.qld.edu.au or phone 3864 0375.
- from your local District Coordinator — district office details are available at:
www.qcaa.qld.edu.au/about/contact/district-offices.

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