

# Form R6 process—verification to exit

## A step-by-step guide

### Follow these steps to completing the Form R6 from verification to exit

This guide is provided to assist schools in undertaking the necessary processes following verification to arrive at exit level of achievement placements on the Form R6.

#### Step 1 — Feedback from verification

##### Initial proposal 'agreed'

**Where the panel found evidence in the sample folios to support the school's judgments, the placement of the sample folios will be recorded in the 'Agreed' column of the Relative achievement of students table, and the 'Agreed verification proposal' row of the Distribution of levels of achievements on the Form R6 and will be signed by the Review Panel Chair (RPC).**

Principal signs and dates the 'Agreed verification proposal' row of the Distribution of levels of achievements table on the Form R6 (original and duplicate).

OR

#### Step 1 — Feedback from verification

##### Initial proposal 'not agreed'

**Schools receive advice about their proposed Level of Achievement (LOA) decisions on the Form R6. Where the panel has not found evidence in the sample folios to support all the school's judgments, a recommended placement for the sample folios will be indicated in the 'Panel' column of the 'Relative achievement of students' table. The 'Agreed verification proposal' row will be blank.**

Read the advice and recommendations provided by the panel on the Form R6 and review the sample folios to clarify the issues.

Consult with the RPC, if necessary, to discuss the advice and recommendations.

Negotiate with the RPC to arrive at an agreed relative interim achievement decision for each sample folio for which an alternative placement was recommended.

When agreement is reached with the RPC, complete the 'Agreed' column of the 'Relative achievement of students' table, placing the samples in the position which has been agreed upon.

Complete the 'Agreed verification proposal' row in the 'Distribution of levels of achievement' table and have the Principal sign and date the row.

Return the Form R6 (original, duplicate and triplicate) to the RPC by mail. The RPC will sign where required, retain the triplicate copy, and return the Form R6 (original and duplicate) to the school.

Agreement is complete when the RPC signs the form in the appropriate places.

OR

### Step 1 — Feedback from verification

#### Agreement not reached

**If agreement is not reached by the final day for consultation and negotiation, the school will send the complete verification submission for state panel review to: the Office of the QCAA, Floor 7, 154 Melbourne Street, South Brisbane 4101.**

### Step 2 — Determining exit proposal

#### When post-verification assessment is completed, add the additional evidence to the summative folio to consider an exit proposal

Ensure that consideration has been given to how the panel advice has possible implications for the level of, and relative achievement of, non-sample student folios.

Record the results of the post-verification assessment on student profiles.  
Consider the evidence in the exit folio and determine the appropriate exit level of achievement and relative placement of all students.

If the post-verification assessment results cause significant changes to the relative achievements of students on agreed-to Forms R6, a Form R7 will need to be initiated. Guidance on the Form R7 process is available in the *A–Z of Senior Moderation* available at: [www.qcaa.qld.edu.au/10773.html](http://www.qcaa.qld.edu.au/10773.html).

Provide the evidence requested by the RPC who will make their decision and return the R7. Due dates for completion of Forms R7 are found in the Senior Education Profile (SEP) calendar at: [www.qcaa.qld.edu.au/6339.html](http://www.qcaa.qld.edu.au/6339.html).

### Step 3 — Finalising exit proposal

#### The Form R6 tracks the school's proposal from verification to exit

Use the *Form R6 at exit: Checklist* to complete necessary details on the form before submitting them to the QCAA for confirmation: [www.qcaa.qld.edu.au/downloads/senior/snr\\_qa\\_mod\\_R6\\_checklist.pdf](http://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_R6_checklist.pdf)

## Resources

Additional information can be found in the *A–Z of Senior Moderation* and the *Moderation handbook for Authority subjects* on the QCAA website: [www.qcaa.qld.edu.au/10773.html](http://www.qcaa.qld.edu.au/10773.html). The SEP calendar is available at: [www.qcaa.qld.edu.au/6339.html](http://www.qcaa.qld.edu.au/6339.html).

## More information

If you would like further information, please email the Quality Assurance Unit at [qau@qcaa.qld.edu.au](mailto:qau@qcaa.qld.edu.au) or phone (07) 3864 0375. Or visit the Senior Moderation Hub on the QCAA website: [www.qcaa.qld.edu.au/586.html](http://www.qcaa.qld.edu.au/586.html).