



Teacher checklist – Stage 2 online submission

Investigation Results Sheets

Student results and files	
For each student ensure that: <ul style="list-style-type: none"> • results have been entered accurately • files are not password protected • files can be opened, and no pages are missing • the most final version of evidence has been uploaded • student work is uploaded for the correct assessment type 	
Special Provisions – this column will show ‘P’ (pending) once the SACE Board has received an application for special provisions, ‘Y’ when the application has been considered and approved, and ‘N’ when the application has been considered and special provisions have not been granted. Please ensure all applications have been finalised prior to submitting result sheets.	
Breach of Results – the check box on the result sheet has been ticked to indicate a potential breach of rules by a student – Form 2 must be emailed to askSACE@sa.gov.au	
All subjects For evidence presented as living documents (e.g. website, blog, or other online-hosted content), a static version (e.g. downloaded file, zip file, screenshots/screencasts or word version) must be uploaded to Schools Online for marker and moderator access.	
All subjects Responses presented in oral or multimodal formats must be comprehensible in quality and speed. Supporting evidence such as transcripts may also be uploaded.	
Stage 2 Drama For each student a Stage 2 Drama - Student Identification Sheet has been uploaded for every student in the assessment group when submitting electronic evidence	

School Assessment Results Sheets

Teacher materials	
Learning and assessment plan (including addendum where applicable)	
All assessment task sheets	
All subjects - student group electronic evidence (such as video or audio), which is identified by assessment task and assessment type (if applicable)	
For subjects which involve calculations (e.g. Essential Mathematics, General Mathematics, Mathematical Methods and Specialist Mathematics) solutions must be included to enable moderators to review teacher’s decisions without having to mark student work	
Subject adjustments teachers should appropriately represent any COVID adjustments made in the teaching materials uploaded (e.g. addendum in the LAP) to provide the most accurate	

evidence to support moderation.	
Student samples	
For each student selected in the sample: <ul style="list-style-type: none"> • results have been entered accurately • all assessment tasks uploaded for correct assessment type • files are not password protected • files can be opened, and no pages are missing • the most final version of evidence has been uploaded • student work uploaded for the correct assessment type 	
All A+ student samples for each assessment type have been uploaded	
Variations – Moderation Materials (VMM) teachers use the VMM function on the result sheet to alert the moderation panel to variations, such as missing student materials, a breach of rules, or special provisions (if applicable)	
For evidence presented as living documents (e.g. website, blog, or other online-hosted content), a static version (e.g. downloaded file, zip file, screenshots/screencasts or word version) must be uploaded to Schools Online for marker and moderator access.	
Responses presented in oral or multimodal formats must be comprehensible in quality and speed. Supporting evidence such as transcripts may also be uploaded.	
Mathematics subjects For subjects which involve calculations (e.g. Essential Mathematics, General Mathematics, Mathematical Methods and Specialist Mathematics) marking must be included to enable moderators to review teacher’s decisions without having to mark student work	
Stage 2 Dance AT1 Performance Portfolio - student identification sheet for online submission for each student in the moderation sample	
Stage 2 Drama Student Identification Sheet has been uploaded for every student in the assessment group when submitting electronic evidence	