

Memo

Queensland Curriculum and Assessment Authority

11 March 2016

Senior secondary

Number: 027/16

Moderation meetings

Purpose

This memo provides information on:

- venues for the 2016 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 Memorandum 003/16, dated 22 January 2016.

Background

There are four phases in the quality assurance process for Authority-registered subjects: study plan approval, internal reviews, moderation meetings and external reviews.

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

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

<https://www.qcaa.qld.edu.au/senior/moderation-hub/handbooks>.

Information

Moderation meetings will be held in April and May 2016 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)

Remote schools will be offered the opportunity to participate in online moderation. In some districts where few schools offer a particular Subject Area Syllabus (SAS), online moderation will be offered. Information about arrangements for online meetings will be communicated directly to those schools.

The QCAA is not funded to provide TRS (Teacher Relief Scheme). Travel costs will be met by the QCAA for one teacher from each SAS to attend the relevant moderation meetings.

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 submissions should contain:
 - a completed moderation meeting submission coversheet
 - the school's approved study plan and Form R10
 - clean assessment instruments and criteria sheets (Year 11 assessment and Year 12 assessment completed to date)
 - 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 Year 12, Term 1
 - 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.

The Form R12 for moderation meetings

Schools do not need to complete a Form R12 before the moderation meetings. The Form R12 will be initiated and completed by QCAA officers and returned to the school after the meetings.

Schools should retain the completed Form R12 for each SAS to:

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

Attachments and web links

- *Attendance at 2016 Moderation meetings: Authority-registered subjects* (form to be returned to the District Coordinator by Wednesday 23 March 2015)
- *Moderation meetings 2016: Authority-registered subjects — schedule and venues*
- *District office address list:* <https://www.qcaa.qld.edu.au/about/contact/district-offices>
- *Travel booking form (including use of own vehicle):*
www.qcaa.qld.edu.au/downloads/senior/assess_snr_frm_travel_booking.pdf
- Moderation meeting submission coversheet available at:
<https://www.qcaa.qld.edu.au/senior/moderation-hub/forms>

What you need to do

Arrange for one teacher of the Year 12 cohort for each relevant Authority-registered subject offered at the school to attend the moderation meeting. The meetings run 9:30 am to 12:30 pm, with registration from 9:00 am on the scheduled dates.

Complete the attached attendance form and submit it to the District coordinator in the school's QCAA district, no later than Wednesday 23 March 2016.

Finding out more

Please email the Quality Assurance Unit at SASmoderation@qcaa.qld.edu.au, or phone 3120 6150.

Jacqueline Wilton
Director, Curriculum Services Branch

Attendance at 2016 Moderation meetings

Authority-registered subjects

To be faxed or emailed to your QCAA district office by Wednesday 23 March 2016.

District: _____ School: _____ School code: _____

School moderator: _____ Telephone: _____ Email: _____

Study area syllabus (SAS)	Teacher attending	Email address of teacher attending	Special dietary requirements
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)			



Moderation meetings 2016

Authority-registered subjects — schedule and venues

March 2016

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Brisbane Central District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
QCAA Kedron District Office 449 Gympie Road, KEDRON	Hospitality Practices (2014)	Wednesday 4 May
	Prevocational Mathematics (2004)	Tuesday 3 May
	Recreation (2014)	Thursday 5 May

Venue	SAS	Date
QCAA Head Office Level 7, 154 Melbourne Street, SOUTH BRISBANE This venue is a short walk from South Brisbane train station.	Agricultural Practices (2014)	Tuesday 17 May
	Aquatic Practices (2014)	Tuesday 17 May
	Business Studies (2014)	Friday 20 May
	Early Childhood Studies (2014)	Thursday 19 May
	Fashion (2014)	Friday 20 May
	Information and Communication Technology (2014)	Thursday 26 May
	Religion and Ethics (2014)	Tuesday 24 May
	Social and Community Studies (2014)	Wednesday 25 May

Brisbane East District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
Fitzzy's Loganholme Carbrook Room, Cnr Bryant's Road and Pacific Highway LOGANHOLME	Hospitality Practices (2014)	Friday 29 April
	Prevocational Mathematics (2004)	Wednesday 18 May
	Recreation (2014)	Friday 6 May

Venue	SAS	Date
QCAA Head Office Level 7, 154 Melbourne Street, SOUTH BRISBANE This venue is a short walk from South Brisbane train station.	Agricultural Practices (2014)	Tuesday 17 May
	Aquatic Practices (2014)	Tuesday 17 May
	Business Studies (2014)	Friday 20 May
	Early Childhood Studies (2014)	Thursday 19 May
	Fashion (2014)	Friday 20 May
	Information and Communication Technology (2014)	Thursday 26 May
	Religion and Ethics (2014)	Tuesday 24 May
	Social and Community Studies (2014)	Wednesday 25 May

Brisbane–Ipswich District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
Brothers Leagues Club Wildey Street RACEVIEW	Information and Communication Technology (2014)	Wednesday 27 April
	Recreation (2014)	Wednesday 27 April
	Religion and Ethics (2014)	Wednesday 27 April
	Social and Community Studies (2014)	Wednesday 27 April

Venue	SAS	Date
Springlake Hotel Watering Hole Function Room 1/1 Springfield Lakes Blvd, SPRINGFIELD LAKES	Prevocational Mathematics (2004)	Thursday 28 April

Venue	SAS	Date
QCAA Head Office Level 7, 154 Melbourne Street, SOUTH BRISBANE This venue is a short walk from South Brisbane train station.	Agricultural Practices (2014)	Tuesday 17 May
	Aquatic Practices (2014)	Tuesday 17 May
	Business Studies (2014)	Friday 20 May
	Early Childhood Studies (2014)	Thursday 19 May
	Fashion (2014)	Friday 20 May

Venue	SAS	Date
Fitzzy's Loganholme Carbrook Room, Cnr Bryant's Road and Pacific Highway LOGANHOLME	Hospitality Practices (2014)	Friday 29 April

Brisbane North District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
QCAA Kedron District Office 449 Gympie Road, KEDRON	Hospitality Practices (2014)	Wednesday 4 May
	Prevocational Mathematics (2004)	Friday 29 April
	Recreation (2014)	Thursday 5 May

Venue	SAS	Date
QCAA Head Office Level 7, 154 Melbourne Street, SOUTH BRISBANE This venue is a short walk from South Brisbane train station.	Agricultural Practices (2014)	Tuesday 17 May
	Aquatic Practices (2014)	Tuesday 17 May
	Business Studies (2014)	Friday 20 May
	Early Childhood Studies (2014)	Thursday 19 May
	Fashion (2014)	Friday 20 May
	Information and Communication Technology (2014)	Thursday 26 May
	Religion and Ethics (2014)	Tuesday 24 May
	Social and Community Studies (2014)	Wednesday 25 May

Brisbane South District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
Fitzy's Loganholme Carbrook Room, Cnr Bryant's Road and Pacific Highway LOGANHOLME	Hospitality Practices (2014)	Friday 29 April
	Prevocational Mathematics (2004)	Friday 27 May
	Recreation (2014)	Friday 6 May

Venue	SAS	Date
QCAA Head Office Level 7, 154 Melbourne Street, SOUTH BRISBANE This venue is a short walk from South Brisbane train station.	Agricultural Practices (2014)	Tuesday 17 May
	Aquatic Practices (2014)	Tuesday 17 May
	Business Studies (2014)	Friday 20 May
	Early Childhood Studies (2014)	Thursday 19 May
	Fashion (2014)	Friday 20 May
	Information and Communication Technology (2014)	Thursday 26 May
	Religion and Ethics (2014)	Tuesday 24 May
	Social and Community Studies (2014)	Wednesday 25 May

Cairns District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
Cairns School of Distance Education L Block Clarke Street Manunda CAIRNS	Agricultural Practices (2014)	Tuesday 17 May
	Aquatic Practices (2014)	Tuesday 17 May
	Early Childhood Studies (2014)	Wednesday 18 May
	Hospitality Practices (2014)	Tuesday 17 May
	Information and Communication Technology (2014)	Wednesday 18 May
	Prevocational Mathematics (2004)	Thursday 19 May
	Recreation (2014)	Wednesday 18 May
	Religion and Ethics (2014)	Tuesday 17 May
	Social and Community Studies (2014)	Wednesday 18 May

Venue	SAS	Date
Online	Business Studies (2014)	TBA

Gold Coast District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
Southport Community Centre 8 Lawson Street, SOUTHPORT	Hospitality Practices (2014)	Wednesday 4 May
	Information and Communication Technology (2014)	Wednesday 4 May
	Prevocational Mathematics (2004)	Tuesday 3 May
	Recreation (2014)	Thursday 5 May
	Religion and Ethics (2014)	Wednesday 4 May
	Social and Community Studies (2014)	Thursday 5 May

Venue	SAS	Date
QCAA Head Office Level 7, 154 Melbourne Street, SOUTH BRISBANE This venue is a short walk from South Brisbane train station.	Agricultural Practices (2014)	Tuesday 17 May
	Aquatic Practices (2014)	Tuesday 17 May
	Business Studies (2014)	Friday 20 May
	Early Childhood Studies (2014)	Thursday 19 May
	Fashion (2014)	Friday 20 May

Mackay District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
Magpies Sporting Club Glenella Road, Glenella MACKAY	Aquatic Practices (2014)	Wednesday 27 April
	Business Studies (2014)	Wednesday 27 April
	Early Childhood Studies (2014)	Wednesday 27 April
	Hospitality Practices (2014)	Wednesday 27 April
	Information and Communication Technology (2014)	Thursday 28 April
	Prevocational Mathematics (2004)	Thursday 28 April
	Recreation (2014)	Thursday 28 April
	Social and Community Studies (2014)	Thursday 28 April

Venue	SAS	Date
Online	Agricultural Practices (2014)	TBA
	Religion and Ethics (2014)	TBA

Rockhampton District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
North Street Annex Cnr North and West Streets, ROCKHAMPTON	Agricultural Practices (2014)	Tuesday 24 May
	Aquatic Practices (2014)	Tuesday 24 May
	Early Childhood Studies (2014)	Tuesday 24 May
	Hospitality Practices (2014)	Tuesday 24 May
	Information and Communication Technology (2014)	Wednesday 25 May
	Prevocational Mathematics (2004)	Thursday 26 May
	Recreation (2014)	Wednesday 25 May
	Religion and Ethics (2014)	Wednesday 25 May
	Social and Community Studies (2014)	Wednesday 25 May

Venue	SAS	Date
Online	Business Studies (2014)	TBA

Sunshine Coast District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
Kawana Waters State College Secondary Campus STIC Building Sportsman Parade KAWANA	Aquatic Practices (2014)	Thursday 5 May
	Early Childhood Studies (2014)	Thursday 5 May
	Fashion (2014)	Thursday 5 May
	Hospitality Practices (2014)	Thursday 5 May
	Prevocational Mathematics (2004)	Tuesday 3 May
	Recreation (2014)	Wednesday 4 May
	Religion and Ethics (2014)	Wednesday 4 May
	Social and Community Studies (2014)	Wednesday 4 May

Venue	SAS	Date
Online	Agricultural Practices (2014)	TBA
	Business Studies (2014)	TBA
	Information and Communication Technology (2014)	TBA

Toowoomba District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
St James Parish Centre Corner Mort and Russell Streets, TOOWOOMBA	Agricultural Practices (2014)	Tuesday 24 May
	Business Studies (2014)	Tuesday 24 May
	Early Childhood Studies (2014)	Wednesday 25 May
	Fashion (2014)	Thursday 26 May
	Hospitality Practices (2014)	Wednesday 25 May
	Information and Communication Technology (2014)	Tuesday 24 May
	Prevocational Mathematics (2004)	Thursday 26 May
	Recreation (2014)	Tuesday 24 May
	Religion and Ethics (2014)	Wednesday 25 May
	Social and Community Studies (2014)	Wednesday 25 May

Townsville District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
Heatley Secondary College (Science Centre) Hanlon Street (access via Dalrymple Service Road) Heatley TOWNSVILLE	Prevocational Mathematics (2004)	Thursday 19 May

Venue	SAS	Date
Brothers Leagues Club Golf Links Drive Kirwan TOWNSVILLE	Agricultural Practices (2014)	Tuesday 17 May
	Aquatic Practices (2014)	Tuesday 17 May
	Early Childhood Studies (2014)	Wednesday 18 May
	Hospitality Practices (2014)	Wednesday 18 May
	Information and Communication Technology (2014)	Wednesday 18 May
	Recreation (2014)	Tuesday 17 May
	Religion and Ethics (2014)	Wednesday 18 May
	Social and Community Studies (2014)	Tuesday 17 May

Venue	SAS	Date
Online	Fashion (2014)	TBA

Wide Bay District

All meetings: Registration from 9 am, meeting 9:30 am – 12:30 pm.

Venue	SAS	Date
QCAA Maryborough District Office Meeting Room 1, Block Z Maryborough State High School Sussex Street MARYBOROUGH	Agricultural Practices (2014)	Thursday 28 April
	Aquatic Practices (2014)	Thursday 28 April
	Early Childhood Studies (2014)	Thursday 28 April
	Hospitality Practices (2014)	Thursday 28 April
	Information and Communication Technology (2014)	Wednesday 27 April
	Prevocational Mathematics (2004)	Friday 29 April
	Recreation (2014)	Wednesday 27 April
	Religion and Ethics (2014)	Wednesday 27 April
	Social and Community Studies (2014)	Wednesday 27 April