

## Marking PACE Test Guidelines from the Certificates Team

We recommend **all families** read and follow these guidelines, which are a summary of the Certificates Team Moderation Benchmark. The Benchmark is a list their comments and advice (regarding common marking errors or areas of confusion) to assist parents on how to improve their marking.

To provide third parties (such as Universities) with the quality assurance that students with an A.E.M. Certificate have maintained the highest standard of reliability and credibility, all PACE tests must be independently moderated. Please be aware that moderation is to check that the original marker is both **correct** and **consistent**. It is not about checking the student, it is about ensuring that those who score tests are consistent and are using the correct standardised procedures.

Each quarter, the Certificates Team independently moderates the PACE tests received from all registered Senior Secondary Certificate, High School Advanced Certificate and the Certificate of Achievement Levels 2 and 3 Pathways. Moderation is the process of evaluating a sample of PACE Tests to ensure accuracy in scoring and to maintain consistent, reliable and equitable assessment standards and practices.

Please note that as English I (1097-1108); and Algebra I (1097-1108) (or Business Math for Senior Secondary Certificate) are prerequisites for the above Certificates, they must be moderated whether completed as a part of these Certificates or a previous Certificate (such as the Year 10 or High School Certificate).

Moderators are tasked with marking these tests then they compare their scores with the stated score on the test. If there was a small difference, this is recorded. If there is a significant difference (of more than a few percentage points), further moderation was done with additional tests. Families who have larger deviations may receive a letter explaining the deviation with the purpose of improving the accuracy and consistency of the marker.

### Standard

Remind students to be thorough and diligent in the presentation of their responses. Short cuts (such as crossing things out rather than re-writing the whole sentences or writing 't' instead of true) may seem to be small things that allow the student to complete their work more efficiently. However, given the emphasis on character training that exists in the A.C.E. resources, it is necessary to help students understand the need for diligence when completing their PACE Tests. The goal is to do it right to the very best of their ability and demonstrate their understanding.

### Student General Points (things to know prior to completing the PACE test)

- The student's full name (first and surname), full test date DD/MM/YYYY and score (once marked) need to be written clearly on all test papers.
- **Students** must write their answers on their PACE test in **pencil**. The student should only have access to a couple of pencils, eraser, and blank paper.
- Students must read and follow the instructions in the PACE test carefully. Including the working when requested.
- It is incorrect if the question asks for something to be underlined, and the student circles the answers. (-0.5 marks)
- Use whole words as directed. ie. "phrase" not simple "p" or "ph", "clause" not "c" or "cl". Where there is space to write "true" or "false" please do not accept "t" and "f". For most questions, the student has been given direct instructions to write the whole answer. Please check the true/false answers carefully, especially when there are several.
- Remind students that the incorrect formation of letters in cursive eg. "ei" can be seen as "ii" or "w" can be seen as "u" which may result in a spelling error with points being deducted. (-0.5 marks)
- Students should take time to write clearly and legibly on their tests. Failure to write clearly will result in points being deducted. (-0.5 marks)
- Remind students to be specific when using names, including names of places or significant battles. i.e. Caesar could refer to a number of Roman rulers. Caesar Augustus refers to a specific ruler. (-0.5 marks)

## Marker's General Points to remember

\*Note: where there is reference to 'school' or 'supervisor', in a home schooling setting it would be 'parent/guardian' in both.

The student should not have access to the PACE test nor Test Key prior to sitting the test. The parent should mark the PACE test and the student should NEVER have access to the Test Key.

- If there is insufficient space on the test, please use a separate piece of paper and attach it to the test rather than squeezing answers amongst other questions. Separate papers need to be labelled with the student's name and test details (including date).
- The completed tests need to be sent in to be moderated at each of the moderation dates. A 12 PACE subject, should be sent in over 4 moderation periods (approximately 3 PACEs per term). A couple of weeks prior to the end of the moderation period, you should send in any PACEs that the students have completed since the last moderation period. The end of moderation period is in the calendar on our website.
- Only pencil and green pen should be used on the PACE Test. **Students** must write their answers on their PACE test in **pencil**. A **green pen** should only be used by the **parent** marking the test.
- Before handing the student the test, highlight/underline each time the PACE test specifies the points for the following section. This will make marking easier and more accurate. It will also let the student know the weight of each question.
- To determine the final test score accurately, please deduct any lost points from 100. For tests which have a total of 50 points, deduct any lost points from 50 and then double the result etc.
- If there is a reason why the PACE test was completed in a different way, please attach an email or note which specifies the change. For example, if a student is unable to write the answers, you state (and sign) that they read the information, and a second party wrote the answer on the PACE test.
- Supervisor initial strip for Scripture memory needs to be signed when the student has recited the Scripture verse or when the task is completed.
- Spelling errors: Only penalise a misspelt word the first time it occurs in the test. Only penalise a word once, even if it has two mistakes in it. (-0.5 marks)
- **When a test is marked, the original score is the student's score. DO NOT allow students to "correct" their work on the PACE test.** The test should be an accurate record of what the student did at the time of the test to achieve the mark they received. It may be beneficial to discuss the incorrect answers with the student and possibly have them redo the question, but it should not be completed on the original PACE test. The corrections can be completed on a separate piece of paper.
- **Corrected tests do not allow the moderators to understand how the student's points were allocated. They are unable to be moderated, which may affect the students' eligibility for the Certificate.**
- Answers must be complete to be awarded the full points.
- When deducting marks, put (x) next to (on the left side of) the incorrect question then please specify how many points are being deducted. If needed, underline, put an (^) arrow, or write a note/abbreviation, to indicate what the error was.
- When the student has half an answer correct, they may be awarded half the allocated marks. For example, (2 points each question) the question has 2 blanks, 1 blank is incorrect, so deduct 1 point. Note the difference between, for example, (2 points each question or 2 points each blank)
- **Deduct 1 point** if the student does not show the method or working asked for in the question, irrespective of the answer. Where the student has half the working correct, they may be awarded half the allocated marks. If the student has only one third of the working correct, they may be awarded one third of the allocated marks. Please note: as the marker it is your job to mark consistently – if you award part marks for one student, you also need to award part marks to other students' work.
- When marking sentences or paragraphs, look to see that all the main ideas listed in the score key are present in the student's answer for the question to be awarded full points. If not, deduct points accordingly.
- When marking Geometric figures, take notice that the figures are correct, following the instructions given, not just similar. Deduct points if incorrect.

## Marker's General Points to remember continued

- **Deduct full marks** for the following:
  - a. An incorrect answer
  - b. Answer left blank.
  - c. If the student chooses both the given answers.
  - d. If no part of a graph is correct
- **Deduct 0.5 mark** for the following (English/Math/Science)
  - a. Each spelling, punctuation, capitalisation, pluralisation, and grammar error.
  - b. Scripture must have correct punctuation, and have no missing or incorrect words.
  - c. Synonymous word - synonyms are rarely accepted and ONLY where it indicates mastery.
  - d. Students must have up to half of total allocated points deducted for not displaying a negative sign before their final answer.
  - e. If a negative or positive sign is in the wrong place or missing.
  - f. Answer correct on working page but not on test.
  - g. For rounding and decimal errors.
  - h. Error with superscript ( $x^2$ ) or subscript ( $x_2$ ).
  - i. Brackets [] parentheses () or braces {} error
  - j. Set notation not observed ie., 1,2,3,4 instead of {1,2,3,4}
  - k. Students did not display remainders.
  - l. For incorrect significant figures rules, to determine how extensive (how many decimal places) their final answer should be.
  - m. Scientific notation is not correct.
  - n. Units not labelled on final answer. (such as: units of measurement in science - cm, °C etc.)

### **Failed Test Procedure** (excerpt from AEM Failed Test Policy):

Students who score less than 80% in a PACE Test are deemed to have failed that Test.

A.C.E. Procedures Manual I states that: "If a student fails a PACE, he must repeat the entire PACE." (p84)

AEM acknowledges that if a student fails a test by less than 2 questions (regardless of the marks allocated for the question) that the student be allowed to re-sit the entire PACE Test after studying the PACE.

If a student fails a PACE Test by more than 2 questions, the entire PACE must be repeated.

- The student fails the PACE Test and is advised by the Supervisor\* that they need to study their PACE and re-sit the Test. "Do not allow students to see their failed Test." (A.C.E. Procedures Manual I, 2015, P106)
- If the Test does not require Moderation the School/HSSP\* will erase all answers for the whole test ready for the student to re-take the test on the erased original. PACE TESTS MUST NOT BE COPIED.
- If the Test DOES require Moderation the school\* will scan or photograph the original test in full and then erase all answers on the Original PACE Test and the student will then take the test on the erased original. PACE TESTS MUST NOT BE COPIED.
- The student studies the PACE and turns it into the Supervisor\* at the end of the school day.
- After a period of 1 week the student takes the entire PACE Test. (Students are NOT permitted to only correct the incorrect answers, but must re-sit the whole PACE Test).
- The Supervisor\* scores the PACE Test as normal. The student may receive full marks only if a week has passed since the original PACE Test.
- The Supervisor\* must send BOTH PACE Tests – the copied original completed test and the second erased completed test – for Moderation, clearly marked as PACE Test 1 and PACE Test 2.

## Subject specific considerations

### Maths

- Encourage students to include their working for all responses requiring mathematical reasoning in Math and Science. By providing working, students may be able to access partial marks. Deduct 1 point if the student does not show the method or working asked for in the question, irrespective of the answer.
- Thousands divider either a comma at bottom (3,000) or visible gaps at each group of 3 numbers 3 000 000.
- Order is important in Algebra. Students are taught to order their answers according to alphabetical order, then descending powers of 10. (i.e. x comes before y, and  $x^3$  comes before  $x^2$ . This rule applies with binomials, for example,  $(-x + 3)$  is correct and  $(3 - x)$  is incorrect. (-0.5 marks)
- Remind students to use the chi symbol ( $\chi$ ) rather than x for algebraic expressions. Using x can cause confusion (particularly if the student uses x to indicate multiplication in the same expression).
- Graphs - Drawing or plotting a graph obtains the shape by plotting a series of coordinate points and then carefully connecting them. It requires a table of x values with which the formula should be applied to each to obtain the y value. Sketching obtains the shape either by knowing the basic shape from the function or by determining parts of the shape from the formula. The only key points to be calculated are: the y-intercept, (possibly) the x-intercept, any turning points and whether they are maxima or minima or inflections, any asymptotes and trends as x goes to plus or minus infinity. (Deducted mark for each error, no marks if totally incorrect)
- Graphs - Please take care when marking graphs to see that all lines, curves, circles, shading, and/or labelling are correct. If not, deduct points accordingly.
- Remind students to use  $\beta$  instead of B where a formula requires it.
- Some questions require that students verify or check their answers using relevant formulas. Students must have half total allocated marks deducted for not verifying or checking answers when instructed to do so. (-0.5 marks)

### Senior History

The PACE Tests of Senior Modern History have been structured differently to other subjects. While the student is effectively taught the history of the period being studied, they are given new and unfamiliar information in the PACE test so as to test their ability to use their historical thinking skills as taught in the first unit. One of the aims of Senior Modern History is to teach the skills of research and critical thinking. For that reason, a student's answer may vary from the Test Key provided they have identified the key concepts, facts or ideas required and given a logically reasoned answer supported by evidence. The Final Test focuses on one or two key areas of interpretation and specific historical skills that the student must demonstrate to pass the unit test. (Adjust mark accordingly)

### Bible

If using another version that is not KJV, please indicate the version in parenthesis. i.e. (NIV), (CEV) etc. (-0.5 marks)

### Life of Christ

Life of Christ: Please advise the student to learn and know their definitions. A large number of deviations were found in the marking of the Life of Christ PACE Tests. (Adjust mark accordingly)

### LOTE – Languages other than English PACEs

When marking a LOTE (language other than English) test, deduct  $\frac{1}{2}$  mark for incorrect use of accents and symbols specific to that language. This includes deducting marks when the student has not displayed the correct accent as well as when they have incorrectly displayed an accent where not necessary. (-0.5 marks)