School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 10: Moderation

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- Proposed grades distribution

Note: screenshots are for illustration purposes only and may show a date prior to 2027.

10.1 Proposed grades distribution

Schools are required to enter the proposed grade distributions for Year 12 students directly into SIRS by the date given in the *Activities Schedule* (generally early September) available on the Authority website on the Activities Schedule page (www.scsa.wa.edu.au/publications/activities-schedule). Refer to the instructions below for entering proposed grade distributions into SIRS.

10.1.1 Entering proposed grade distributions into SIRS

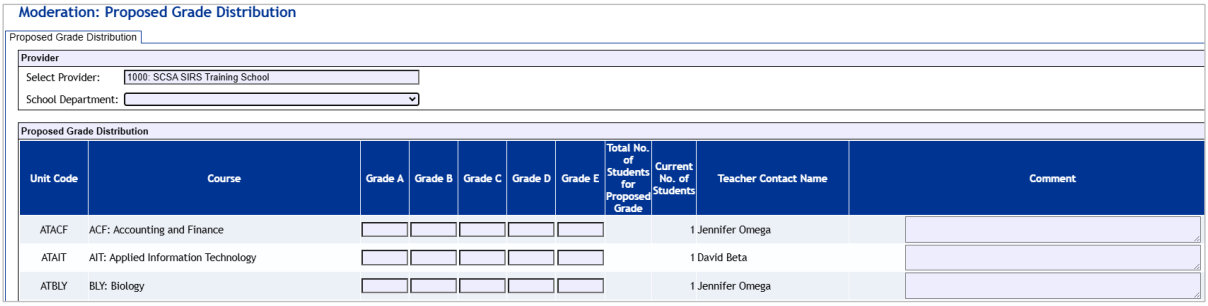
To enter proposed grade distributions into SIRS:

1. In the blue horizontal navigation bar, hover over the **Moderation** tab and click on **Proposed Grades Distribution** (see screenshot below).



   The **Proposed Grade Distribution** screen will appear (see screenshot below), which shows a complete list of all WACE course units offered at your school. You can also select a particular department to display the related course units.

   Note: student enrolment for each course unit is provided to assist schools when checking proposed grades from all classes.



2. Enter the number of students that the school estimates will receive each grade (A, B, C, D and E). Ensure that all classes offering the course units at your school are included. If the school is involved in a small group moderation partnership, enter numbers only for the students enrolled at your school.
3. If it is proposed to give no particular grade to a student, a zero (0) must be entered (i.e. all spaces shown must contain a number). The Authority endeavours to list all current course units with student enrolments; however, if adjustments to enrolments have recently occurred and the school no longer delivers the course units, zeros must be entered for all grades.

   Note: when submitting grades into SIRS, remember to save every couple of lines of data to ensure that live data is held in SIRS.

4. Click on the **Save** button once the data has been entered.

   Note: a brief comment may be entered in the comments section. Each comment is limited to 1000 characters. It is recommended that comments be entered when:
   - the pattern of grades for the course does not match the normal historical pattern of the school for that course
   - the contact teacher has changed. Alter this in the comments field.

SIRS will automatically total the number of grades entered and check it against the number of Year 12 students enrolled. Although the numbers may not be the same, this will provide a guide to ensure that all Year 12 students from every class offering for that course unit in your school have been included.

5. Click on the **Check** button at the bottom of the screen to ensure all fields are complete. If they are not complete, the message **There are still course units without proposed grades** will appear until all the fields are complete. Once complete, SIRS will display screens for all course units delivered at your school.

   Note:

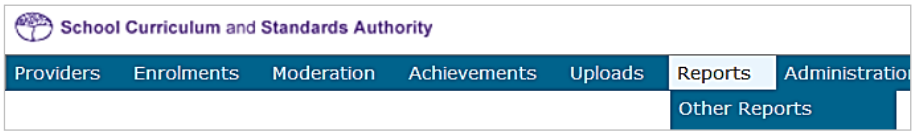
   - To refer to previous years' grade distributions for each course at your school, refer to the reports *GRD025 – Final Grade Distributions – Course Historical Data* and *GRD034 – Historical Grade Summary* in this section. A result of U notation cannot be used in the proposed grade process.

10.1.2 Final Grade Distributions – Course Historical Data (GRD025)

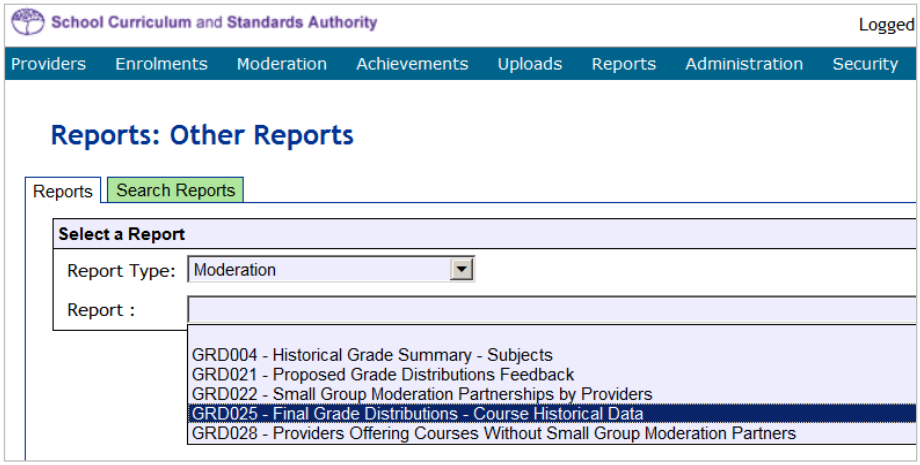
This report provides the grade distribution (number and percentage) by provider for a selected calendar year. It can be used by the provider and Principal Consultants to view and/or print grade distributions for previous years and can be accessed as a **.PDF** file or as a **.CSV** file. This report is organised by course > course unit > school code. It shows, by school, both the number and percentage for Year 12 students for each grade proposed for each course unit.

To generate the *GRD025 – Final Grade Distributions – Course Historical Data* report:

1. In the blue horizontal navigation bar, hover over the **Reports** tab.
2. Click on **Other Reports** (see screenshot below).



3. The **Other Reports** fields will appear. Select the **Report Type** as **Moderation** and the **Report** as **GRD025 – Final Grade Distributions – Course Historical Data** from the drop-down lists (see screenshot below).



4. Click on the **Generate Report** button.

Once generated, you can open the *GRD025 – Final Grade Distributions – Course Historical Data* report and either print it or save to your local drive. The report is in the following format.

GRD025 School Curriculum and Standards Authority Date 03/07

Final Grade Distributions - Course Historical Data Y12, 2024 Page 1 o

	A (%)	B (%)	C (%)	D (%)	E (%)	U (%)	Total
Officer:							
School Code: School Course: ENG (A1ENG)				2 (22)	7 (78)		9
School Code: School Course: ENG (A2ENG)			1 (100)				1
School Code: School Course: ENG (AEENG)	2 (22)		6 (67)	1 (11)			9
School Code: School Course: ENG (ATENG)		1 (33)	1 (33)	1 (33)			3
School Code: School Course: ENG (G1ENG)			3 (100)				3
School Code: School Course: ENG (G2ENG)	2 (20)	2 (20)	2 (20)	2 (20)	2 (20)		10
School Code: School Course: ENG (GEENG)	4 (15)	10 (38)	12 (46)				26
School Code: School Course: ENG (GTENG)	5 (20)	9 (36)	10 (40)	1 (4)			25

10.1.3 Historical Grade Summary (GRD034)

This report provides a historical grade distribution (number and percentage) for a provider by learning area, course, course type and unit. This report can be used by the provider and Principal Consultants to view and/or print grade distributions for previous years and is accessed as a **.PDF** file.

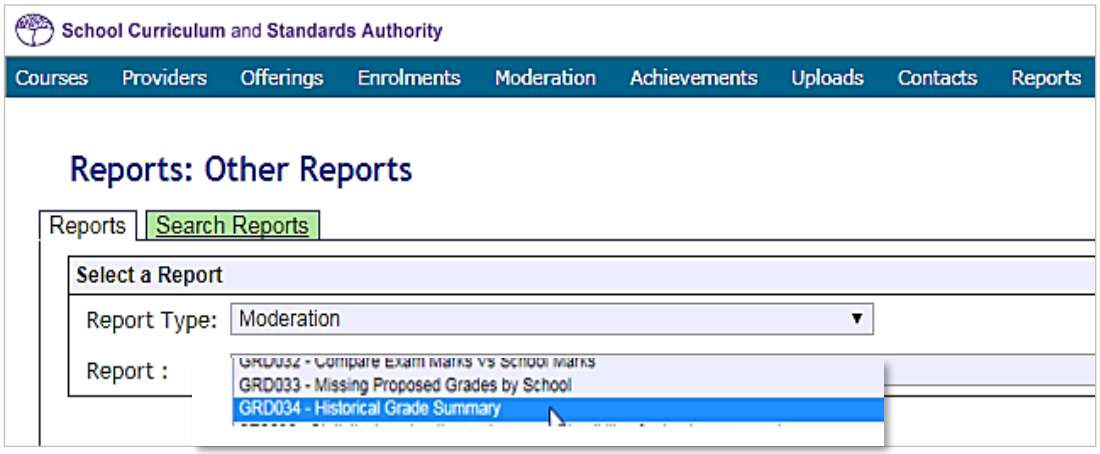
This report is organised by provider > year > learning area > course > course type. It shows, by school, both the number and percentage of all students for each grade awarded for each course unit.

To generate the *GRD034 – Historical Grade Summary* report:

1. In the blue horizontal navigation bar, hover over the **Reports** tab.
2. Click on **Other Reports** (see screenshot below).



3. The **Other Reports** fields will appear. Select the **Report Type** as **Moderation** and the **Report** as **GRD034 – Historical Grade Summary** from the drop-down lists (see screenshot below).



4. Click on the **Generate Report** button.

   Once generated, you can open the *GRD034 – Historical Grade Summary* report and either print it or save to your local drive. The report is in the following format.

GRD034 School Curriculum and Standards Authority Time 15:05:05 Date 04/08/25

Historical Grade Summary Page 1 of 3

School: 4048 Rossmoyne Senior High School Learning Area: English

The historical grade summary for each course is printed below to enable teachers to compare this year's proposed grades with the final grades from previous years. The number and percentage (in brackets) of students receiving an A, B, C, D and E in each course units are printed for 2020 to 2024 where appropriate. This information may assist teachers with their grading this year.

ATAR Course: ELD English as an Additional Language or Dialect

Unit 1	A (%)	B (%)	C (%)	D (%)	E (%)	Total
2024	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2023	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2022	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2021	0 (0)	0 (0)	1 (100)	0 (0)	0 (0)	1
2020	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0

Unit 2	A (%)	B (%)	C (%)	D (%)	E (%)	Total
2024	0 (0)	2 (100)	0 (0)	0 (0)	0 (0)	2
2023	0 (0)	2 (100)	0 (0)	0 (0)	0 (0)	2
2022	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2021	0 (0)	1 (100)	0 (0)	0 (0)	0 (0)	1
2020	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0

Unit E	A (%)	B (%)	C (%)	D (%)	E (%)	Total
2024	5 (31)	6 (38)	4 (25)	1 (6)	0 (0)	16
2023	3 (13)	11 (48)	6 (26)	1 (4)	2 (9)	23
2022	7 (30)	9 (39)	6 (26)	1 (4)	0 (0)	23
2021	10 (56)	4 (22)	4 (22)	0 (0)	0 (0)	18
2020	0 (0)	0 (0)	0 (0)	0 (0)	1 (100)	1

Unit T	A (%)	B (%)	C (%)	D (%)	E (%)	Total
2024	4 (20)	12 (60)	4 (20)	0 (0)	0 (0)	20
2023	7 (32)	9 (41)	6 (27)	0 (0)	0 (0)	22
2022	6 (32)	8 (42)	3 (16)	1 (5)	1 (5)	19
2021	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2020	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0