

Memo

Queensland Curriculum and Assessment Authority

19 March 2018

Senior secondary

Number: 022/18

Moderation meetings

Purpose

This memo provides information on:

- venues for the 2018 moderation meetings for Authority-registered subjects
- how to prepare materials for the meeting
- the Form R12 process.

This memo should be read in conjunction with Memo 018/18, dated 28 February 2018.

Background

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

1. study plan approval
2. internal reviews
3. moderation meetings
4. external reviews.

At moderation meetings, teachers review sample folios and provide feedback to schools.

More information about the quality assurance process for Authority-registered subjects is in the handbook *Quality assurance of Authority-registered subjects and short courses*:

www.qcaa.qld.edu.au/senior/moderation-hub/handbooks.

Information

Moderation meetings will be held from May to June 2018 for the following subjects. See the attached schedule for exact dates, times and venues.

- 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 and Ethics 2014
- Social and Community Studies 2014

The QCAA is not funded to provide TRS (Teacher Relief Scheme). The QCAA will meet some travel costs for one teacher from each SAS (Subject Area Syllabus) to attend the relevant moderation meetings. Reimbursement of parking, hire car or own 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*.

Preparation of materials for the meeting

For each SAS, one submission with two sample folios is required. Teachers should bring submissions to the moderation meeting.

- The submission should contain:
 - a completed moderation meeting submission coversheet
 - the school's approved study plan and Form R10
 - clean assessment instruments and criteria sheets (all Year 11 assessment and Year 12 assessment completed to the date of the meeting)
 - two sample folios, one representing an interim VHA and one representing an interim SA.
- Folios should include:
 - evidence of all student work from Year 11 and completed Year 12 work to the date of the meeting
 - student profiles completed to date, including an interim level of achievement.
- If the school does not have the required samples, provide the folios of students whose interim level of achievement is nearest to VHA and/or SA, ensuring that the two sample folios reflect different interim levels of achievement.

Form R12 for moderation meetings

Schools do not need to complete a Form R12 before the moderation meetings. The Form R12 will be completed by QCAA officers using feedback provided by teachers at the moderation meetings. These forms will be returned to schools after the meetings. Schools should retain the completed Form R12 for each SAS to:

- inform the annual internal review of each Authority-registered subject
- provide evidence of procedures for future external review.

Attachments and web links

- *Moderation meetings for Authority-registered subjects — 2018: Schedule and venues*
- *Attendance at 2018 moderation meetings*
(form to be returned to the District Coordinator by Tuesday 27 March 2018)
- Moderation meeting submission coversheet available at:
www.qcaa.qld.edu.au/senior/moderation-hub/forms
- District office address list: www.qcaa.qld.edu.au/about/contact/district-offices
- Travel booking form:
www.qcaa.qld.edu.au/downloads/senior/assess_snr_frm_travel_booking.pdf

What you need to do

Arrange for one teacher of the Year 12 cohort for each relevant Authority-registered subject offered at your school to attend the moderation meeting. The meetings run for three hours, with registration 30 minutes prior to the start time. Please check the schedule carefully for the venues and times.

Each teacher is expected to bring to the meeting their own device capable of reading files from a USB. Submissions may contain digital components that teachers will need to review during the meeting. Headphones are also recommended for viewing video files.

Complete the attached attendance form and submit it to the District Coordinator in your school's QCAA district, no later than **Tuesday 27 March 2018**.

Finding out more

Please email the Quality Assurance Unit at SASmoderation@qcaa.qld.edu.au, or phone 3864 0375.

Jacqueline Wilton
Director, Curriculum Services Branch

Moderation meetings for Authority-registered subjects — 2018

Schedule and venues

March 2018

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Brisbane Central District

Venue QCAA District Office
449 Gympie Road
KEDRON 4031

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Information and Communication Technology	Friday 4 May	QCAA District Office (Brisbane Central)
Fashion	Monday 21 May	
Hospitality Practices	Monday 21 May	
Religion and Ethics	Tuesday 22 May	
Recreation	Friday 25 May	
Prevocational Mathematics	Tuesday 29 May	
Business Studies	Tuesday 29 May	
Agricultural Practices	Wednesday 30 May	
Early Childhood Studies	Wednesday 30 May	
Social and Community Studies	Wednesday 30 May	

Brisbane East District

Venue Fitzy's Function Centre
Sheldon Room
Cnr Bryant's Road and Pacific Highway
LOGANHOLME 4129

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Agricultural Practices	Friday 4 May	Fitzy's Function Centre
Aquatic Practices	Friday 4 May	
Fashion	Tuesday 8 May	
Social and Community Studies	Monday 21 May	
Business Studies	Tuesday 22 May	
Recreation	Tuesday 22 May	
Information and Communication Technology	Tuesday 22 May	
Hospitality Practices	Thursday 31 May	
Early Childhood Studies	Thursday 31 May	
Religion and Ethics	Thursday 31 May	
Prevocational Mathematics	Friday 1 June	

Brisbane–Ipswich District

Venue The Workshops Rail Museum
Refreshment Room
North Street
NORTH IPSWICH 4305

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Recreation	Tuesday 1 May	The Workshops Rail Museum
Social and Community Studies	Tuesday 1 May	
Prevocational Mathematics	Wednesday 2 May	
Hospitality Practices	Thursday 3 May	
Early Childhood Studies	Thursday 3 May	
Fashion	Thursday 3 May	
Agricultural Practices	Monday 21 May	
Aquatic Practices	Monday 21 May	
Religion and Ethics	Monday 21 May	
Information and Communication Technology	Monday 21 May	
Business Studies	Monday 21 May	

Brisbane North District

Venue QCAA District Office
449 Gympie Road
KEDRON 4031

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Information and Communication Technology	Friday 4 May	QCAA District Office (Brisbane North)
Social and Community Studies	Friday 4 May	
Hospitality Practices	Monday 21 May	
Fashion	Monday 21 May	
Religion and Ethics	Tuesday 22 May	
Prevocational Mathematics	Thursday 24 May	
Recreation	Friday 25 May	
Business Studies	Tuesday 29 May	
Agricultural Practices	Wednesday 30 May	
Aquatic Practices	Wednesday 30 May	
Early Childhood Studies	Wednesday 30 May	

Brisbane South District

Venue Fitzy's Function Centre
Sheldon Room
Cnr Bryant's Road and Pacific Highway
LOGANHOLME 4129

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Information and Communication Technology	Friday 4 May	Fitzy's Function Centre
Agricultural Practices	Friday 4 May	
Aquatic Practices	Friday 4 May	
Hospitality Practices	Tuesday 8 May	
Early Childhood Studies	Tuesday 8 May	
Fashion	Tuesday 8 May	
Prevocational Mathematics	Thursday 10 May	
Recreation	Friday 11 May	
Religion and Ethics	Friday 11 May	
Social and Community Studies	Monday 21 May	
Business Studies	Monday 21 May	

Cairns District

Venue Seville Mercy Conference Centre
35 Bauhinia Avenue
Earlville
CAIRNS 4870

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Aquatic Practices	Tuesday 1 May	Seville Mercy Conference Centre
Agricultural Practices	Tuesday 1 May	
Social and Community Studies	Tuesday 1 May	
Business Studies	Tuesday 1 May	
Recreation	Wednesday 2 May	
Information and Communication Technology	Wednesday 2 May	
Hospitality Practices	Thursday 3 May	
Early Childhood Studies	Thursday 3 May	
Religion and Ethics	Thursday 3 May	
Prevocational Mathematics	Friday 4 May	

Gold Coast District

Venue Arundel Hills Country Club
Arundel Place
ARUNDEL 4214

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Prevocational Mathematics	Tuesday 22 May	Arundel Hills Country Club
Recreation	Wednesday 23 May	
Social and Community Studies	Wednesday 23 May	
Hospitality Practices	Thursday 24 May	
Early Childhood Studies	Thursday 24 May	
Fashion	Thursday 24 May	
Aquatic Practices	Friday 25 May	
Religion and Ethics	Friday 25 May	
Information and Communication Technology	Friday 25 May	
Business Studies	Friday 25 May	

Mackay District

Venue Magpies Sporting Club
1 Glenella Road
Glenella
MACKAY 4740

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Early Childhood Studies	Tuesday 1 May	Magpies Sporting Club
Hospitality Practices	Tuesday 1 May	
Aquatic Practices	Tuesday 1 May	
Prevocational Mathematics	Wednesday 2 May	
Religion and Ethics	Wednesday 2 May	
Business Studies	Wednesday 2 May	
Recreation	Thursday 3 May	
Social and Community Studies	Thursday 3 May	

Rockhampton District

Venue Conference on North
(formally North Street Annex)
35A North Street (Cnr North and West Streets)
ROCKHAMPTON 4700

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Social and Community Studies	Tuesday 29 May	Conference on North
Business Studies	Tuesday 29 May	
Early Childhood Studies	Tuesday 29 May	
Hospitality Practices	Tuesday 29 May	
Prevocational Mathematics	Wednesday 30 May	
Religion and Ethics	Wednesday 30 May	
Information and Communication Technology	Wednesday 30 May	
Agricultural Practices	Thursday 31 May	
Aquatic Practices	Thursday 31 May	
Recreation	Thursday 31 May	

Venue Longreach State High School
Jabiru Street
LONGREACH 4730

Meeting time 9:30 am – 12:30 pm
Registration from 9:00 am

SAS	Date	Venue
Prevocational Mathematics	Thursday 24 May	Longreach State High School
Recreation	Thursday 24 May	

Venue Marist College Emerald
Jeppesen Drive
EMERALD 4720

Meeting time 9:30 am – 12:30 pm
Registration from 9:00 am

SAS	Date	Venue
Prevocational Mathematics	Wednesday 9 May	Marist College Emerald
Recreation	Wednesday 9 May	
Hospitality Practices	Wednesday 9 May	
Information and Communication Technology	Wednesday 9 May	

Sunshine Coast District

Venue Kawana Waters State College
Secondary Campus
STIC Building
119 Sportsmans Parade
BOKARINA 4575

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Prevocational Mathematics	Wednesday 23 May	Kawana Waters State College
Recreation	Thursday 24 May	
Aquatic Practices	Thursday 24 May	
Information and Communication Technology	Thursday 24 May	
Hospitality Practices	Friday 25 May	
Early Childhood Studies	Friday 25 May	
Fashion	Friday 25 May	
Social and Community Studies	Friday 25 May	
Religion and Ethics	Friday 25 May	

Venue QCAA District Office (Brisbane North)
449 Gympie Road
KEDRON

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Business Studies	Tuesday 29 May	QCAA District Office (Brisbane North)
Agricultural Practices	Wednesday 30 May	

Toowoomba District

Venue Toowoomba Motel & Events Centre
2 Burnage Street
TOOWOOMBA 4350

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Prevocational Mathematics	Tuesday 8 May	Toowoomba Motel & Events Centre
Recreation	Wednesday 9 May	
Social and Community Studies	Wednesday 9 May	
Hospitality Practices	Thursday 10 May	
Early Childhood Studies	Thursday 10 May	
Fashion	Thursday 10 May	
Information and Communication Technology	Thursday 10 May	
Agricultural Practices	Friday 11 May	
Religion and Ethics	Friday 11 May	
Business Studies	Friday 11 May	

Venue Roma State College
Timbury Street
ROMA 4455

Meeting time 9:30 am – 12:30 pm
Registration from 9:00 am

SAS	Date	Venue
Agricultural Practices	Monday 21 May	Roma State College
Prevocational Mathematics	Monday 21 May	
Recreation	Monday 21 May	
Social and Community Studies	Monday 21 May	
Hospitality Practices	Monday 21 May	
Information and Communication Technology	Monday 21 May	

Townsville District

Venue Mercure Hotel Townsville
166 Woolcock Street
CURRAJONG 4812

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Prevocational Mathematics	Tuesday 29 May	Mercure Hotel Townsville
Recreation	Wednesday 30 May	
Religion and Ethics	Wednesday 30 May	
Early Childhood Studies	Thursday 31 May	
Hospitality Practices	Thursday 31 May	
Fashion	Thursday 31 May	
Social and Community Studies	Thursday 31 May	
Information and Communication Technology	Friday 1 June	
Agricultural Practices	Friday 1 June	
Aquatic Practices	Friday 1 June	

Venue Spinifex State College
Library (Senior Campus)
145–163 Abel Smith Parade
MOUNT ISA 4825

Meeting time 8:30 am – 11:30 am
Registration from 8:00 am

SAS	Date	Venue
Prevocational Mathematics	Friday 25 May	Spinifex State College
Hospitality Practices	Friday 25 May	
Social and Community Studies	Friday 25 May	

Venue Spinifex State College
Library (Senior Campus)
145–163 Abel Smith Parade
MOUNT ISA 4825

Meeting time 12:00 pm – 3:00 pm
Registration from 11:30 am

SAS	Date of the meeting	Venue
Recreation	Friday 25 May	Spinifex State College
Information and Community Technology	Friday 25 May	

Wide Bay District

Venue QCAA District Office
Meeting Room 1, Block Z
Maryborough State High School
Sussex Street
MARYBOROUGH 4650

Meeting time 9:00 am – 12:00 pm
Registration from 8:30 am

SAS	Date	Venue
Agricultural Practices	Tuesday 8 May	QCAA District Office (Wide Bay)
Aquatic Practices	Tuesday 8 May	
Information and Communication Technology	Tuesday 8 May	
Business Studies	Tuesday 8 May	
Prevocational Mathematics	Wednesday 9 May	
Recreation	Thursday 10 May	
Religion and Ethics	Thursday 10 May	
Hospitality Practices	Friday 11 May	
Early Childhood Studies	Friday 11 May	
Social and Community Studies	Friday 11 May	

Attendance at 2018 moderation meetings

Quality Assurance of Authority-registered subjects

Email completed form to your QCAA district office by Tuesday 27 March 2018.

District: _____ School: _____ School code: _____

School moderator: _____ Telephone: _____ Email: _____

Study area syllabus (SAS)	Current teacher of the subject attending	Email address of current teacher of the subject attending	Special dietary requirements
Agricultural Practices			
Aquatic Practices			
Business Studies			
Early Childhood Studies			
Fashion			
Hospitality Practices			
Information and Communication Technology			
Prevocational Mathematics			
Recreation			
Religion and Ethics			
Social and Community Studies			

