

# Memo

Queensland Curriculum and Assessment Authority

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1 May 2018

Senior secondary

Number: 029/18

## Extension subjects: Monitoring 2018

### Purpose

To assist schools preparing submissions for monitoring meetings for extension subjects and to highlight changed monitoring submission requirements.

### Monitoring process

*Monitoring* is the process by which a review panel considers a school's implementation of a course and their assessment decisions in subjects. Monitoring occurs after the completion of approximately half the course of study.

Timelines for monitoring extension subjects differ from other Authority subjects, as extension subjects are all one-year courses delivered in Year 12.

### Revised submission requirements

To support schools and panellists in managing the transition to a new senior assessment system, monitoring requirements were revised in 2017, with schools now needing to provide only **two** folios per submission instead of the previous five (see [Monitoring submission contents](#) overleaf).

### Monitoring submissions due 20 June 2018

All schools with students studying senior Authority extension subjects in 2018 must provide monitoring submissions to the QCAA office indicated in the table overleaf by **Wednesday 20 June 2018**.

Monitoring meeting dates are also provided.

## Monitoring submission destinations

**Due date for all submissions: Wednesday 20 June 2018**

For QCAA office addresses, see [www.qcaa.qld.edu.au/about/contact/district-offices](http://www.qcaa.qld.edu.au/about/contact/district-offices).

Subject	District	Send to
<b>Chinese Extension French Extension German Extension</b>	All districts	QCAA Head Office
<b>English Extension</b>	Brisbane South Brisbane–Ipswich Toowoomba	QCAA Brisbane–Ipswich Office
	Brisbane Central Rockhampton Townsville	QCAA Brisbane Central Office
	Brisbane North Cairns Sunshine Coast Wide Bay	QCAA Brisbane North Office
	Brisbane East Gold Coast Mackay	QCAA Gold Coast Office
<b>Music Extension</b>	Brisbane Central	QCAA Brisbane Central Office
	Brisbane East Rockhampton	QCAA Brisbane East Office
	Brisbane North	QCAA Brisbane North Office
	Brisbane South	QCAA Brisbane South Office
	Brisbane–Ipswich	QCAA Brisbane–Ipswich Office
	Gold Coast	QCAA Gold Coast Office
	Sunshine Coast Wide Bay	QCAA Sunshine Coast Office
	Toowoomba	QCAA Toowoomba Office
Cairns Mackay Townsville	QCAA Townsville Office	

## Monitoring meeting dates

Subject	Meeting date	Venue
<b>Chinese Extension French Extension German Extension</b>	Monday 30 July 2018	QCAA Head Office
<b>English Extension Music Extension</b>	Week beginning 30 July 2018	Venues to be advised

# Monitoring submission contents

A **monitoring submission** should include:

- a Form R3 completed to indicate the number of students in the cohort and the sample folios (marked A and B) submitted, and 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 folio whose responses demonstrate standards that are typical of the middle of the Very High Achievement (VHA) level of achievement
  - one folio 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 criteria described, provide a folio that is closest to the required sample
- other evidence or documentation that may not be associated with a sample folio but which provides information to support decisions about practical or non-written responses.

Each **sample folio** should:

- be clearly labelled with a letter code (A and B)
- contain student responses that have been used to make the interim level of achievement judgment
- have the relevant assessment instrument and criteria sheet attached
- include a completed student profile.

## Submission guidelines

### Electronic submissions

QCAA accepts electronic submissions.

Please read the resource: *Preparing electronic submissions: Advice for teachers* available on the Moderation resources webpage: [www.qcaa.qld.edu.au/senior/moderation-hub/resources](http://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*, [www.qcaa.qld.edu.au/senior/moderation-hub/handbooks](http://www.qcaa.qld.edu.au/senior/moderation-hub/handbooks).

### Packing and sending submissions

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

- all materials, including recorded evidence (e.g. USBs, DVDs) are clearly labelled with the school and the subject — see *Providing digital evidence in submissions: Advice for teachers* available on the Moderation resources webpage: [www.qcaa.qld.edu.au/senior/moderation-hub/resources](http://www.qcaa.qld.edu.au/senior/moderation-hub/resources)
- the Form R3 is completed, signed and placed on top of each submission.

## What you need to do

Principals should bring this memo to the attention of:

- all staff responsible for the preparation of submissions for extension subjects
- members of relevant review panels.

## Further information

Web resources include:

- Senior moderation hub: [www.qcaa.qld.edu.au/senior/moderation-hub](http://www.qcaa.qld.edu.au/senior/moderation-hub)
- Moderation handbooks: [www.qcaa.qld.edu.au/senior/moderation-hub/handbooks](http://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: [www.qcaa.qld.edu.au/senior/moderation-hub/resources](http://www.qcaa.qld.edu.au/senior/moderation-hub/resources)
  - *Preparing electronic submissions: Advice for teachers*
  - *Providing digital evidence in submissions: Advice for teachers*

Alternatively, please contact:

- the Quality Assurance Unit on 3864 0375 or [qau@qcaa.qld.edu.au](mailto:qau@qcaa.qld.edu.au)
- your local District Coordinator: [www.qcaa.qld.edu.au/about/contact/district-offices](http://www.qcaa.qld.edu.au/about/contact/district-offices).

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