



**School Curriculum  
and Standards  
Authority**

# Data Procedures Manual 2017

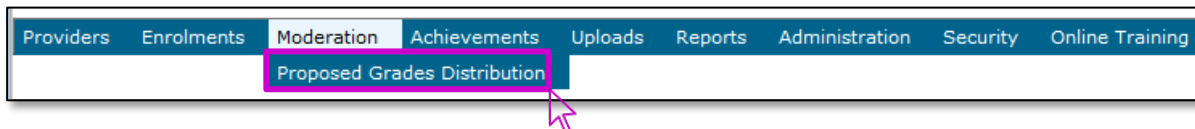
## **Section 7:** **Moderation**

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- [Proposed grades distribution](#)
- [Final grades distribution](#)

## 7.1 Proposed grades distribution

Schools are required to enter the Year 12 proposed grade distributions directly into SIRS by the date given in the [Activities Schedule](#) (generally early September). Below are the steps for entering proposed grade distributions in SIRS.



### 7.1.1 Steps for entering proposed grade distributions in SIRS

1. In the horizontal blue bar, hover over the **Moderation** menu item (see screen shot above).
2. Click on **Proposed Grade Distribution**. The Proposed Grade Distribution screen will appear (see screen shot below) with all WACE course units in which Year 12 students have been enrolled.
3. The screen shows the 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:** The student enrolment for each course unit is provided to assist schools when checking that proposed grades from all classes at the school offering the course units have been included.

#### Moderation: Proposed Grade Distribution

Proposed Grade Distribution

Provider

Select Provider: 1234 - Authority Senior High School # ... X

School Department: [v]

Unit Code	Course	Grade A	Grade B	Grade C	Grade D	Grade E	Total No. of Students for Proposed Grade	Current No. of Students	Teacher Contact Name	Comment
ATBLY	BLY: Biology							1	Cindy Cole	
ATCHE	CHE: Chemistry							5	Cindy Cole	
ATCSL	CSL: Chinese: Second Language							1	Leah Crawford	

4. 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.
5. If it is proposed to give no particular grade to the students, 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 adjustment 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, please remember to save every couple of lines of data. This will ensure that the live data is held in SIRS.

6. If the school is involved in a small group moderation partnership, enter the numbers only for the students enrolled at your school (not for the group of all partner schools).
7. A brief comment may be entered in the comments section, if desired.  
Click **Save** once the data has been entered.
8. 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 that course unit in your school have been included.
9. Click on the **Check** button at the bottom of the screen to ensure all fields have been completed. If they have not been completed, the following message will appear: **'There are still course units without proposed grades'** until all the fields are completed. Once completed, SIRS will display screens for all course units delivered at your school.

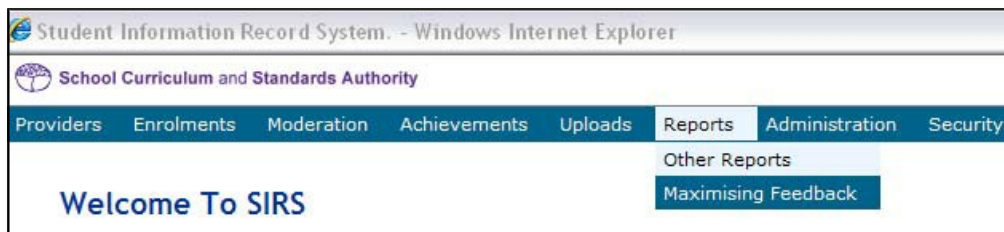
Note: Each comment is limited to 1000 characters. If the contact teacher has changed, please alter it in the comments field.

Previous year grade distributions for each course at your school can be obtained by generating **GRD025 Final Grade Distributions – Course Historical Data Report**.

Note: U notations cannot be used in the proposed grade process.

### 7.1.2 Final grade distribution – course historical data

1. In the horizontal blue bar, place over the **Reports** menu item.
2. Click **Other Reports** (see screen shot below).



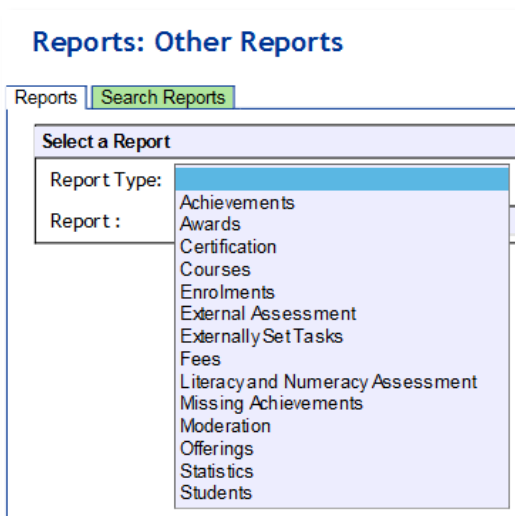
The **Reports: Other Reports** fields appear (see screen shot below).

The screenshot shows the 'Reports: Other Reports' form with the following fields and buttons:

- Search Reports (button)
- Select a Report (label)
- Report Type: (dropdown menu)
- Report: (dropdown menu)
- Clear (button)
- Close (button)
- Generate Report (button)

## Section 7: Moderation

3. In the **Report type** field, select **Moderation** (see screen shot below).



Reports: Other Reports

Reports Search Reports

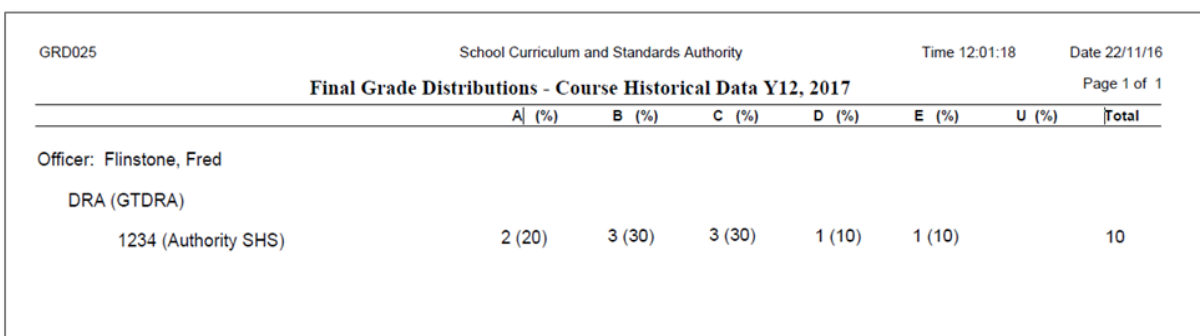
Select a Report

Report Type:

Report :

- Achievements
- Awards
- Certification
- Courses
- Enrolments
- External Assessment
- Externally Set Tasks
- Fees
- Literacy and Numeracy Assessment
- Missing Achievements
- Moderation
- Offerings
- Statistics
- Students

4. In the **Report** field, select report **GRD025 Final Grade Distributions – Course Historical Data**.
5. Click **Generate Report**. The screen shot below shows an example of a Course Historical Data Report.

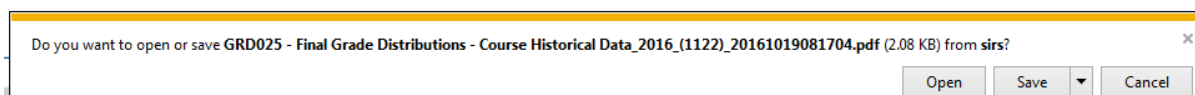


GRD025 School Curriculum and Standards Authority Time 12:01:18 Date 22/11/16

**Final Grade Distributions - Course Historical Data Y12, 2017** Page 1 of 1

	A (%)	B (%)	C (%)	D (%)	E (%)	U (%)	Total
Officer: Flinstone, Fred							
DRA (GTDRA)							
1234 (Authority SHS)	2 (20)	3 (30)	3 (30)	1 (10)	1 (10)		10

6. Once generated, this report can be opened and printed or saved to your local drive.



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