



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 <https://senior-secondary.scsa.wa.edu.au/moderation/small-group-moderation>.

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 not involved in small group moderation.

1. Please provide your details Required
Full Name <input type="text"/>
Role/responsibility in your school <input type="text"/>
2. Provide your email address: Required
<input type="text"/>
3. Provide your school principal's email address. Required
<input type="text"/>
4. Select your school:
(Note: you can begin to type the name of the school to filter the list) Required
<input type="text" value="-- Please Select --"/>
5. This school is involved in the small group moderation process in 2024. Required
<input type="radio"/> Yes
<input type="radio"/> No

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 moderation process in 2024 as one or more ATAR Year 12 courses are being delivered with a projected number of fewer than six ATAR course examination candidates.
- has chosen to be involved in the small group moderation process even though there are more than six ATAR course examination candidates.

7. Is this a new registration for a small group moderation partnership in 2024? **Required**

- Yes this is a new registration for 2024
- No this is an update to an existing registration for 2024.

Complete questions 8–10, selecting **each** ATAR course that is to be registered for small group moderation.
Note: Question 10 will only be displayed if Yes is answered for question 9.

8. Please select the courses you are registering for small group moderation partnerships.

You may make more than one selection. **Required**

- | | | |
|--|--|---|
| <input type="checkbox"/> ATAIS: Aboriginal and Intercultural Studies | <input type="checkbox"/> ATENG: English | <input type="checkbox"/> ATLIT: Literature |
| <input type="checkbox"/> ATACF: Accounting and Finance | <input type="checkbox"/> ATELD: English as an Additional Language or Dialect | <input type="checkbox"/> ATMMS: Marine and Maritime Studies |
| <input type="checkbox"/> ATHIA: Ancient History | <input type="checkbox"/> ATFST: Food Science and Technology | <input type="checkbox"/> ATMDTM: Materials Design and Technology – Metal |
| <input type="checkbox"/> ATAPS: Animal Production Systems | <input type="checkbox"/> ATFBL: French: Background Language | <input type="checkbox"/> ATMDTT: Materials Design and Technology – Textiles |
| <input type="checkbox"/> ATAIT: Applied Information Technology | <input type="checkbox"/> ATFSL: French: Second Language | <input type="checkbox"/> ATMDTW: Materials Design and Technology – Wood |
| <input type="checkbox"/> ATAVN: Aviation | <input type="checkbox"/> ATGEO: Geography | <input type="checkbox"/> ATMAA: Mathematics Applications |
| <input type="checkbox"/> ATBLY: Biology | <input type="checkbox"/> ATGBL: German: Background Language | <input type="checkbox"/> ATMAM: Mathematics Methods |
| <input type="checkbox"/> ATBME: Business Management and Enterprise | <input type="checkbox"/> ATGSL: German: Second Language | <input type="checkbox"/> ATMAS: Mathematics Specialist |
| <input type="checkbox"/> ATCAE: Career and Enterprise | <input type="checkbox"/> ATHEA: Health Studies | <input type="checkbox"/> ATMPA: Media Production and Analysis |
| <input type="checkbox"/> ATCHE: Chemistry | <input type="checkbox"/> ATHBL: Hindi: Background Language | <input type="checkbox"/> ATHIM: Modern History |
| <input type="checkbox"/> ATCFE: Children, Family and the Community | <input type="checkbox"/> ATHDI: Hindi: Second Language | <input type="checkbox"/> ATMUS: Music |
| <input type="checkbox"/> ATCBL: Chinese: Background Language | <input type="checkbox"/> ATHBY: Human Biology | <input type="checkbox"/> ATOED: Outdoor Education |
| <input type="checkbox"/> ATCFL: Chinese: First Language | <input type="checkbox"/> ATIFL: Indonesian: First Language | <input type="checkbox"/> ATPAE: Philosophy and Ethics |
| <input type="checkbox"/> ATCSL: Chinese: Second Language | <input type="checkbox"/> ATIND: Indonesian: Second Language | <input type="checkbox"/> ATPES: Physical Education Studies |

9. Do you have a small group moderation partnership to register for an interstate language? **Required**

- Yes
- No

10. Select all interstate languages you wish to register small group moderation partnerships? **Required**

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> ATARA: Arabic | <input type="checkbox"/> ATDUT: Dutch | <input type="checkbox"/> ATGRE: Modern Greek | <input type="checkbox"/> ATSER: Serbian |
| <input type="checkbox"/> ATARM: Armenian | <input type="checkbox"/> ATFIL: Filipino | <input type="checkbox"/> ATNEP: Nepali | <input type="checkbox"/> ATSIN: Sinhala |
| <input type="checkbox"/> AT AUS: Auslan | <input type="checkbox"/> ATHEB: Hebrew | <input type="checkbox"/> ATPER: Persian | <input type="checkbox"/> ATSPA: Spanish |
| <input type="checkbox"/> ATBEN: Bengali | <input type="checkbox"/> ATHUN: Hungarian | <input type="checkbox"/> ATPOL: Polish | <input type="checkbox"/> ATSWE: Swedish |
| <input type="checkbox"/> ATBOS: Bosnian | <input type="checkbox"/> ATKAR: Karen | <input type="checkbox"/> ATPOR: Portuguese | <input type="checkbox"/> ATTAM: Tamil |
| <input type="checkbox"/> ATCHA: Chin Hakha | <input type="checkbox"/> ATKHM: Khmer | <input type="checkbox"/> ATPUN: Punjabi | <input type="checkbox"/> ATTUR: Turkish |
| <input type="checkbox"/> ATCRO: Croatian | <input type="checkbox"/> ATMAC: Macedonian | <input type="checkbox"/> ATRUS: Russian | <input type="checkbox"/> ATVIE: Vietnamese |

Next

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**

10. Please provide the teacher's details who is delivering the course at your school. **Required**

Full name

Email address

11. How many **other** schools (excluding your school) are in your ATACF: Accounting and Finance small group moderation partnership? **Required**

1

2

3

4

5

12. Please indicate if this course is part of one of these networks? **Required**

Virtual School Network (ViSN) - Catholic Education, Western Australia

Anglican Schools Commission (ASC) Network

NA

13. How many ATAR course candidates do you expect to be in your ATACF: Accounting and Finance class? **Required**

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**.

14. Select your first partner school.

(Note: you can begin to type the name of the school to filter the list) **Required**

15. Select your second partner school.

(Note: you can begin to type the name of the school to filter the list) **Required**

16. Select your third partner school.

(Note: you can begin to type the name of the school to filter the list) **Required**

17. Please feel free to provide further details about this partnership if necessary. For example, if you have more than six schools in your small group moderation partnership, list the details below.

Small Group Moderation Partnership Registration Form 2024

Thank you for completing this part of the school-based moderation registration process.

Thank you for completing the process.

Your school principal will receive a copy of the registration/s and will approve the details and submit the declaration form. Once they approve, a copy of the small group moderation partnerships will be automatically forwarded to the School Curriculum and Standards Authority.

Should your principal not approve the registration/s, you will receive an email with their comments and you will need to repeat the online registration process as the original registration file will be deleted.

If a new ATAR course partnership needs to be registered, use the same online registration link and tick the "Yes this is a new registration for 2024" box for the Question "Is this a new registration for a small group moderation partnership in 2024?" on Page 1.

If a change is required to one or more ATAR course partnership/s, use the same online registration link and tick the "No this is an update to an existing registration for 2024" box for the Question "Is this a new registration for a small group moderation partnership in 2024?" on Page 1.

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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.

Small Group Moderation Partnership Registration Form 2024

Principal's confirmation page

1. Are the details provided correct for small group moderation in your school? * Required

Yes

No

Small Group Moderation Partnership Registration Form 2024

Principal's confirmation page

2. Please provide your full name as confirmation of your declaration. * Required

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Small Group Moderation Partnership Registration Form 2024

Thank You!

Thank you for completing this process. The Authority will be in contact once all participating schools have completed the process.

School Curriculum and Standards Authority

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