

## Consensus moderation meetings – 20 July 2009

### Contact

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Participation in the consensus moderation process is compulsory for all schools offering the course. Meetings are on July 20 2009. The process will be based on the unit delivered in Semester 1 or on both units if they are being delivered concurrently.

Wherever possible, school representatives will attend face-to-face meetings facilitated by a consensus moderation officer, who is an experienced teacher of the course. Where there is no meeting for a particular stage of the course within a reasonable distance of your school, copies of student assessment files need to be mailed to the Council. These files will be reviewed by two experienced teachers and feedback provided to the school when the process is complete.

### Requirements for student assessment files

- The teacher registered for the course (the school contact) is required to provide **four** student assessment files.
- The assessment files should be those of a mid-A, a mid-B, a mid-C, and a mid-D grade student.
- Wherever possible, the files selected should be those of students who typically produce a similar standard of work in all assessment types.
- Where the school has an anticipated grade distribution that does not include all four grades, additional files at another grade are required to ensure a total of four files (e.g. a school with no D grades anticipated may provide the assessment files of a mid-A, a mid-B, a mid-C grade student and an additional file for another mid-C grade student if this is the grade with the largest number of students).
- Where the school has four or less enrolments in a course for a stage, all student assessment files (irrespective of the grade) are required.
- Only student work that contributed directly to the mark for the task is to be provided.
- All indications of the school and student names are to be removed from each of the tasks and the student work.
- If possible, please tag the start of each task to enable the reviewer to easily access the task.
- Where possible, photocopies of the marked assessment tasks (not the originals) should be provided.
- Each file must contain all completed assessment tasks that have contributed to the grade for the unit/s, including:
  - the assessment outline for the units/s
  - the tasks/task briefs/task descriptions and marking keys indicating the allocation of marks
  - a complete set of all marked tasks for each student (including the Semester 1 examination if one was used).

In some courses, only tasks of a particular assessment type/s are required in the student assessment files. This information has been included in the email sent to all principals and direct to each registered teacher using the email address provided by the school.