

OFFICIAL

Modified Subject Review - frequently asked questions

# How do I know if I have been requested for Modified Subject Review?

Initial requests for review are sent to the school’s SACE Coordinator and Principal in February. From 2023 teachers can see a notification on their SACE Class Summary in Schools Online if their subject is due for review in the current year when at least one student is enrolled in the class. In April a further request is distributed to schools based on actual enrolments in Schools Online. If there are any changes to enrolments after the due dates for enrolments (as per the [SACE calendar](https://www.sace.sa.edu.au/calendars)), please contact [askSACE.](mailto:askSACE@sa.gov.au)

# What subjects are reviewed?

Stage 1 English: Modified, Stage 1 Mathematics: Modified, Personal Learning Plan: Modified and Stage 2 Research Project: Modified.

# I came to review last year, why am I being requested again?

Schools participate in review for modified compulsory subjects offered by the school until their results are confirmed for two consecutive years.

Once schools have been confirmed in two consecutive years, they are moved onto the review cycle and are only required for review every three years. If a school’s assessment decisions are not confirmed at review, they will be requested to return to review for the next two years.

There are two review cycles within a year, one in June and one in November. The review requirement is determined by how schools enrol their subjects, for example, if a subject is enrolled (results due June) a sample is required in semester 1. If a school is not confirmed in one cycle, and have enrolments again the following cycle they will be requested to submit a sample again.

# When do I have to submit materials by?

All materials must be submitted to the SACE Board by the due date each semester. The Review Submission link will appear on the class list when there is at least one student enrolled in the class.

# How many samples are required for each subject?

A maximum of 2 student samples are required for each subject. The 2 student samples should be a representative of the school’s interpretation and application of the performance standards in the subject at the **completed** and **not completed** assessment decisions.

Within the maximum of up to 2 student samples, up to 1 student sample should reflect an overall completed assessment decision, and up to 1 student sample should reflect an overall not completed assessment decision.

# What if I don’t have a not completed sample?

If there are no samples in the not completed assessment decision, schools should select another sample from the completed assessment decision.

# What if I only have 1 sample?

Schools with enrolments in subjects requested for Modified Subject Review are required to submit at least 1 student sample.

One sample may be submitted to SACE for review if that is all the student samples a school has for that review cycle.

# What do I do if my class has not completed all tasks for the year?

A student sample may be submitted before the final task has been completed.

If the minimum number of tasks have not been completed by any student, then the SACE Board will not be able to undertake the review process. In this instance, you should select “No samples” in the “Review Submission” screen and send your submission to the Principal’s Delegate.

# How do I upload my materials to SACE?

From semester 1 2023 schools will submit their review samples via Schools Online. A link will appear on the teachers’ SACE Class summary when the subject is required for review and there is at least one student enrolled in the subject.

# Are there different naming conventions for Modified Subject Review?

Yes, Modified Subject Review does have its own naming conventions.

For further instructions regarding naming conventions and packing instructions please see our [information guide](https://www.sace.sa.edu.au/documents/652891/267c0721-a282-4b6d-a9ff-8191e853168d).

# What are teacher materials and how are they submitted?

* A completed teacher pack - a combined document which is submitted along with student samples to support the review process. These include:
  + learning and assessment plan(s) (LAP)
  + assessment task sheets
  + relevant supporting materials, e.g. answer guides, mark schemes, rubrics, specific features of the assessment design criteria, solutions for skills and applications tasks for the mathematics subjects
* a completed Modified Subjects – student description sheet (1 per subject)

Teacher materials are uploaded via the Review Submission Screen in School Online.

# What happens if my assessment decisions aren’t confirmed at Modified Subject Review?

The purpose of Modified Subject Review feedback is to provide information that schools can use to confirm or adjust (as appropriate) assessment decisions.

When you receive your feedback:

* review feedback and guidelines for responding to Stage 1 and Stage 2 Modified Subjects review
* ensure that students’ final results reflect the outcome of review and of the confirming processes within the school (including those subjects that were not required for review by the SACE Board).

Teachers (in consultation with principals) may decide to Pending “P”, in addition to the 'completed' or 'not completed' assessment decisions, when reporting students' results to the SACE Board. Students with result code P will not receive a result in that results period and will have their enrolment rolled over to the next results period. P may be used for students who cannot be confirmed as achieving the ‘completed’ assessment decision after review (or after confirming processes within the school).  Students with result code P are expected to provide additional evidence to achieve a ‘completed’ assessment decision. Note: P cannot be used for Research Project: Modified.

Students’ results can then be updated in Schools Online in the subsequent results period.

# What paperwork is needed for Modified Subject Review submission?

From semester 1 2023 all review samples and teacher materials will be uploaded via Schools Online.

# What information do I need to know as a reviewer?

The SACE Board will provide training for reviewers on the day of review.

However, it is your responsibility as a reviewer to familiarise yourself with the reviewer guidelines.

These can be found on the ‘[Guidelines for reviewers and supervisors](https://www.sace.sa.edu.au/web/modified-subjects/stage-1-and-stage-2-modified-subjects-review#Guidelines-for-reviewers-and-supervisors)’ section of the website.

The SACE Board will provide you with a ‘Reviewer Workflow’ before review, which will also provide an understanding of what your responsibilities are during the review process.

# What information do I need to know as a supervisor?

The SACE Board will provide training for supervisors on the day of review.

However, it is your responsibility as a reviewer to familiarise yourself with the reviewer guidelines.

These can be found on the ‘[Guidelines for reviewers and supervisors](https://www.sace.sa.edu.au/web/modified-subjects/stage-1-and-stage-2-modified-subjects-review#Guidelines-for-reviewers-and-supervisors)’ section of the website.

The SACE Board will provide you with a ‘Supervisor Workflow’ before review, which will also provide an understanding of what your responsibilities are during the review process.