

# Memo

Queensland Curriculum and Assessment Authority

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28 February 2018

Senior secondary

Number: 018/18

## 2018 moderation meetings for Authority-registered subjects

### Purpose

To provide schools with the 2018 moderation meeting arrangements for Authority-registered subjects.

### Background

There are four phases in the quality assurance process for Authority-registered subjects:

- study plan approval
- internal reviews
- moderation meetings
- external reviews.

Moderation meetings for Authority-registered subjects in 2018 will include the Group A Subject Area Syllabuses (SAS) and Prevocational Mathematics.

For information on the quality assurance of Authority-registered subjects, view *Quality assurance of Authority-registered subjects and short courses* at the QCAA website:

[www.qcaa.qld.edu.au/senior/moderation-hub/handbooks](http://www.qcaa.qld.edu.au/senior/moderation-hub/handbooks).

### Information

Moderation meetings for the following subjects will be held from April to June 2018:

- Agricultural Practices 2014
- Aquatic Practices 2014
- Business Studies 2014
- Early Childhood Studies 2014
- Fashion 2014
- Hospitality Practices 2014
- Information and Communication Technology 2014
- Prevocational Mathematics 2004
- Recreation 2014
- Religion & Ethics 2014
- Social and Community Studies 2014.

Moderation meetings will be scheduled for three hours. Schools will be advised of specific dates and venues in a later memo.

Reimbursement of parking, hire car refuelling, public transport fares and taxi costs should be invoiced to the QCAA by the representative's school or the traveller may complete a *Travel cost reimbursement form*.

**Online moderation will not be available in 2018. Remote schools will need to provide submissions to their district office to be moderated at the district meeting.**

## What you need to do

Schools should arrange for one teacher for each Authority-registered subject offered by the school to attend the relevant meeting. This teacher should be a teacher of the 2018 Year 12 cohort.

## Finding out more

Further details about the dates, meeting venues, submission requirements and attendance details will be provided in a later memo.

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

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