

# Memo

Queensland Curriculum and Assessment Authority

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6 October 2017

Senior secondary

Number: 053/17

## From verification to exit, including Forms R6 and R7 procedures

### Purpose

This memo provides details about information and data management procedures from verification to exit, including advice for schools and review panels on using Forms R6 and R7.

### Completing the Form R6

#### At the verification meeting

#### If review panel supports the school's judgments for all sample folios

The review panel chair (RPC) will:

- complete and initial the *Agreed* column
- complete the *Agreed verification proposal* row
- sign and date the *Agreed verification proposal* row
- complete and sign the comments section
- retain the triplicate copy
- return the original Form R6 and duplicate copy to the school.

#### If review panel does not support the school's judgments for all sample folios

The RPC will:

- complete and initial the *Panel* column, indicating the panel's recommendation
- complete and sign the comments section, providing clear, citable evidence to support the panel's recommendation
- leave the *Agreed verification proposal* row blank and unsigned
- photocopy the Form R6 and retain to assist in consultations
- return the Form R6 (all three copies) to the school with the verification submission.

## If review panel is unable to substantiate or recommend the relative achievement of a sample folio

The RPC will:

- follow the guidelines outlined in procedure 3.1 'Atypical folios not meeting mandatory requirements', in the *A–Z of Senior Moderation* handbook available at [www.qcaa.qld.edu.au/senior/moderation-hub/handbooks](http://www.qcaa.qld.edu.au/senior/moderation-hub/handbooks)
- record the placement of verified samples only in the *Panel* column, then initial the column
- not complete the *Agreed* column
- leave the *Agreed verification proposal* row blank and unsigned
- complete and sign the comments section, providing clear, citable evidence to support the panel's recommendation
- photocopy the Form R6 and retain to assist in consultations
- return the Form R6 (all three copies) to the school with the verification submission.

## Following the verification meeting

### If review panel supports the school's judgments at the verification meeting

The school will complete, sign and date the *Agreed verification proposal* row.

### If review panel does not support the school's judgments

The school will:

- consider the advice on the Form R6
- contact the RPC if consultation and negotiation regarding sample folios is required.

If agreement is reached by **Thursday 26 October 2017**, the school will:

- indicate in the *Agreed* column the agreed rung placements of the sample folios
- complete, sign and date the *Agreed verification proposal* row
- forward all three copies of the Form R6 to the RPC for completion.

On receipt of the Form R6, the RPC will:

- initial the *Agreed* column, and sign and date the *Agreed verification proposal* row
- annotate, in red, the details of consultation and negotiation as appropriate
- retain the triplicate copy
- return the original Form R6 and duplicate copy to the school.

If agreement is not reached by **Thursday 26 October 2017**, the RPC and the school should advise the QCAA district office of any unresolved submissions.

- The school will send the complete verification submission to the Office of the QCAA, Level 7, 154 Melbourne Street, South Brisbane 4101 or post to PO Box 307, Spring Hill QLD 4004.
- The state review panel will finalise consultations with the school on unresolved submissions by:
  - small groups (9 or fewer OP-eligible students) ..... Thursday 16 November 2017
  - intermediate groups (10 to 13 OP-eligible students)..... Thursday 16 November 2017
  - large groups (14 or more OP-eligible students) ..... Thursday 16 November 2017

## If review panel is unable to substantiate or recommend the relative achievement of a sample folio

The school:

- is responsible for making decisions about semesters of credit and judgments about achievements of individual students
- should seek to provide additional evidence relevant to the atypical folio.

Note: the submission is not considered unresolved.

The school and RPC will:

- follow the guidelines outlined in procedure 3.1 'Atypical folios not meeting mandatory requirements', in the *A–Z of Senior Moderation* handbook available at [www.qcaa.qld.edu.au/senior/moderation-hub/handbooks](http://www.qcaa.qld.edu.au/senior/moderation-hub/handbooks)
- resolve any LOAs that are not agreed to through consultation at exit.

## Selecting sample agreed-to district submissions for comparability

District review panels select sample agreed-to submissions to send to state review panels following verification. The samples are used to collect information about the extent to which judgments about levels of achievement are comparable across the state.

Schools whose submissions are selected as samples will receive the original Form R6 with a cover letter from the district office. All district sample submissions will be returned to schools immediately after state review panels have met.

## The Form R7

### Consultations at exit

When post-verification student assessment results cause significant changes to the relative achievement of students on agreed-to Forms R6, the school must consult with the RPC by completing and sending a Form R7. In small and intermediate groups, all changes in rung placement between *Agreed* and *Exit* columns require a Form R7. Proposed changes must be based on evidence collected from assessment instruments completed post-verification and prior to exit.

For further guidance, read protocol 2.8 'Form R7 consultations' and strategy 4.7 'Using the Form R7' in the *A–Z of Senior Moderation* handbook available at [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).

Form R7 consultation should occur as soon as the evidence becomes available, so any changes to the *Agreed relative achievement* of students can be finalised by the following dates:

- small and intermediate groups ..... Thursday 16 November 2017
- large groups.....Monday 20 November 2017

If Form R7 consultations have not been completed by these dates, schools must:

- ensure that Student Data Capture System (SDCS) data submissions 4 and 5 record the agreed-to distributions of levels of achievement (following verification) and not the proposed exit distribution
- immediately contact the Manager, Quality Assurance Unit, who will advise any further action.

## SDCS data submissions

Whatever the consultation outcome, schools must send their SDCS data submissions to the QCAA by the following dates:

- small and intermediate groups (data submission 4) ..... 12 noon Monday 20 November
- large groups (data submission 5) ..... 10:00 am Thursday 23 November

## Confirmation of Year 12 data

### Completing the Form R6

At exit, schools should:

- write the number of students on the appropriate rung of the *Exit* column and identify any sample students by a letter code (A, B, C, etc.), e.g. 6 + B = 7 students
- identify, with a circle, all OP-ineligible students and visa students, e.g. ②, or ① + 2
- have the principal sign and date the *Exit proposal* row
- send the original copy of the completed Form R6 to the office of the QCAA (attach any relevant Form R7 signed by the RPC).

For further guidance see Forms R6 and R7 samples and checklists in the Senior moderation hub at [www.qcaa.qld.edu.au/senior/moderation-hub/forms](http://www.qcaa.qld.edu.au/senior/moderation-hub/forms)

### Subject Achievement Indicators (SAIs)

Schools must assign SAIs for OP-eligible students in large subject groups (≥14 OP-eligible students). For more information, please see [www.qcaa.qld.edu.au/senior/tertiary-entrance/sais-bonsai](http://www.qcaa.qld.edu.au/senior/tertiary-entrance/sais-bonsai).

### Transfer students

Students who transfer between schools during Years 11 and 12 sometimes discontinue an Authority subject because the new school does not offer the subject. At exit in such circumstances, schools need to fill in a Form R6 indicating the rung placement from the Form S1 and have the transfer student Form R6 signed by the principal.

Students who transfer between schools during Years 11 and 12 may discontinue an Authority subject even though the new school offers the subject. In such circumstances, schools include the student on the Form R6, indicating the rung placement from the Form S1. The Form R6 is annotated, e.g. Transfer student on LA4. If required, SAIs should be assigned accordingly for OP-eligible transfer students.

## Providing accurate information

Schools should ensure that the agreed distributions of levels of achievement *Exit proposal* row, as indicated on the Forms R6 signed by the principal, **match exactly** the distributions of levels of achievement on SDCS data submissions. The distribution of levels of achievement recorded on SDCS data submissions are summarised on the school proposal summary report.

## Checking procedures

The QCAA checks school data following receipt of SDCS data submissions and the Forms R6. This involves:

- checking that exit proposals and the relative distribution of cohorts are consistent with panel advice recorded on the Form R6 and, where relevant, the Form R7
- reconciling school data with the exit proposal
- checking SAIs against Form R6 rung placements
- negotiating with schools, where necessary, about the final distribution of levels of achievement and SAIs.

Amendments reflecting the outcome of such negotiations on levels of achievement must be clearly written by the school on the school's copy of the Form R6. Where this results in changes to subject achievement indicators schools will upload another data submission.

## Summary of dates

Tuesday 3 October	Verification submissions (except Extension subjects) for Year 12 due at QCAA district offices
Monday 16 October	Verification meetings: all district review panels (all subjects except Extension subjects)
Thursday 19 October – Thursday 26 October	Consultation period with district review panels following verification, except for Extension subjects in Music, English, French, German, Chinese and Indonesian
Thursday 26 October	Schools forward unresolved submissions to the office of the QCAA if agreement following consultation and negotiation has not been reached with RPC
Thursday 16 November	State and district review panels: final date for all consultations for small and intermediate groups (including Form R7 consultations) State review panels: final date of consultation period for large subject-groups
Friday 17 November	Finishing day for Year 12 students
Monday 20 November	SDCS: school data submission 4 due by 12 noon, including updated Years 10, 11 and 12 VET data and Forms R6 for small and intermediate subject-groups and, where relevant, the attached Form R7 Final date for Form R7 consultations for large groups
Wednesday 22 November	Schools publish SAIs
Thursday 23 November	SDCS: school data submission 5 due by 10:00 am, including results for school-based recognised studies and Forms R6 for large subject-groups and, where relevant, the attached Form R7

Monday 4 December	SDCS: final amendment data and associated forms due by 5:00 pm to enable the QCAA database to close for printing of Year 12 Senior Education Profiles for 2017
Thursday 29 March 2018	Final date for schools to retain student material pending verification or review of information processes

## Summary of dates — Extension subjects

Tuesday 10 October	Verification submissions for Music Extension and English Extension due at QCAA district offices
Thursday 19 October	Verification submissions for Extension language subjects French, German, Chinese and Indonesian due at QCAA head office
Friday 20 October	Verification meetings for Music Extension and English Extension
Monday 6 November – Thursday 9 November	Verification of Extension language subjects French, German, Chinese and Indonesian

## What you need to do

Please bring this memo to the attention of all staff involved in:

- completing the Forms R6 and R7
- assigning and checking SAIs
- compiling and providing SDCS data for 2017.

## Finding out more

For more information about verification, and Forms R6 and R7, please:

- check the Senior moderation hub on the QCAA website at [www.qcaa.qld.edu.au/senior/moderation-hub](http://www.qcaa.qld.edu.au/senior/moderation-hub)
- email the Manager, Quality Assurance Unit, at [qau@qcaa.qld.edu.au](mailto:qau@qcaa.qld.edu.au)
- phone (07) 3864 0375.

For more information about SAIs please:

- check the SAIs and BonSAI webpage at [www.qcaa.eld.edu.au/senior/tertiary-entrance/sais-bonsai](http://www.qcaa.eld.edu.au/senior/tertiary-entrance/sais-bonsai)
- email the Manager, Qualitative Analysis Unit, at [analysis.reporting@qcaa.qld.edu.au](mailto:analysis.reporting@qcaa.qld.edu.au)
- phone (07) 3864 0438.

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