

Memo

Queensland Curriculum and Assessment Authority

1 November 2017

Senior secondary

Number: 057/17

Year 11 monitoring of Authority subjects

Purpose

To assist schools preparing submissions for monitoring of Year 11 Authority subjects, and to remind schools of changed monitoring submission requirements.

The monitoring process

Monitoring is the process in 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.

All schools with Year 11 students studying Authority subjects in 2017 are required to provide submissions for 2018 monitoring.

During 2018 monitoring there will be a trial activity to inform the Confirmation process in the new Queensland Certificate of Education (QCE) system. Schools involved in the trial have already been notified. More information can be found in QCAA memo 042/17, 'Trial activity to inform Confirmation in the new Queensland Certificate of Education (QCE) system':

www.qcaa.qld.edu.au/memos/17/042-17.pdf.

Revised submission requirements

To support schools and panellists in managing the transition to a new senior assessment system, monitoring requirements were revised in 2016: schools need to provide only **two** folios per submission instead of the usual **five** (see [Monitoring submission contents](#) overleaf).

Due date for monitoring submissions

School submissions are required at the QCAA **district offices** by **Friday 1 December 2017**.

Monitoring meeting dates and venues

The Senior Services Coordination Officer and District Coordinators will contact school moderators and review panel members with meeting details.

District	Date	Venue
Wide Bay district	Friday 9 February 2018	Schools and panellists will be advised of venues by email in January 2018.
Mackay district	Monday 19 February 2018	
Rockhampton district	Monday 19 February 2018	
All other QCAA districts	Week of 12–16 February 2018	

Monitoring submission contents

A monitoring submission should include:

- a Form R3, completed in the appropriate places to indicate the number of students in the cohort and identifying the sample folios lettered A and B, 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 and/or documentation that may not be associated with a sample folio but that 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 or 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: <https://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*: <https://www.qcaa.qld.edu.au/senior/moderation-hub/handbooks>.

Packing and sending submissions

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

- all submission materials are clearly labelled to indicate the school and the subject
- recorded evidence (e.g. USBs, CDs, DVDs) is clearly labelled to indicate the school and the subject
- the completed and signed Form R3 is placed on top of each submission
- no single package or box exceeds 10 kg
- all packages are securely bundled and clearly labelled, e.g. Box 1 of 2
- all submissions are addressed to: The District Coordinator, QCAA district office.

What you need to do

Principals should bring this memo to the attention of all staff responsible for the preparation of submissions, and all members of review panels.

Finding out more

Web resources include:

- Senior moderation hub: <https://www.qcaa.qld.edu.au/senior/moderation-hub>
- Moderation handbooks: <https://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: <https://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: <https://www.qcaa.qld.edu.au/about/contact/district-offices>.

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