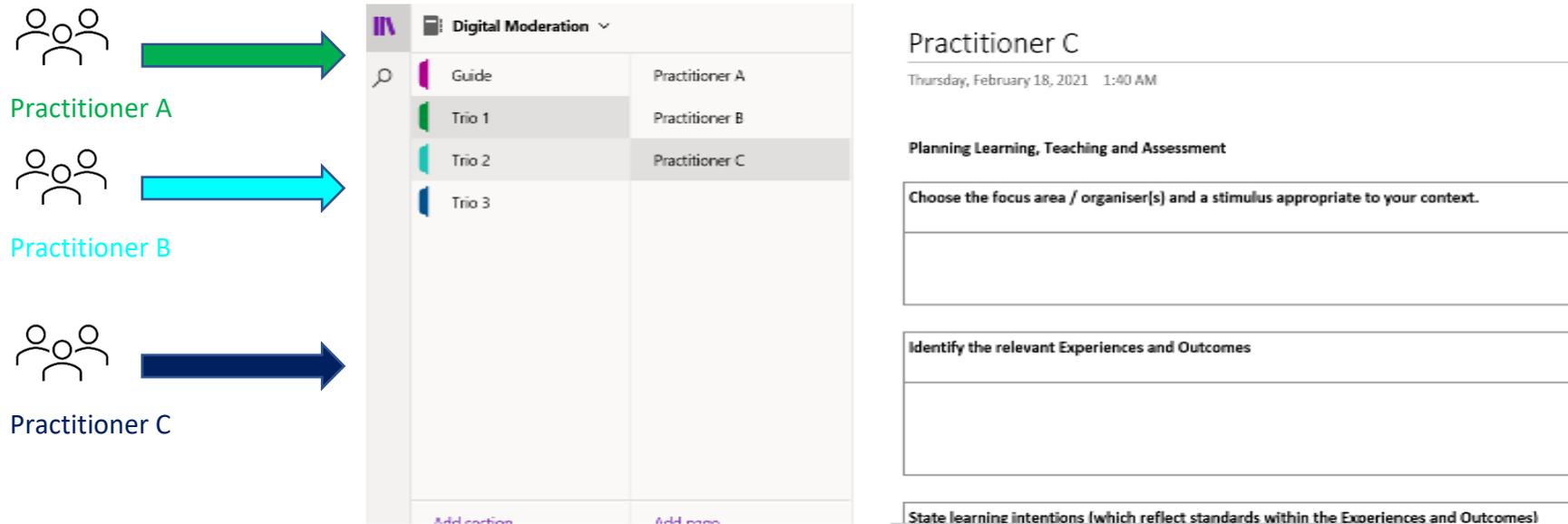


## Moderation Groups: Practitioner Trios across Cluster/LAs/RICs

### Moderation in the BGE using Teams and OneNote

Create a PLC Team with all practitioners as members. Set up the PLC Notebook as follows:

- Create a section for each Trio.
- Within each section, create a page for each practitioner.
- All practitioners join the Teams space to access the OneNote.
- Practitioners agree upon the moderation focus and timescales.
- Practitioners populate template and upload material to PLC Notebook (OneNote).
- Moderation can take place through live discussion or retrospectively. Use the meeting functions within Teams to enable professional dialogue.
- All practitioner comments and discussion should be recorded on the appropriate page.



## Moderation Groups: Individual School

### Moderation using Teams and OneNote

Create a PLC Team with all staff as members. Set up the PLC Notebook as follows:

- Create a section for each stage / subject.
- Create section groups for each stage / subject (must be done via OneNote desktop app)
- Within each section group, create a page for each learner.
- All practitioners join the Teams space to access the OneNote.
- Practitioners agree upon the moderation focus and timescales.
- Practitioners populate template and upload material to PLC Notebook (OneNote).
- Moderation can take place through live discussion or retrospectively. Use the meeting functions within Teams to enable professional dialogue.
- All practitioner comments and discussion should be recorded on the appropriate page.
- Practitioners involved in moderation activities involving other schools can also share evidence in this area.

The diagram illustrates the setup of a PLC Notebook. On the left, four staff categories are listed with icons and colored arrows pointing to a central OneNote notebook interface:

- Art staff** (green arrow)
- Biology staff** (blue arrow)
- Business Management staff** (pink arrow)
- Computing Science staff** (cyan arrow)

The central OneNote notebook, titled "Digital Moderation 2", has a table of contents with the following sections and learners:

Section	Learner
Welcome	Learner 1
Template	Learner 2
Art Staff	Learner 3
Biology Staff	
Business Managemen...	
Computing Science St...	

On the right, the "Learner 1" page is shown with the following content:

**Learner 1**  
Wednesday, March 17, 2021 11:07 AM

**Planning Learning, Teaching and Assessment**

**Choose the focus area / organiser(s) and a stimulus appropriate to your context.**

**Identify the relevant Experiences and Outcomes**

**State learning intentions (which reflect standards within the Experiences and Outcomes)**