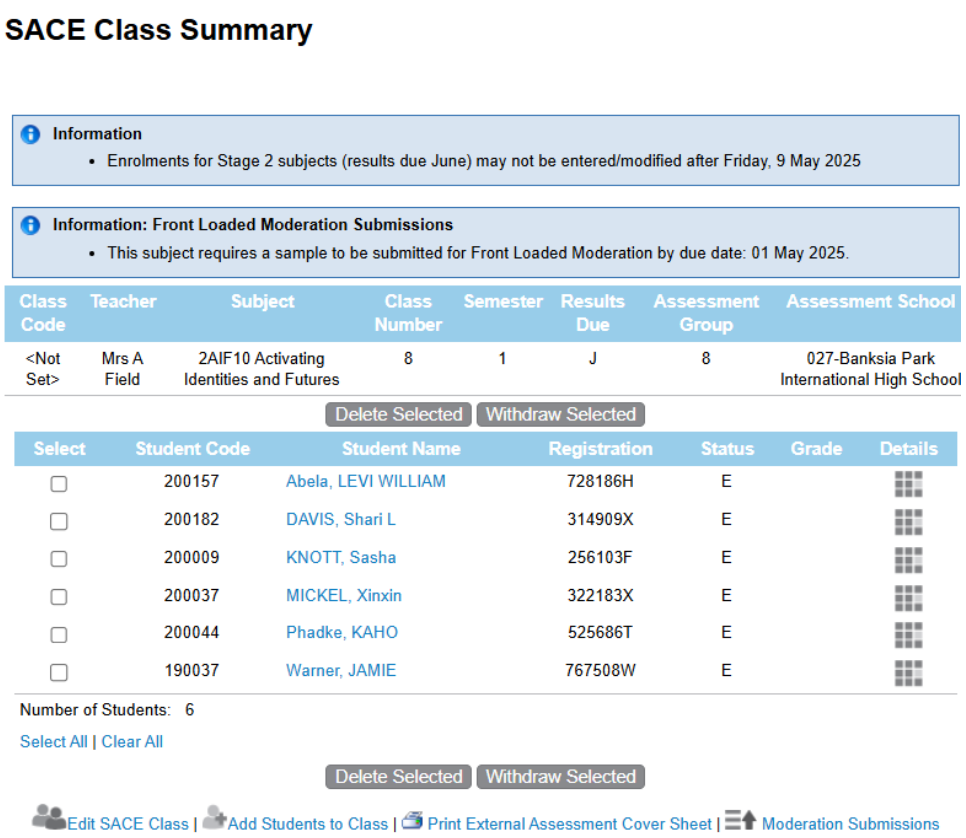
Instruction Guide - AIF Front Loaded Moderation Submission

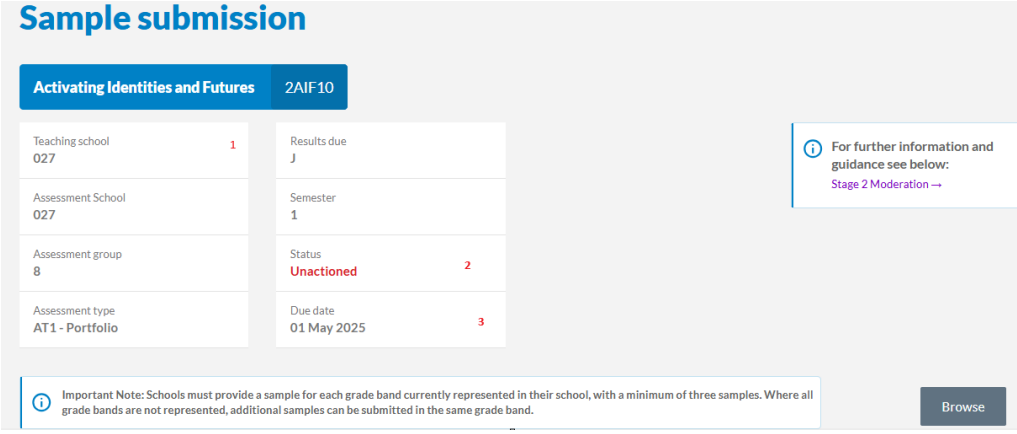
Under the Class Summary list, you'll find a link labelled 'Moderation Submissions.' Please click on it.

Note: all classes must be linked as one assessment group prior to any submissions. All teachers (regardless of class number) will use this link to navigate to a combined sample submission page.



Your class information appears at the top of the screen

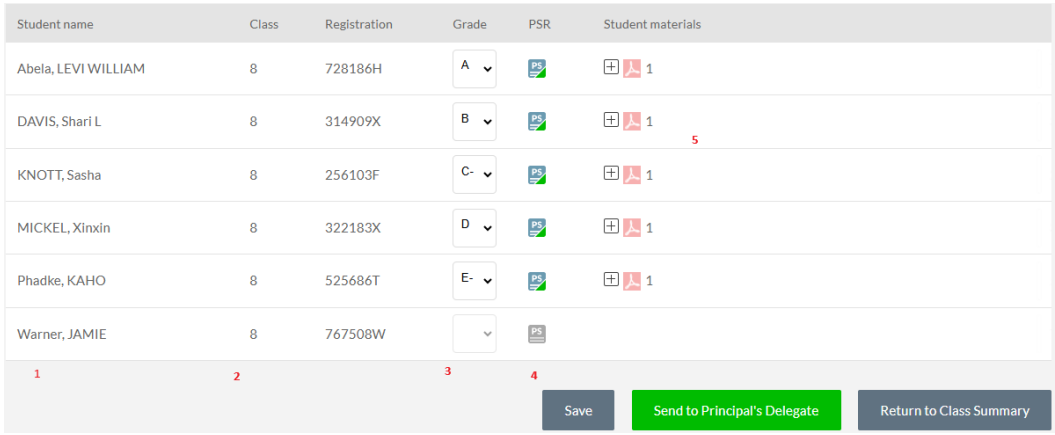
1. Teaching and assessment school, assessment group and assessment type (only AT1 for AIF) and results due
2. Status
3. Submission due date



Instruction Guide - AIF Front Loaded Moderation Submission

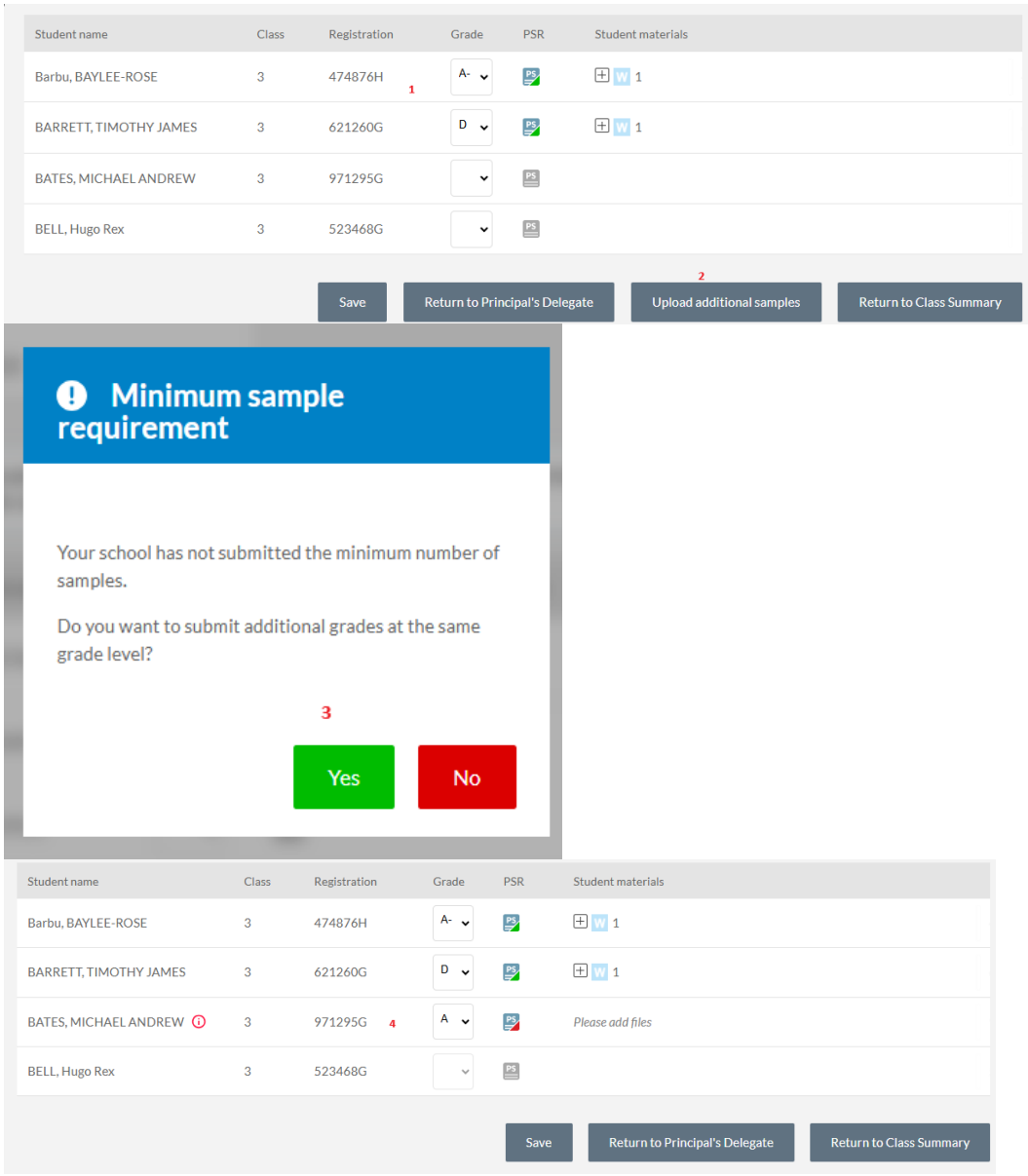
Submission of samples and PSR information

1. Student name
2. Class number – if multiple classes your class will appear at the top
3. Only teachers with a student selected in the sample will enter grades and upload samples. One sample per grade band
4. PSR – Performance Standards
5. Student uploaded samples, make sure that you have the naming conventions correct before uploading.



Where all grades are not represented, additional samples can be submitted in the same grade band by selecting

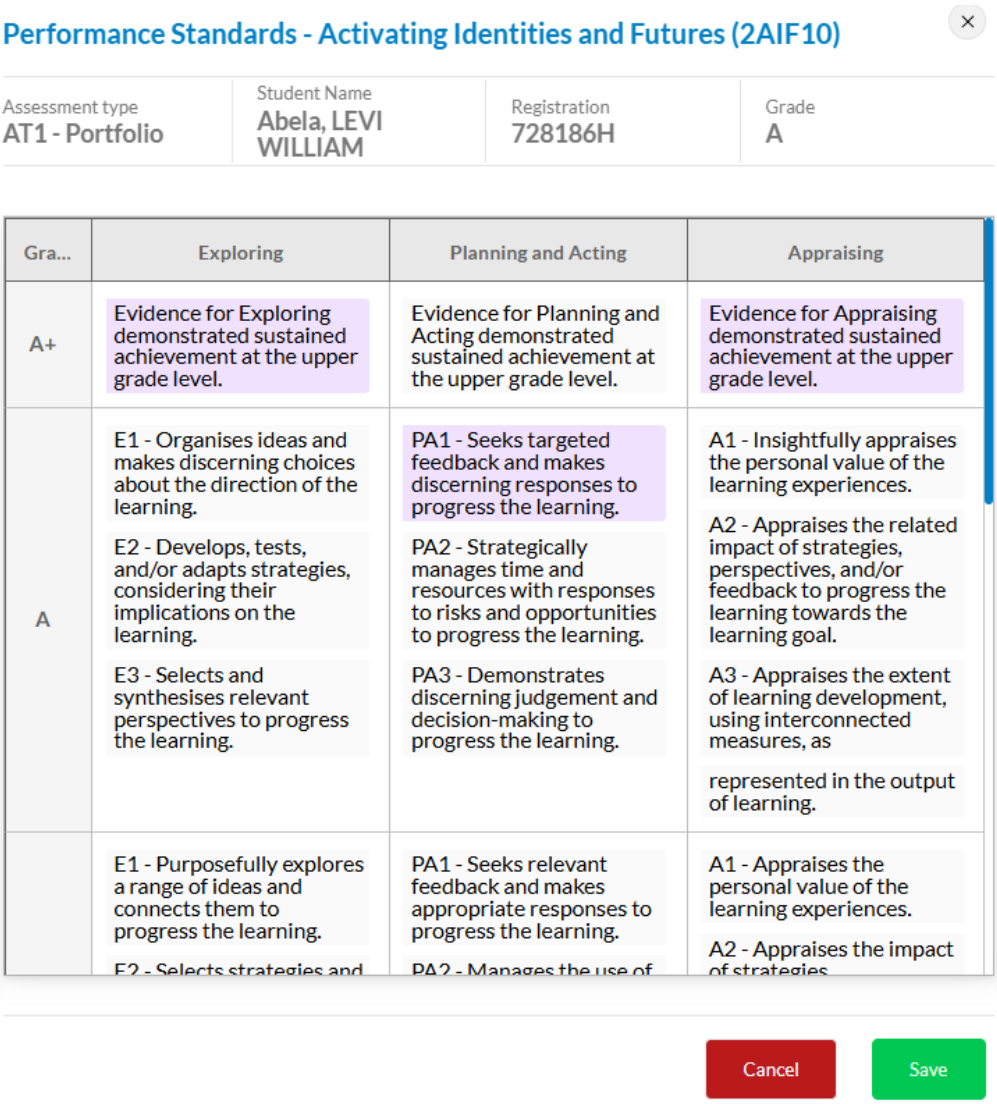
1. Only teachers with a student selected in the sample will enter grades and upload samples. Teachers enter one sample per grade band.
2. If additional samples need to be uploaded at the same grade band already entered select "Upload additional samples".
3. A pop up will appear confirming additional grades at the same grade level need to be entered. Select "yes" to continue or "no" if you want to continue with one sample from each grade band.
4. If yes is selected only the grades already entered will be enabled in the grade drop down. For example, the screenshot to the right shows two grades from the A band and one from the D band.



Instruction Guide - AIF Front Loaded Moderation Submission

Complete the PSR for each grade entered – for AIF only performance standards that have been met must be selected.

Select "save"



Once all submission has been finalised for the subject only one teacher is required to "send to Principal's Delegate" on behalf of all teachers

