

## **Guide for online registration of Small Group Moderation partnerships**

All schools are required to register their participation or non-participation in small group moderation (SGM) with the School Curriculum and Standards Authority (the Authority) using the online registration link located on the Authority website at <a href="https://senior-secondary.scsa.wa.edu.au/moderation/small-group-moderation">https://senior-secondary.scsa.wa.edu.au/moderation/small-group-moderation</a>.

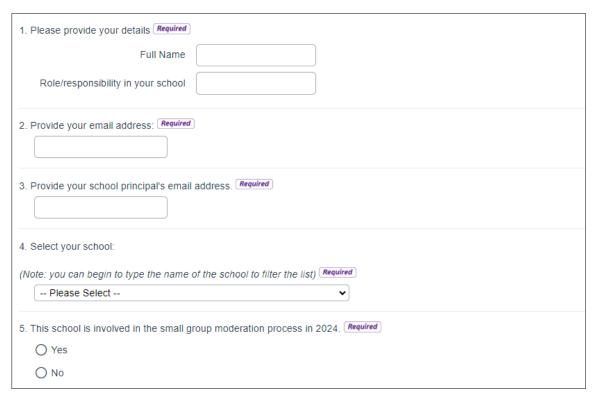
As outlined in section 3.6 of the WACE manual, a school must become involved in a small group moderation partnership where it has a projected number of **fewer than six ATAR course examination candidates** in an ATAR course. Please note that:

- each small group moderation partnership registered by your school must have been confirmed with all other schools in the partnership
- each school in the partnership must submit their online registration to the Authority before the partnership can be recorded in the Student Information Records System (SIRS)
- partner schools must use an identical Assessment Outline (typically developed collaboratively)
- courses with **one** student enrolled are still required to form a small group moderation partnership due to the potential statistical risks involved
- the due date to register small group moderation partnerships, or non-participation is Thursday, 8
  February 2024.

All schools must complete questions 1–5.

A school **not** involved in small group moderation, selects **No** for question 5, then selects **Next**. The Principal will receive an email to submit their online declaration.

This is the end of the online registration process for a school <u>not involved</u> in small group moderation.

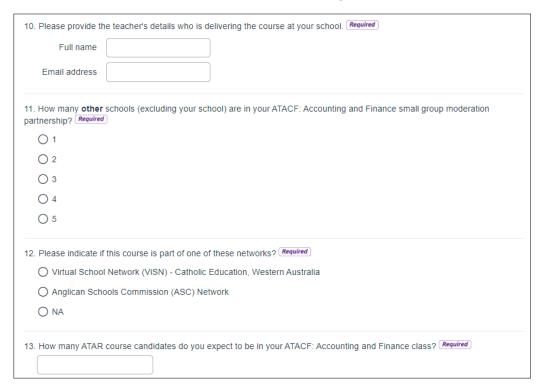


A school that *is* involved in SGM selects *Yes* for question 5, then *Next*, and either one or both options for question 6. Complete question 7 by answering either *Yes* this is a new registration for 2024 or *No* this is an update to an existing registration for 2024 if the partner school's, your school's teacher or candidate numbers have changed.

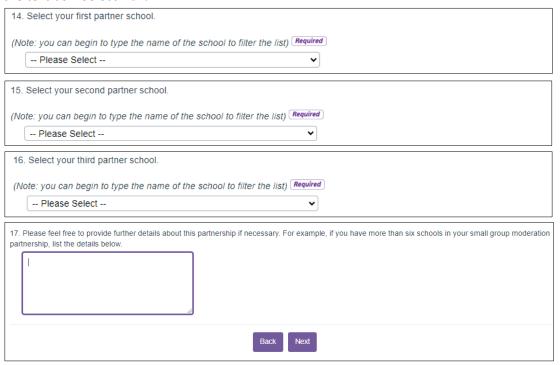
6. This school					
is involved in the small group mod fewer than six ATAR course exam	leration process in 2024 as one or mo ination candidates.	ore ATAR Year 12 courses are	being delivered with a	a projected number of	
nas chosen to be involved in the s	small group moderation process even	though there are more than si	ix ATAR course exami	nation candidates.	
7. Is this a new registration for a small grou	p moderation partnership in 2024? Require	ed			
Yes this is a new registration for 202	4				
No this is an update to an existing re	egistration for 2024.				
Complete questions 8–10, sele	_	_	or small group n	noderation.	
Note: Question 10 will only be	displayed if <i>Yes</i> is answere	d for question 9.			
8. Please select the courses you are registering for sm	all group moderation partnerships.				
You may make more than one selection. Required					
☐ ATAIS: Aboriginal and Intercultural Studies ☐ ATENG: English			ATLIT: Literature	☐ ATLIT: Literature	
☐ ATACF: Accounting and Finance	☐ ATELD: English as an A	☐ ATELD: English as an Additional Language or Dialect		☐ ATMMS: Marine and Maritime Studies	
☐ ATHIA: Ancient History	☐ ATFST: Food Science a	☐ ATFST: Food Science and Technology		ATMDTM: Materials Design and Technology – Metal	
☐ ATAPS: Animal Production Systems	☐ ATFBL: French: Backgr	ATFBL: French: Background Language		ATMDTT: Materials Design and Technology – Textiles	
☐ ATAIT: Applied Information Technology	ATFSL: French: Second	ATFSL: French: Second Language		ATMDTW: Materials Design and Technology – Wood	
☐ ATAVN: Aviation	☐ ATGEO: Geography	☐ ATGEO: Geography		☐ ATMAA: Mathematics Applications	
☐ ATBLY: Biology	ATGBL: German: Backg	ground Language	☐ ATMAM: Mathematics Methods		
☐ ATBME: Business Management and Enterprise	ATGSL: German: Secon	nd Language	☐ ATMAS: Mathematics Specialist		
☐ ATCAE: Career and Enterprise ☐ ATHEA: Health Studies			☐ ATMPA: Media Pro	oduction and Analysis	
☐ ATCHE: Chemistry ☐ ATHBL: Hindi: Background		und Language	ATHIM: Modern Hi	ATHIM: Modern History	
☐ ATCFC: Children, Family and the Community ☐ ATHDI: Hindi: Second Lan		anguage	☐ ATMUS: Music		
☐ ATCBL: Chinese: Background Language ☐ ATHBY: Human Biology		1	ATOED: Outdoor E	Education	
☐ ATCFL: Chinese: First Language ☐ ATIFL: Indonesian: First		t Language	☐ ATPAE: Philosoph	AE: Philosophy and Ethics	
☐ ATCSL: Chinese: Second Language ☐ ATIND: Indonesian: Second Language		cond Language	ATPES: Physical Education Studies		
9. Do you have a small group moderation p	partnership to register for an interstate la	nguage? Required			
○ Yes					
○ No					
10. Select all interstate languages you wish to regis	ter small group moderation partnerships? Requir	red			
☐ ATARA: Arabic	☐ ATDUT: Dutch	☐ ATGRE: Modern	Greek	ATSER: Serbian	
☐ ATARM: Armenian	☐ ATFIL: Filipino	☐ ATNEP: Nepali		ATSIN: Sinhala	
☐ ATAUS: Auslan	☐ ATHEB: Hebrew	ATPER: Persian		☐ ATSPA: Spanish	
ATBEN: Bengali	☐ ATHUN: Hungarian	ATPOL: Polish		ATSWE: Swedish	
ATBOS: Bosnian	☐ ATKAR: Karen	ATPOR: Portugu	iese	☐ ATTAM: Tamil	
ATCHA: Chin Hakha	☐ ATKHM: Khmer	ATPUN: Punjabi		☐ ATTUR: Turkish	
ATCRO: Croatian	ATMAC: Macedonian	☐ ATRUS: Russian		☐ ATVIE: Vietnamese	
		Nevt			

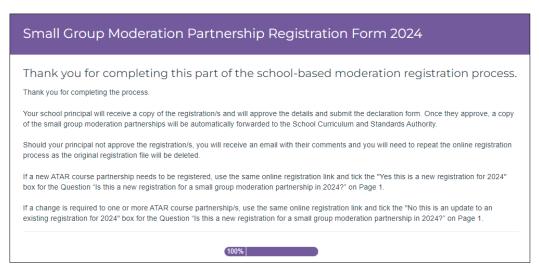
Complete questions 10–13 for each ATAR course small group moderation partnership your school is involved in:

- name and email address of the teacher at your school delivering the course
- number of **other** schools (excluding your school) in the partnership
- if the course is part of one of the CEWA ViSN or ASC networks, or NA if not applicable
- number of ATAR course examination candidates at your school



Complete question 14 onwards, (depending on how many partner schools selected in question 11) by selecting the name of each partner school. Provide further details about the partnership if necessary, including if there are more than five other schools in your small group partnership; the details can be listed in the text box. Select *Next*.





The Principal will receive an email to confirm the small group moderation partnership/s registered and to submit their online declaration as shown below. Upon the Principal's approval you will receive an email with a PDF attachment of the ATAR course partnerships registered.







Should the Principal **not** approve the partnership/s registered, you will receive an email with their comments and a PDF copy of the partnerships to repeat the online registration process.

This is the end of the online registration process for a school involved in small group moderation.

## Prior to Thursday, 8 February 2024

- if a **new** ATAR course partnership has been established since the Principal submitted their approval, use the online registration link to enter the **new** partnership and tick *Yes this is a new registration for 2024* for the question *Is this a new registration for a small group moderation partnership in 2024?* on page 1.
- if there has been a **change** to either the **teacher** delivering the course or number of **examination candidates** at your school, or to the **partner schools**, use the online registration link to re-enter the partnership and tick *No this is an update to an existing registration for 2024* for the question *Is this a new registration for a small group moderation partnership in 2024?* on page 1. Note: each school in the partnership which has changed are to re-enter the updated partnership details for the course.

## After Thursday, 8 February 2023

• small group moderation partnership data for your school will be collated, entered into SIRS and an email sent to the Principal in due course to advise that the details are ready for review.

Queries regarding comparability of school marks between partner schools should be directed to Adriana Douglas on 9273 6784 or email Adriana.Douglas@scsa.wa.edu.au

Queries regarding partnership details or the online registration process should be directed to Robyn Whisson on 9273 6367 or email Robyn.Whisson@scsa.wa.edu.au