

**Subject:** Consensus Moderation 2014 - Meeting Details

**Date:** Monday, 26 May 2014 10:07:44 am Australian Western Standard Time

**From:** Consensus Moderation

**To:** leeje@tranby.wa.edu.au

**Please note that an earlier email regarding this meeting was sent with a date in US form (mm/dd/yyyy)**

**Please replace that email with this email with the date in the correct format**

**Teacher:** Jenai Lee

**School:** Tranby College

You have been registered by your school as its representative at the following School Curriculum and Standards Authority consensus moderation meeting:

**Course:** Indonesian: Second Language

**Stage:** 1

**Date:** Tuesday, 24 June 2014

**Time:** 9:00AM - 11:50AM

**Venue:** Newman Siena  
33 Williamstown Road  
DOUBLEVIEW

At the meeting, you will be making judgements about the expected grades for students from other schools based on the work in the student assessment files that the schools provide. As the school representative, you are required to bring **three (3) student assessment files** to the meeting. You will receive feedback from two teachers on the grade of each assessment file that you provide and a brief justification for each decision.

Please note that:

- Participation at this meeting is compulsory for one representative from the school.
- The meeting is for the course/stage regardless of the academic year of the students enrolled in this course/stage. If your school is delivering this stage in more than one year, only one representative attends and the files provided can be from students in any year. In such situations the feedback received from the meeting should be used in the school's internal moderation process to ensure comparability between classes.
- You are requested to arrive at the venue 10-15 minutes before the scheduled start time to allow for the organisation of materials.
- All meetings are based on groups of schools (typically of 10-15).
- If you have been registered to attend other meetings for a different stage of this course or for another course, you will receive a separate email/s providing the meeting details.
- The Authority does not meet travel expenses for consensus moderation meetings.
- If, due to unforeseen circumstances, you are unable to attend this meeting, you will be emailed the details of another meeting (or provided with the details of the process for mailing the student assessment files to the Authority for review where no other meeting is available).

**The following details are provided to assist you when preparing the student assessment files.**

- For this course/stage, each assessment file must contain:  
all the student's marked non-oral work completed prior to the meeting which will contribute to their final mark for the unit/s (including the semester 1 examination for Stage 2 and 3 and for Stage 1 if included in the school's assessment outline); a recording of at least one oral communication task; the task (or task brief or task description) if not included with the student's work; the marking key for each task and the assessment outline for the unit/s. Note: A separate CD or DVD needs to be provided for each student. All teachers are asked to bring a laptop and headphones to listen to or view the recordings provided.
- The marked tasks included in the file should be for the unit delivered in Semester 1 (if using separate assessment outlines) **or** for all tasks completed before the meeting if the pair of units is being delivered using a combined assessment outline.
- The assessment files provided should be those of a mid-A student, a mid-B student, and a mid-C student.  
**Note:** Should the anticipated grade distribution at your school not include one or more of these grades, a total of three files is still required (e.g. in a class of 5 students all of whom are working at a C grade standard, provide the files of the 3 students furthest from the grade cut-offs for B and D).
- The assessment files provided should include only student work that contributed directly to the mark for the task.
- Please place the required material for each student in a separate manila folder. Each folder should contain the assessment outline followed by each piece of marked work with the marking key and the task itself (if not included with the student's work). To assist your colleagues when reviewing the student assessment file please collate the material in each folder using clips or staples rather than plastic inserts.
- You may choose to provide photocopies rather than the originals if you are concerned about the risk of the student work being lost at the meeting.
- You may choose to remove or conceal indications of the school and student name from the students' work and from the task if you consider it appropriate for this course
- You may choose to remove or conceal the final mark for the task if you consider it appropriate for this course.

If you have any queries about the consensus moderation process, please email [consensus.moderation@scsa.wa.edu.au](mailto:consensus.moderation@scsa.wa.edu.au).