QUALITY ASSURANCE MEETING

ESSENTIAL MATHEMATICS - PERSONAL
LEVEL 2, MEP215123

Quality Assurance Method (as stated in the accredited course document):

Each provider will submit bodies of students' work, sufficient to allow an assessment against a nominated range of criteria and the overall award to an annual review meeting organised by TASC. The work, while not necessarily fully resolved, will be assessed by the provider against the range of nominated assessment criteria and the overall award. TASC will give each provider guidance regarding the selection of learners and the nominated criteria.

Each body of student work that providers submit to the meeting will include sufficient and appropriate material for judgements to be made about the student's standard of literacy skills. The review meeting will give advice about the provider's assessment standards. Providers are expected to act on this advice.

TASC may require providers to supply further samples of individual learners' work to determine that standards have been applied appropriately when finalising learners' results. The nature and scope of this requirement will be risk-based.

Quality Assurance Requirements:

Each provider will submit **four (4)** bodies of student work (copies rather than originals where possible):

- three (3) bodies of work to be submitted to the meeting will represent the "lowest" available at an overall standard of Satisfactory Achievement (SA)
- one (I) body of work will represent the borderline between HA and EA.

In cases where this range is not available, four samples are still required if four or more students are enrolled. Samples should be selected from the 'closest match' to the above characteristics that are available.

Each body of work will comprise a provider-selected mixture of assessment tasks **from two of the three** course Modules. While the course allows some Work Requirements to be undertaken in collaborative groups, the tasks presented for quality assurance purposes **must** be completed by individual students.

Please do not include marks or grades (such as 8/10, 65% or B-).
The accuracy of individual answers/solutions should be indicated, for example by a tick (✓), cross (*X*), or simple notation. Please include copies of answer sheets/assessment rubrics. *These are important as they remove the need for the assessment groups to solve each problem during the meeting time.*

Each body of work will be of a size/scope that can be assessed (not corrected) in a reasonable amount of time (e.g., 15 minutes per body of work).

In its **totality,** the body of work will supply sufficient evidence for:

- assessment against four (4) of the nominated criteria and their specific standard elements noted on the Record Sheets.
- judgements to be made about the learner's standard of math's skills.

Record sheets for this course are provided below. These must be printed by the provider (single-sided), completed as indicated, and attached to the bodies of student work. Guidance and examples regarding the nature of bodies of student work and how to complete record sheets is available in the meeting Information Kit via the website page:

www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2

The bodies of student work and associated Record Sheets must be brought to the meeting by an appropriate teacher who will participate in the quality assurance process.

Providers are responsible for costs associated with the provision of materials and teacher attendance at the quality assurance meeting.

Meeting Details

Venue, date, and time information will be made available at the webpage:

www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2

PROVIDER RECORD SHEET

ESSENTIAL MATHEMATICS – PERSONAL
LEVEL 2, MEP215123

Identification:

Provider	
Student TASC ID Code	
Student Name	

Provider Assessment:

Nominated Criteria		Provider Rating
1.	Communicate mathematical ideas and information and apply mathematical conventions (Standard elements E01, E02 and E04)	
3.	Apply numeric and algebraic techniques and processes to investigate and represent real-world situations and solve problems (all standard elements)	
	AND TWO (2) CRITERIA <u>ONLY</u> SELECTED FROM:	***Strike through box below for criterion not selected***
6.	Apply mathematical techniques to solve problems involving proportion, finance and money (all standard elements)	
7.	Interpret concepts and apply mathematical techniques to solve problems involving probability and statistics (Standard elements E02, E03 and E04)	
8.	Interpret concepts and apply mathematical techniques to solve problems involving measurement of energy and mass, and time and motion (all standard elements)	
	Overall Award (How to determine an award is discussed in the Quality Assurance Meetings Information Kit)	

Note:

The ratings and overall award are for the **whole body of work**. The tasks that make up the body of work are **not** to be given separate ratings/awards.
All parts of this form are to be completed by the provider and be presented with the student's body of work.

MEETING RECORD SHEET

ESSENTIAL MATHEMATICS – PERSONAL
LEVEL 2, MEP215123

Identification:

Provider	
Student TASC ID Code	
Student Name	

The above part of this form is to be completed by the provider and must be presented with the student's body of work **behind** the Provider Record Sheet. Please also strike through criterion not selected below.

Meeting Assessment:

Nominated Criteria		Meeting Rating Round 1	Meeting Rating Round 2
1.	Communicate mathematical ideas and information and apply mathematical conventions (Standard elements E01, E02 and E04)		
3.	Apply numeric and algebraic techniques and processes to investigate and represent real-world situations and solve problems (all standard elements)		
AND TWO (2) CRITERIA <u>ONLY</u> SELECTED FROM:		***Strike through box below for criterion <u>not</u> selected***	
6.	Apply mathematical techniques to solve problems involving proportion, finance and money (all standard elements)		
7.	Apply mathematical techniques to solve problems involving probability and statistics (Standard elements E02, E03 and E04)		
8.	Apply mathematical techniques to solve problems involving measurement of energy and mass, and time and motion (all standard elements)		
	Overall Award		

Comments from meeting: