**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 2024*](https://www.scsa.wa.edu.au/publications/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,** **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 not involved in small group moderation.**A screenshot of a computer

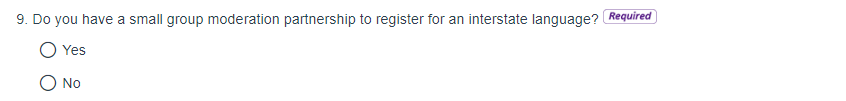
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A school that ***is*** involved in SGM selects ***Yes*** for question 5, then ***Next***, and either one or both options for question 6. Complete question 7 by answering either  
“***Yes*** *this is a new registration for 2025”* or “***No*** *this is an update to an existing registration for 2025”*ifthe partner schools, your school’s teacher or candidate numbers have changed. 

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.

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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**

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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.*** A screenshot of a computer

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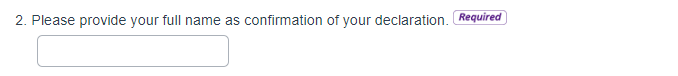
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The Principal will receive an email to confirm the small group moderation partnership/s registered and to submit their online declaration as shown below. Upon the Principal’s approval you will receive an email with a PDF attachment of the ATAR course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

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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.
* ifthere 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](mailto: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](mailto:Isha.Griggs-Cameron@scsa.wa.edu.au)