



VCE Bulletin Supplement 1

2002 Advice for School Assessment

This supplement contains general information on school assessment

- Timelines
- Coursework audit
- Visitation
- Authentication
- Management of school assessment entry into VASS
- Documentation related to school assessment
- Support for issues relayed to school assessment
- Procedures for school assessments subject to review by visitation
- Application for Reviewer: coursework and school-assessed tasks

The advice contained in this supplement should be read in conjunction with:

- *VCE Administrative Handbook 2002*: Sections 7 and 8, pages 51–66, and Section 13, pages 100–104
- VCE BULLETINS
- VCAA Memoranda
- VCE Assessment Guides 2002
- VCE Report for Teachers 2001
- 2002 Advice for teaching VCE
- *VASS Data Entry of School Assessments* booklet
- *VCE Implementation Resource Kits 2000 and 2001*
- *Approaches to the Administration of School-assessed Coursework* booklet
- information available on the VCAA website www.vcaa.vic.edu.au

General information on school assessment

Timelines

The following is an overview of school assessment activities:

March	School Coursework Audit Notification (SCAN) sent to schools
July	Visitation review of Studio Arts School-assessed Task 1
August	Submission and audit of Unit 3 coursework
October	Visitation review – School-assessed Tasks: AR03, DT03, FY03, ME03, SA03, ST03 and VC03
November	Submission and audit of Unit 4 coursework

Coursework Audit

Area of activity	Description of activity
Coursework Note: this applies to all studies with Unit 3, Unit 4 or Units 3 and 4 coursework	Coursework Audit Portfolios of work (teacher's tasks and assessment material, student responses) will be required by the VCAA. Student results are determined by statistical moderation.

The School Coursework Audit Notification (SCAN) will be sent to schools as an email after 13 March. For each school, SCAN identifies the studies required to submit a portfolio of teacher task and assessment material and the student work selected for sampling.

'Information on the management of coursework audit materials' will be sent as an email in the following week providing some guidance on the packaging and delivery of the portfolios, and addressing some common questions about selected studies.

Questions should be directed to Marlwood Ryder on (03) 9651 4421 or ryder.marlwood.f@edumail.vic.gov.au.

Visitation

Area of activity	Description of activity
School-assessed Task(s) Note: this applies to the School-assessed Tasks in AR03, DT03, FY03, ME03, SA03, ST03 and VC03	Review by visitation To assess student work, reviewers will visit schools as identified by the GAT/analysis. Student results are determined by comparing the school's initial scores with the reviewers' scores.

Specific information on visitation procedures is provided in this supplement.

Authentication

Authentication requirements are described in *VCE Administrative Handbook 2002*, Sections 7, 8, 13 and 14 and include the Authentication Record pro forma provided in Appendix 6.4. Clear guidelines for the management of authentication issues need to be communicated to students.

These requirements should be in place for the School-assessed Tasks in Art, Design and Technology, Food and Technology, Media, Studio Arts, Systems and Technology and Visual Communication and Design.

Also, in coursework where there is a significant amount of unsupervised work completed outside of class time that contributes directly to the assessment, then this is subject to authentication requirements.

Management of entry of school assessments into VASS

The VCAA requires the following school assessments to be lodged in VASS by:

SIAR 1	School-assessed Task (Studio Arts only)	Monday 24 June
SIAR 2	Unit 3 coursework	Monday 29 July
SIAR 3	School-assessed Tasks	Monday 14 October
SIAR 4	Unit 4 coursework	Monday 18 November

Reference can be made to the 2002 *VASS Data entry of school assessments* booklet (available on the VCAA website at www.vcaa.vic.edu.au). It is the responsibility of schools to devise their own appropriate means of collecting result data. Teachers need to provide precise information for VASS input, including the study, the unit of coursework, the item undertaken by each student within each coursework assessment activity and the score.

Documentation

The *VCE Administrative Handbook 2002* should be referred to for general information on the VCE (it is also available on the VCAA website: www.vcaa.vic.edu.au). Hard copies were sent to schools in November 2001.

Other documents that should be accessed include:

Advice/materials	Description
Course advice and assessment tasks	Study Design
Assessment advice	Assessment Guides 2002 (sent to schools in 2001)
Assessment sheets These can be found in each of the respective Assessment Guides 2002 for Arts and Technology.	Only provided for School-assessed Tasks in AR03, DT03, FY03, ME03, SA03, ST03 and VC03.
Report for Teachers Reporting on the 2001 assessment program	Reports will be produced for: - Mid-year and end-of-year examinations - Unit 3 and Unit 4 coursework - School-assessed Tasks The reports are made available on the VCAA website.
Advice for teaching VCE 2002	Supplementary advice on resources is available on the VCAA website.
Implementation Resource Kit VCE Revised Studies 2000 and 2001	Supplied to schools.

General support

The following table outlines some contact points for school assessment related issues:

Issue	Contact	Telephone	Fax
<ul style="list-style-type: none"> • Visitation – assessment review • Coursework audit • Authentication 	VCE Assessment Unit	9651 4421	9651 4578
<ul style="list-style-type: none"> • Student enrolments and results • Amendments to student results • Consideration of Disadvantage • Partnerships • VET programs 	Student Records and Results Unit	9651 4402 or 1800 653 045 or student.records@edumail.vic.gov.au	9651 4578
<ul style="list-style-type: none"> • Technical and system support for VASS problems when entering assessments/results 	Administrative Support Unit	9651 4482 or 1800 827 721 or vass.support@edumail.vic.gov.au	9651 4551

Procedures for school assessments subject to review by visitation

Review of school assessments by visitation

Should your school's School-assessed Task(s) in the following studies be required for review, VCAA appointed reviewers will visit the school.

Visual Arts

AR03 Art
ME03 Media
SA03 Studio Arts
VC03 Visual Communication and Design

Technology

DT03 Design and Technology
FY03 Food and Technology
ST03 Systems and Technology

Visitation occurs in two phases:

SIAR 1 July Studio Arts School-assessed Task 1

SIAR 3 October School-assessed Task in Art, Media, Visual Communication and Design, Design and Technology, Food and Technology, Systems and Technology
School-assessed Task 2 in Studio Arts

Teachers must follow School-assessed Task guidelines set in the respective Study Designs and use the assessment sheets and criteria as given in the Assessment Guides 2002.

VCE coordinators/administrators must ensure that all teachers in studies with a School-assessed Task are familiar with the requirements for presenting student work for review.

For each student, teachers should complete an Authentication Record for the School-assessed Task (refer page 195 of the *VCE Administrative Handbook 2002*). This record should be retained by the school and made available on request by the VCAA.

Important dates – SIAR 1

Studio Arts School-assessed Task 1

The school assessments for SIAR 1 are to be reported on VASS to the VCAA on or before **Monday 24 June 2002**. Schools will be notified if they are subject to review on the **School Status Report (SSR)** due in schools via e-mail on **Monday 15 July 2002**.

If a review is required at your school the particular date of visitation will be communicated by email no later than **Wednesday 17 July 2002**. Also, the reviewers will ring/fax prior to their visit and communicate to the school the approximate time of arrival and to check details such as the availability of the Visitation Liaison Person (VLP), location of the work and parking arrangements.

The review of Studio Arts School-assessed Task 1 by visitation will occur during the period:

Monday 22 July – Friday 26 July

Monday and Tuesday 29 and 30 July will be held in reserve.

Preparation required by the school prior to review by visitation

Schools need to provide the VCAA with particular information that ensures an effective visitation process. This information is requested from schools for all visitation reviews.

For Studio Arts School-assessed Task 1 schools must use the Visitation Information Response Sheet supplied with this supplement.

The following information is required for Studio Arts School-assessed Task 1:

- **Nature of student work**

Students can work in a range of areas within a study (refer to the Study Design).

- **Visitation Liaison Person (VLP)**

Only one person per school is to be identified as the VLP. This person **should not** be the classroom teacher of the study. The VCAA will assume that the VLP is the VCE coordinator unless notified otherwise.

The VLP will need to carry out the following tasks on the day(s) of review:

- * student work is organised, where possible, in student number order as listed on the Study Record Form (SRF)
- * ensure that any developmental work is located with the final work, in the one location
- * give reviewers the annotated Study Record Form(s) indicating if any student work is lost, stolen, damaged or not available for assessment and guide them to the student work
- * ensure the availability of a computer that can access VASS
- * sign the 'Acknowledgement of Visitation' form which the reviewers will bring with them.

• **Dates suitable for visitation**

All days within the specified period are considered viable by the VCAA for visitation review.

Schools should not omit student-free days from the list when asked for information on suitable dates.

Only recognised public holidays and religious holidays could be considered unsuitable days for review.

Preparation required by the school just prior to review by visitation

VASS is used to collect visitation reviewer assessments online, i.e. reviewers will provide their assessments directly onto the VCAA database. Schools are assured that reviewers do not have access to any schools' records existing on the database. The VCAA asks all schools identified for review to allow the visitation reviewers to use VASS via their Internet facilities.

Schools are asked to make the following arrangements:

1. Provision is made for a computer with VASS capability to be used by VCAA reviewers. It does not have to be the computer used by the VCE/VASS coordinator but the computer must be checked by school personnel to ensure that it can access VASS. The location of this computer should be close to the venue in which reviewers will be asked to work in a school.
2. Ensure that the computer made available for the reviewers will not be affected by security measures instigated by the school to protect their servers or to prevent misuse of their system. This might mean temporary disabling of network logins, timing-out devices and screen saver passwords.
3. The computer provided for reviewers does not compete with the network usage made for students on a given day. Allowing the reviewers to be on the fastest available service that the school can provide would be appreciated.
4. Alert reviewers to any known issues regarding the school's Internet usage or to the way in which the local system/network works. Reviewers must be able to go about their work in confidential and secure surroundings. It is not possible for technical support or other school staff to be present during the review of work or the entry of scores at the school.

Preparation of work prior to visitation

Teachers should refer to *VCE Administrative Handbook 2002: Section 8.2, pages 61–66*.

Using the set criteria for Studio Arts School-assessed Task as given in the Arts Assessment Guide 2002, teachers are required to make an initial school assessment of the student work submitted.

Assessment sheets are not to be included with student work but should be stored in a safe place. If assessment sheets are required by the VCAA they are to be bundled, clearly marked and sent in an envelope, to be provided for this purpose.

Schools are responsible for ensuring that all student work required for review is available and accessible in a secure location on the day of visitation. Developmental and final work should be placed together in the one location. All student work must be available for review from 9 am.

Documents required from VASS for review by visitation

A **student identification sheet** must be attached and clearly visible with all items of student work.

The **Study Record Form (SRF)** must be annotated as required and retained by the Visitation Liaison Person. The SRF should be made available for the reviewers on the day of visitation.

The VASS path to access these items is **RESULTS ADMIN→VCE reports**.

Samples of these items can be found on the VCAA website under Examinations and School Assessment.

Use of technology in student work

It will be the responsibility of the school and teacher(s) to ensure that any relevant hardware and software is provided with student work at the time of review.

Student work presented in electronic form, for assessment review during visitation, must include appropriate access instructions. School-assessed Tasks that cannot be accessed will be assessed as NA until such time as the school or student is able to provide sufficient information and/or equipment to enable a full assessment to take place.

Teachers and students are advised to ensure that:

- adequate instructions are provided to indicate which sections of the work are to be accessed on computer, e.g. passwords and any other security measures
- the necessary hardware and software is available at the time of the review and set up to display the work appropriately without further intervention or instruction from the school
- all disks and associated material are clearly marked with the students' VCAA identification number(s).

Reviewer requirements on the day of visitation

- * Reviewers will arrive in schools at some time **between 9 am and 4 pm** on the designated day of visitation. It is probable that the reviewers have a number of schools to visit each day
- * The VLP should be available to meet the reviewers, hand them the Study Record Form and show them to the location of student work
- * The reviewers will need access to a computer that is capable of accessing VASS.

School representatives must not disturb reviewers involved in the assessment of student work on the day of review.

Any further information required or any clarification of items regarding visitation procedures should be directed to Marlwood Ryder on (03) 9651 4421.

Studio Arts School-assessed Tasks 1 and 2

Following is an outline of the expected practice for School-assessed Tasks 1 and 2 in Studio Arts:

- Students undertake and complete School-assessed Task 1; schools retain all associated work
- Teachers assess this task as prescribed using Assessment Guide 2002: The Arts (pages 49–52)
- Schools submit Task 1 assessments in SIAR 1 (due to the VCAA by 24 June)
- The GAT analysis identifies schools to be reviewed (notice to schools via SSR on 15 July)
- Schools to be notified of their day of visitation if required (notice to identified schools by 17 July)
- The visitation review takes place during the period 22 July–26 July.

Teachers are expected to retain and store School-assessed Task 1.

- Students undertake and complete School-assessed Task 2; schools retain all associated work
- Teachers assess Task 2 (and any required material from School-assessed Task 1) as prescribed using Assessment Guide 2002: The Arts (pages 52–55)
- Schools submit Task 2 assessments with SIAR 3 (due to the VCAA by 14 October)
- The GAT analysis identifies schools to be reviewed (notice to schools via SSR on 21 October)
- Schools to be notified of their day of visitation if required (notice to identified schools by 23 October)
- The visitation review takes place during the period 28 October–4 November
- Schools will be required to present **both** School-assessed Task 1 and School-assessed Task 2 at the same time for visitation review because School-assessed Task 1 is needed as support material for the effective assessment of the other.

SIAR 3 School-assessed Tasks in Technology

Technology Studies

Additional Teacher Comment sheet

Teachers of Design and Technology, Food and Technology and Systems and Technology are reminded that they should complete for each student an Additional Teacher Comment sheet as provided in this supplement (also available on the website). Further information for the School-assessed Task in Technology will be published in the April VCE BULLETIN.

- DT03 Design and Technology – use to describe the extent to which the production work demonstrates the qualities associated with Criteria 4, 5, 6 and 7.
- FY03 Food and Technology – use to describe the extent to which the production work demonstrates the qualities associated with Criteria 3, 4, 5 and 6.
- ST03 Systems and Technology – use to describe the extent to which the production work demonstrates the qualities associated with Criteria 3, 4, 5 and 6.

Information for SIAR 3 will be published later this year.

Visitation Information Response Sheet

To:	Marlwood Ryder
Organisation:	VCE Assessment Unit
Fax:	9651-4578
Phone:	9651-4421
email	ryder.marlwood.f@edumail.vic.gov.au
From:	
Phone:	
Date:	
Pages including cover:	1
Subject:	STUDIO ARTS – school-assessed task 1

School Name: _____

VCAA School Code: _____

Study Name: **STUDIO ARTS School-assessed Task 1**

VISITATION LIAISON PERSON (VLP)

Please indicate the name and role of the VLP (e.g. John Smith, VCE coordinator).

INFORMATION ABOUT THE STUDENT WORK

If students intend to use a computer application (other than in the Microsoft Office Suite) in the completion of the task please indicate the **name** and **version** of the software application (e.g. Adobe Photoshop 5.5)

Please provide a brief overview of the nature of student work being undertaken for this task (e.g. 7 doing photography, 3 doing portraiture)

DATES AVAILABLE FOR VISITATION REVIEW

Please indicate a response for all dates; if NO, a reason must be supplied.

While it is expected schools will be available for all days, they must be available for at least three of five days in the period 22 to 26 July.

Day	date	YES/NO	Reason if date not available
Monday	22 July		
Tuesday	23 July		
Wednesday	24 July		
Thursday	25 July		
Friday	26 July		

<i>If it became necessary to schedule the visit to the following days, would your school be available?</i>			
Monday	29 July		
Tuesday	30 July		

Principal's name:

Signature: Date:

Please complete and return this form by Friday 10 May 2002



This form must be returned
with Section 2

2002 Reviewer

Coursework and School-assessed Tasks

SECTION 1. Personal details *(Block letters please)*

VCAA ID *(if known)*

FAMILY NAME INITIALS TITLE

FIRST NAME

HOME ADDRESS

TELEPHONE HOME FAX POSTCODE

WORK PLACE AND ADDRESS

ORGANISATION POSITION

ADDRESS

TELEPHONE HOME FAX POSTCODE

PREFERRED MAILING ADDRESS HOME HOME SCHOOL BUSINESS

MOBILE PREFERRED EMAIL ADDRESS

Have you been a Reviewer or Examination Assessor before? YES NO

Are you in receipt of a Victorian Government Departure Package? YES NO

Current teaching status Permanent Contract Leave Other

Which Unit 3 and 4 studies are you teaching in 2002?

2002

Recent experience as a VCE teacher *(please indicate Units, e.g. Studio Arts Units 1/2, English Units 3/4)*

pre 2002

Recent experience as a Reviewer and/or Examination Assessor *(e.g. English Unit 3 Audit 2001, Physics Exam 1 2000)*

Relevant tertiary qualifications

Name, position, organisation and phone number of suitable referee *(only if a new reviewer)*

NAME	POSITION
ORGANISATION	TELEPHONE

SECTION 2. Study details *(Please tick to indicate your selection)*

Use this form to apply for Reviewer in Coursework and School-assessed Tasks.

Note that this form must not be used for Examination assessor applications.

List of studies	SIAR 1	SIAR 2	SIAR 3	SIAR 4
	School-assessed Task	Unit 3 Coursework	School-assessed Task	Unit 4 Coursework
AC03 Accounting		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
AH03 Agricultural & Horticultural Studies		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
AR03 Art		Unit 3 CWK <input type="checkbox"/>	visitation <input type="checkbox"/>	Unit 4 CWK <input type="checkbox"/>
BI03 Biology		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
BM03 Business Management		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
CA03 Contemporary Australian Society		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
CH03 Chemistry		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
CS03 Classical Societies & Cultures		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
DA03 Dance		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
DR03 Drama		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
DT03 Design & Technology		Unit 3 CWK <input type="checkbox"/>	visitation <input type="checkbox"/>	Unit 4 CWK <input type="checkbox"/>
EC03 Economics		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
EL01 English Language		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
EN01 English		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
EN09 E.S.L.		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
EV03 Environmental Science		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
FY03 Food & Technology		Unit 3 CWK <input type="checkbox"/>	visitation <input type="checkbox"/>	Unit 4 CWK <input type="checkbox"/>
GE03 Geography		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
HH03 Health & Human Development		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
HI08 Australian History		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
HI13 History Revolutions		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
HI16 Renaissance Italy		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
IE03 Industry & Enterprise Studies		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
IS03 International Studies		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
IT02 Inform. Processing & Management		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
IT03 Information Systems		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
LI01 Literature		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
LOTE Languages Other Than English		*Unit 3 CWK <input type="checkbox"/>		*Unit 4 CWK <input type="checkbox"/>
LS03 Legal Studies		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
MA07 Further Mathematics		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
MA08 Mathematical Methods		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
MA09 Specialist Mathematics		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
MC02 Music Performance: Solo		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
MC03 Music Performance: Group		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
ME03 Media		Unit 3 CWK <input type="checkbox"/>	visitation <input type="checkbox"/>	Unit 4 CWK <input type="checkbox"/>
MS03 Music Styles		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
OS03 Outdoor & Environmental Studies		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
PE03 Physical Education		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
PH03 Physics		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
PL03 Philosophy		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
PS03 Political Studies		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
PY03 Psychology		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
RE03 Religion & Society		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
SA03 Studio Arts	visitation <input type="checkbox"/>		visitation <input type="checkbox"/>	
ST03 Systems & Technology		Unit 3 CWK <input type="checkbox"/>	visitation <input type="checkbox"/>	Unit 4 CWK <input type="checkbox"/>
TS03 Theatre Studies		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
TT03 Texts & Traditions		Unit 3 CWK <input type="checkbox"/>		Unit 4 CWK <input type="checkbox"/>
VC03 Visual Communication & Design		Unit 3 CWK <input type="checkbox"/>	visitation <input type="checkbox"/>	

*please indicate which LOTE

Applications close: 27 May 2002 (SIAR 1)
21 June 2002 (SIAR 2, 3, 4)

On completion of this form send to: Assessment Administration
Victorian Curriculum and Assessment Authority, 41 St Andrews Place, East Melbourne 3002 OR Fax (03) 9651 4578
Enquiries: (03) 9651 4320

OFFICE USE ONLY

DATE	SIGNATURE
DATA ENTRY	
DATA AUDIT	

ENTRY CODES

RESPONSIBILITIES OF REVIEWERS

Reviewers are required to:

- attend those meetings and training sessions designed to train them in policies and procedures of the VCAA as outlined in the *VCE Administrative Handbook 2002*
- undertake those tasks related to the student work as directed by VCE Assessment staff and State Reviewers
- maintain security and confidentiality of all materials, and abide by all policies and procedures.

EXPECTATIONS OF REVIEWERS

Note: where more than one selection is indicated for the same assessment period, the VCE Assessment staff in consultation with the State Reviewers will decide the appointment to be offered.

Preference will be given to applicants who are current practitioners in the study or have been involved in the design and implementation of the course.

Reviewers are expected to provide an email address on their application form to assist communications to and from VCE Assessment staff.

Review by Visitation (School-assessed Tasks)

Full-day training sessions for these studies are compulsory. If appointed, reviewers will receive an appointment letter and preliminary training material prior to the training day.

Applicants need to be aware that they will be required to make themselves available for three or more school days in the designated visitation period, their principal's permission for release is required and that visiting country schools may involve overnight stay(s).

Review by visitation involves data entry using a computer and a basic level of computer understanding and familiarity with the Internet is assumed.

Coursework Audit

Applicants need to be aware that the audit process is an intensive one-day program for each unit of coursework in each study. The actual day will be on a weekend nominated by the State Reviewer in consultation with VCE Assessment staff.

SCHEDULED DATES

	SIAR 1 School-assessed Task (Studio Arts only)	SIAR 2 Unit 3 Coursework	SIAR 3 School-assessed Tasks	SIAR 4 Unit 4 Coursework
Applications close	24 May	21 June	21 June	21 June
Training	Weekend of 13 and 14 July (dates to be confirmed)	August (weekend dates to be determined)	Weekend of 19 and 20 October (dates to be confirmed)	November (weekend dates to be determined)
Work period	Visitation 22–26 July		Visitation 28 October–4 November	

Technology Studies

Additional Teacher Comment

School-assessed Task only

Please attach this sheet securely to the student's work prior to visitation review

STUDENT NUMBER

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TECHNOLOGY STUDY

Name of Technology study	Tick	Specific details required on this sheet
Design and Technology	DT03 <input type="checkbox"/>	related to Criteria 4, 5, 6, 7
Food and Technology	FY03 <input type="checkbox"/>	related to Criteria 3, 4, 5, 6
Systems and Technology	ST03 <input type="checkbox"/>	related to Criteria 3, 4, 5, 6

Some competencies, particularly those relating to the use of equipment and safety may not be clearly demonstrated in the student's final presentation. In such cases teachers are to supply written information in order for the reviewers to make a fair assessment.

Comments from teacher (no scores or grades are to be entered or indicated on this sheet)

Teacher's signature _____ Date ____/____/2002

Please remove this sheet before returning the work to the student