

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 <u>WACE Manual 2024</u>, 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, 13 February 2025.**

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.

1. Please provide your details Required
Full Name
Role/responsibility in your school
2. Provide your email address: Required
3. Provide your school principal's email address. Required
4. Select your school:
(Note: you can begin to type the name of the school to filter the list) Required
Please Select v
5. This school is involved in the small group moderation process in 2025. Required
○ Yes
○ 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 2025" or "**No** this is an update to an existing registration for 2025" if the partner schools, your school's teacher or candidate numbers have changed.

6. This school				
is involved in the small group moderation proce	ess in 2025 as one or more ATAR Year 12 cours	es are being delivered with a projected nur	nber of fewer than six ATAR course examination candid	ates.
has chosen to be involved in the small group n	noderation process even though there are more	than six ATAR course examination candida	ites.	
7. Is this a new registration for a small group mo	deration partnership in 20252 Required			
Yes this is a new registration for 2025	doration partitionship in 2020 !			
_				
No this is an update to an existing registr	ation for 2025.			
Complete questions 8–10, se	electing each ATAR course	that is to be registers	ad for small group moderation	۱n
Note: Question 10 will only b			sa for sman group moderation	,,,,
8. Please select the courses you are registering for sma	Il group moderation partnerships.			
You may make more than one selection. Required				
ATAIS: Aboriginal and Intercultural Studies	☐ ATENG: English		☐ ATMMS: Marine and Maritime Studies	
☐ ATACF: Accounting and Finance		Additional Language or Dialect	☐ ATMDTM: Materials Design and Technology – Me	etal
ATAGB: Agribusiness	☐ ATFST: Food Science a	and Technology	☐ ATMDTT: Materials Design and Technology – Tex	tiles
ATAST: Agricultural Science and Technology	ATFBL: French: Backgr	ound Language	☐ ATMDTW: Materials Design and Technology – W	
ATHIA: Ancient History	ATFSL: French: Second	d Language	☐ ATMAA: Mathematics Applications	
☐ ATAIT: Applied Information Technology	☐ ATGEO: Geography		☐ ATMAM: Mathematics Methods	
ATAVN: Aviation	ATGBL: German: Back	ground Language	☐ ATMAS: Mathematics Specialist	
☐ ATBLY: Biology	ATGSL: German: Seco	nd Language	☐ ATMPA: Media Production and Analysis	
☐ ATBME: Business Management and Enterprise	☐ ATHEA: Health Studies		☐ ATHIM: Modern History	
☐ ATCAE: Career and Enterprise	☐ ATHBL: Hindi: Backgro	und Language	☐ ATMUS: Music	
☐ ATCHE: Chemistry	☐ ATHDI: Hindi: Second L	_anguage	☐ ATOED: Outdoor Education	
☐ ATCFC: Children, Family and the Community	☐ ATHBY: Human Biology	/	☐ ATPAE: Philosophy and Ethics	
ATCBL: Chinese: Background Language	ATINB: Indonesian: Bad	ckground Language	☐ ATPES: Physical Education Studies	
☐ ATCFL: Chinese: First Language	ATIND: Indonesian: Sec	cond Language	☐ ATPHY: Physics	
ATCSL: Chinese: Second Language	ATISC: Integrated Scien	nce	☐ ATPAL: Politics and Law	
☐ ATCSC: Computer Science	☐ ATITB: Italian: Backgro	und Language	☐ ATPSY: Psychology	
ATDAN: Dance	ATISL: Italian: Second	Language	ATPBL: Punjabi: Background Language	
ATDES: Design	☐ ATJBL: Japanese: Baci	kground Language	ATPSL: Punjabi: Second Language	
☐ ATDRA: Drama	ATJSL: Japanese: Seco	ond Language	☐ ATREL: Religion and Life	
☐ ATEES: Earth and Environmental Science	☐ ATKOB: Korean Backgr	round Language	ATTBL: Tamil: Background Language	
ATECO: Economics	☐ ATKOR: Korean: Secon	nd Language	☐ ATTML: Tamil: Second Language	
☐ ATEST: Engineering Studies	☐ ATLIT: Literature		ATVAR: Visual Arts	
9. Do you have a small group mo	oderation partnership to regist	er for an interstate languad	ne? Required	
o. 20 you have a chian group in	zacianon paraneremp to region	or for all interestate language	,	
O Yes				
○ No				
10. Select all interstate languages you wish to regist	er small group moderation partnerships? Require	nd)		
☐ ATARA: Arabic	☐ ATDUT: Dutch	☐ ATGRE: Modern Gree	ek ATSIN: Sinhala	
☐ ATARM: Armenian	☐ ATFIL: Filipino	☐ ATNEP: Nepali	☐ ATSPA: Spanish	
☐ ATAUS: Auslan	☐ ATHEB: Hebrew	ATPER: Persian	☐ ATSWE: Swedish	
☐ ATBEN: Bengali	☐ ATHUN: Hungarian	ATPOL: Polish	ATTUR: Turkish	
ATBOS: Bosnian	☐ ATKAR: Karen	☐ ATPOR: Portuguese	☐ ATVIE: Vietnamese	
☐ ATCHA: Chin Hakha	☐ ATKHM: Khmer	☐ ATRUS: Russian	_	

ATSER: Serbian

ATMAC: Macedonian

☐ ATCRO: Croatian

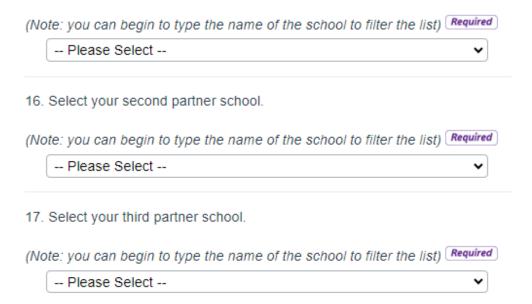
Complete questions 11–14 for each ATAR course small group moderation partnership your school is involved in:

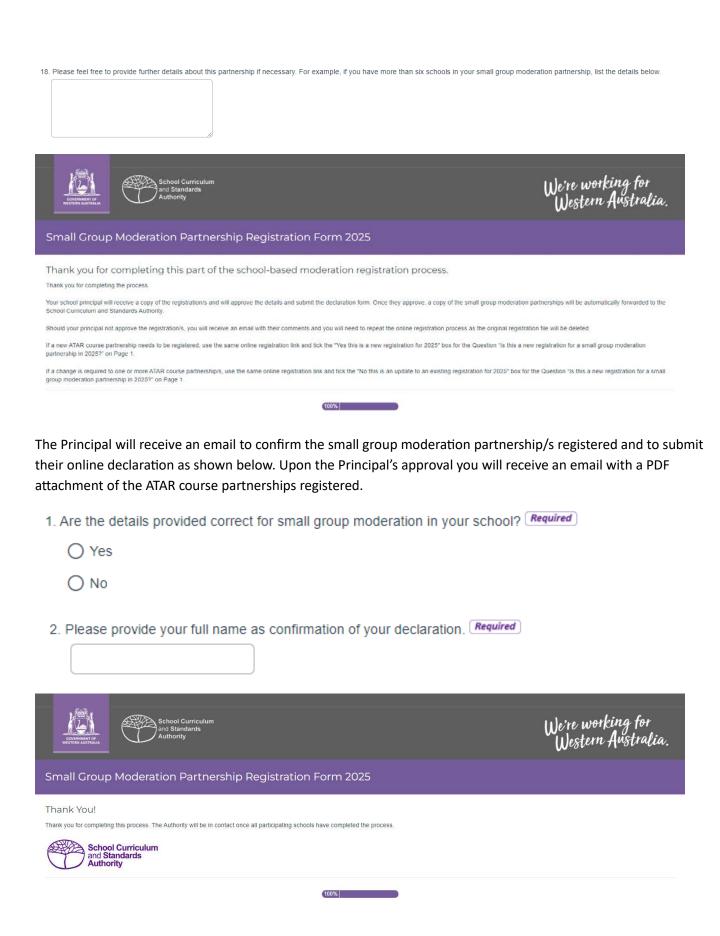
- name and email address of the teacher at your school delivering the course
- number of **other** schools (excluding your school) in the partnership
- if the course is part of one of the CEWA ViSN or ASC networks, or NA if not applicable
- number of ATAR course examination candidates at your school

11. Please provide the details of the teacher delivering the course at your school. [Required]				
Full name				
Email address				
12. How many othe	r schools (excluding your school) are in your (ATAR Course) small group moderation partnership? Required			
01				
O 2				
O 3				
O 4				
O 5				
13. Please indicate	if this course is part of one of these networks? Required			
O Virtual School	ol Network (ViSN) - Catholic Education, Western Australia			
O Anglican Sch	nools Commission (ASC) Network			
O NA				

Complete question 15 onwards, (depending on how many partner schools selected in question 12) 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*.

15. Select your first partner school.





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, 13 February 2025

- 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 2025" for the question "Is this a new registration for a small group moderation partnership in 2025?" 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 2025" for the question "Is this a new registration for a small group moderation partnership in 2025?" 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, 13 February 2025

• 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 by email at Adriana.Douglas@scsa.wa.edu.au

Queries regarding partnership details or the online registration process should be directed to Isha Griggs-Cameron on 9273 6755 or by email at Isha.Griggs-Cameron@scsa.wa.edu.au