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| **Alternative Evidence Gathering Template – Internal Assessment** |  |
| These templates must only be used to record student achievement and report results where remote assessment is the only practical option and the collection of direct assessment evidence from students has not been at all possible. ‘Alternative Evidence’ is student evidence for internally assessed standards that has been seen or heard within the teaching and learning programme. These templates do not signal a reduction in what is accepted for each grade, but rather a means of summarising evidence for reporting. These templates must be viewed in conjunction with the standard and assessment advice forwarded to schools to ensure that valid, credible and reliable assessment and learning has occurred before the standard is awarded. While physical evidence of student work does not need to be attached, the assessor decisions made must also be verified internally before reporting results. |  |
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| Student ID | Student 1 | Subject | Accounting  | Level | 2 |
| Notes |  | Standard No. | 91175  | Version | 2 |
| Standard Title | Demonstrate understanding of accounting processing using accounting software | Credits | 4 |
|  |  |  |
| **Achieved** | **Merit** | **Excellence** |
| Demonstrate understanding of accounting processing using accounting software. | Demonstrate in-depth understanding of accounting processing using accounting software. | Demonstrate comprehensive understanding of accounting processing using accounting software.  |
|  |  |  |
| **Key requirements (list):** | A | M | E | **Describe or attach the evidence considered.**  | **Explain how the judgement was made.** |
| Use an appropriate chart of accounts.  |[ ]   |  |  |  |
| Use software, such as Xero or MYOB, to process frequent transactions.  |[ ]   |  |  |  |
| Use an appropriate chart of accounts to set up inventory, cost of goods sold and sales accounts for each item of inventory, and classify new accounts.  |  |[ ]   |  |  |
| Use software to process frequent and infrequent transactions.   |  |[ ]   |  |  |
| Use an appropriate chart of accounts to set up inventory, cost of goods sold and sales accounts for each item of inventory, and classify new accounts for each financial element except equity. |  |  |[ ]   |  |
| Use software to process frequent, infrequent and complex transactions.   |  |  |[ ]   |  |
| Use the banking function or equivalent to split one total into more than one account.  |  |  |[ ]   |  |
|  |  |  |  |  |  |
| **Sufficiency statement** | **Internal Verification**  |
| Achievement | All of A is required [x]  | Assessor: Date:  |
| Merit | All of A and M is required [x]  | Verifier: Date:  |
| Excellence | All of A, M and E is required [x]  | Verifier’s school:  |
| MARK OVERALL GRADE | N [ ]  | A [ ]  | M [ ]  | E [ ]  | Comments:  |

For the purpose of national external moderation:

* only six WORD templates are required where available
* samples are not required to be randomly selected
* there should be one each of N, A, M, E and up to 2 others
* descriptions of evidence and explanations of judgements are not required for all other students, and a spreadsheet may be used.