



# VCE Bulletin Supplement 2

## 2003 advice for School assessment

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

- *VCE Administrative Handbook 2003*: Sections 7 and 8 pages 53–68 and Section 13 pages 105–109
- VCE Bulletins
- VCAA Memoranda
- VCE Assessment Guides 2003 and VCE Assessment Handbooks 2003
- *VCE Assessment reports 2002*
- Information provided on the VCAA website.

This supplement contains details of:

- General information on school assessment
  - Timelines
  - Coursework audit
  - Visitation
  - Authentication
  - Management of entry of school assessments into VASS
  - Documentation related to school assessment
  - Support for issues with school assessment
- Procedures for school assessments subject to review by visitation
- Application for Reviewer: School assessment – Coursework and School-assessed Tasks.

## 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
<b>Coursework</b> Note: this applies to all studies with Unit 3, Unit 4 or Unit 3 and 4 coursework	<b>Coursework audit</b> Portfolios of work (teacher's tasks, student responses and assessment schemes) will be required by the VCAA.  Student results are determined by Statistical moderation.

The School Coursework Audit Notification (SCAN) should be sent to schools as an email on 19 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.

Questions should be directed to Susan Meadows on (03) 9811 6236 or meadows.susan.s@edumail.vic.gov.au

### VISITATION

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

Specific information has been provided in this supplement (pp. 3–8).

### AUTHENTICATION

Authentication requirements are described in *VCE Administrative Handbook 2003*, Section 7, 8, 13 and 14 and the Authentication Record pro forma provided in Appendix 6 (page 203). Clear guidelines for the management of authentication issues needs 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 if there is a significant amount of unsupervised work, contributing directly to the assessment that is completed outside of classtime, 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 23 June
SIAR 2	Unit 3 Coursework	Monday 28 July
SIAR 3	School-assessed Tasks	Wednesday 15 October
SIAR 4	Unit 4 Coursework	Monday 17 November

It is the responsibility of schools to devise their own appropriate means of collecting result data. Teachers will need to provide precise information for VASS input – the study, the unit of coursework, the item undertaken by each student within each coursework assessment activity and the score.

## DOCUMENTATION RELATED TO SCHOOL ASSESSMENT

The *VCE Administrative Handbook 2003* provides general information on the VCE (it is also available on the VCAA website: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)). Hard copies were sent to schools in November 2002.

The following table summarises other documents that should be accessed:

Advice/materials	Description
Course advice	Study Design
Assessment advice	VCE Assessment Guides 2003 VCE Assessment Handbooks 2003 (AC03, IT02, IT03)
Assessment sheets These can be found in each of the respective 2003 Assessment Guides for Arts and Technology.	Only provided for School-assessed Tasks in AR03, DT03, FY03, ME03, SA03, ST03 and VC03.
VCE Assessment reports Reporting on the 2002 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.

## SUPPORT FOR ISSUES WITH SCHOOL ASSESSMENT

The following table outlines some typical school assessment related-issues for which advice may be required:

Issue	Contact	Telephone	Fax
<ul style="list-style-type: none"> <li>• Visitation – assessment review</li> <li>• Coursework audit</li> <li>• Authentication</li> </ul>	VCE Assessment	(03) 9811 6236	(03) 9811 6211
<ul style="list-style-type: none"> <li>• Student enrolments and results</li> <li>• Amendments to student results</li> <li>• Special Provision</li> <li>• Partnerships</li> <li>• VET programs</li> </ul>	Student Records and Results Unit	(03) 9651 4402 or 1800 653 045 or <a href="mailto:student.records@edumail.vic.gov.au">student.records@edumail.vic.gov.au</a>	(03) 9651 4470
<ul style="list-style-type: none"> <li>• Technical and system support for VASS problems when entering assessments/results</li> </ul>	Administrative Support Unit	(03) 9651 4482 or 1800 827 721 or <a href="mailto:vass.support@edumail.vic.gov.au">vass.support@edumail.vic.gov.au</a>	(03) 9651 4551

## Procedures for school assessments subject to review by visitation

### Review of school assessments by visitation

Teachers must follow School-assessed Task guidelines set in the respective study designs and use the assessment sheets and criteria as given in the 2003 Assessment Guides.

Should your school's School-assessed Task/s in the following studies be required for review, Victorian Curriculum and Assessment Authority (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

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 203 of the *VCE Administrative Handbook 2003*). 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 23 June 2003**. Schools will be notified if they are subject to review on the **School Status Report (SSR)** due in schools via email on **Monday 14 July 2003**.

If a review is required at your school the particular date of visitation will be communicated by email no later than **Wednesday 16 July 2003**. Also, the reviewers will telephone and/or 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 21 July – Friday 25 July**

*Monday and Tuesday 28 and 29 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 are requested to 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 and guide them to the student work
- \* where necessary the 'Lost/Stolen/Damaged form' (*VCE Administrative Handbook 2003* page 202) should be faxed to the VCAA prior to the reviewers' visit
- \* ensure the availability of a computer that can access VASS
- \* sign the 'Acknowledgement of Visitation' form which reviewers 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. Note that the unavailability of the classroom teacher is not a suitable reason to omit a particular day for review.

### **Preparation required by the school just prior to review by visitation**

VASS will be 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.

Schools are asked to make the following arrangements:

1. Provision is made for a computer that can access VASS for VCAA reviewers to use. It does not necessarily have to be the computer used by the VCE/VASS coordinator but the computer to be made available must be checked by school personnel to ensure that it can access VASS. The location of this computer should be as close as possible 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 – Studio Arts School-assessed Task 1**

Teachers should refer to *VCE Administrative Handbook 2003*: Section 8.2, pages 63–68.

Using the set criteria for the Studio Arts School-assessed Task as given in the 2003 Arts Assessment Guide, 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 can be bundled, clearly marked and sent in the envelope, sent to the school and 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**

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**.

### Use of technology in student work

It will be the responsibility of the school, teacher and student to ensure that any relevant hardware and software is provided with individual 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 and they may request earlier or later access.
- The VLP should be available to meet the reviewers, hand them the Study Record Form and show the reviewers 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 clarification of items regarding visitation procedures should be directed to Susan Meadows on (03) 9811 6236.

### Studio Arts School-assessed Task 1 and 2

Following is an outline of the expected practice for School-Assessed Task 1 and 2 in Studio Arts. The broad steps are:

- students undertake and complete School-assessed Task 1; schools retain all associated work
- teachers assess this task as prescribed using *2003 Assessment Guide: The Arts* (pages 47–51)
- schools submit Task 1 assessments in SIAR 1 (due to the VCAA by 23 June)
- the GAT comparison analysis identifies schools to be reviewed (notice to schools via SSR on 14 July)
- schools to be notified of their day of visitation if required (notice to identified schools on 16 July)
- the visitation review takes place during the period 21 July – 25 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 *2003 Assessment Guide: The Arts* (pages 50–54).
- Schools submit Task 2 assessments with SIAR 3 (due to the VCAA by 15 October).
- The GAT comparison analysis identifies schools to be reviewed (notice to schools via SSR on 20 October).
- Schools to be notified of their day of visitation if required (notice to identified schools on 22 October).
- The visitation review takes place during the period 27 October – 3 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 and Arts

### TECHNOLOGY STUDIES

#### Teacher comment sheet

Technology teachers are reminded that they should complete an Additional Teacher Comment sheet as provided in this supplement (also available on the website). The form is essential for those students who have their work reviewed.

DT03 Design and Technology – use to describe the extent to which the production work demonstrates the qualities associated with Criterion 5, 6 and 7 and 8.

FY03 Food and Technology – use to describe the extent to which the production work demonstrates the qualities associated with Criterion 3, 4, 5 and 6.

ST03 Systems and Technology – use to describe the extent to which the production work demonstrates the qualities associated with Criterion 3, 4, 5 and 6.

#### Contacts:

Visitation procedures

Susan Meadows      School Assessment Operations  
(03) 9811 6236 or meadows.susan.s@edumail.vic.gov.au

Task requirements in Arts

Imre Hollosy          Visual Arts Key Learning Area Manager  
(03) 9651 4451 or hollosy.imre.i@edumail.vic.gov.au

Task requirements in Technology

Lorraine Tran          Technology Key Learning Area Manager  
(03) 9651 4407 or tran.lorraine.i@edumail.vic.gov.au

Further information for SIAR 3 will be published later this year.



## 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 5, 6, 7, 8
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.

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

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Teacher's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/2003

*Please remove this sheet before returning the work to the student*



Published by

**VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY**

41 St Andrews Place East Melbourne Victoria 3002 Australia

TELEPHONE +61 3 9651 4300 FACSIMILE +61 3 9651 4324

EMAIL [vcaa@edumail.vic.gov.au](mailto:vcaa@edumail.vic.gov.au)

WEB [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)





# 2003 VCE Assessment

## School assessment – Reviewer application

*This form can only be used to apply for positions in 2003 School assessment processes*

**VCAA Privacy Statement**

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Authority Act 2000*. The VCAA is committed to protecting all personal information collected and handling this data in accordance with the *Information Privacy Act 2000*.

The information we collect from you is used to inform on the selection and appointment processes in VCE Assessment. All the information we collect from you will be kept secure and confidential. It will only be used by authorised VCAA staff or representatives working on the processes described.

If you have concerns about the way in which your information is collected and stored please contact the VCAA Information Services Unit on (03) 9651 4328.

**Have you been, or applied to be, an Assessor/Reviewer/Marker/Setting Panel member before?**

NO  YES  If YES, enter your VCAA ID NUMBER

*(if known)*

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

FAMILY NAME  TITLE

FIRST NAME  SECOND NAME

**HOME ADDRESS**

NUMBER & STREET

*(include a street number or PO Box number in this address where possible)*

TOWN/SUBURB  POSTCODE

TELEPHONE  FAX  MOBILE

*(include a street number or PO Box number in this address where possible)*

**WORK PLACE AND ADDRESS**

ORGANISATION   
*(e.g. school, business)*

CURRENT POSITION or LEVEL of RESPONSIBILITY

NUMBER & STREET

*(a street number or PO Box number must be contained in this address)*

TOWN/SUBURB  POSTCODE

TELEPHONE  FAX

EMAIL ADDRESS   
*(preferred)*

**Any additional information**  
*(e.g. change of name)*

***[must be returned as part of the application – page 1 of 3]***

## SECTION 2. Study selection

*Tick to indicate your selection*

		SIAR 1 S.A.T.	SIAR 2 Unit 3 Coursework	SIAR 3 S.A.T.	SIAR 4 Unit 4 Coursework
AC03	Accounting		Unit 3 CWK		Unit 4 CWK
AH03	Agricultural and Horticultural Studies		Unit 3 CWK		Unit 4 CWK
AR03	Art		Unit 3 CWK	visitation <input type="checkbox"/>	Unit 4 CWK
BI03	Biology		Unit 3 CWK		Unit 4 CWK
BM03	Business Management		Unit 3 CWK		Unit 4 CWK
CA03	Contemporary Australian Society		Unit 3 CWK		Unit 4 CWK
CH03	Chemistry		Unit 3 CWK		Unit 4 CWK
CS03	Classical Societies and Cultures		Unit 3 CWK		Unit 4 CWK
DA03	Dance		Unit 3 CWK		Unit 4 CWK
DR03	Drama		Unit 3 CWK		Unit 4 CWK
DT03	Design and Technology		Unit 3 CWK	visitation <input type="checkbox"/>	Unit 4 CWK
EC03	Economics		Unit 3 CWK		Unit 4 CWK
EL01	English Language		Unit 3 CWK		Unit 4 CWK
EN01	English		Unit 3 CWK		Unit 4 CWK
EN09	ESL		Unit 3 CWK		Unit 4 CWK
EV03	Environmental Science		Unit 3 CWK		Unit 4 CWK
FY03	Food and Technology		Unit 3 CWK	visitation <input type="checkbox"/>	Unit 4 CWK
GE03	Geography		Unit 3 CWK		Unit 4 CWK
HH03	Health and Human Development		Unit 3 CWK		Unit 4 CWK
HI08	Australian History		Unit 3 CWK		Unit 4 CWK
HI13	History Revolutions		Unit 3 CWK		Unit 4 CWK
HI16	Renaissance Italy		Unit 3 CWK		Unit 4 CWK
IE03	Industry and Enterprise Studies		Unit 3 CWK		Unit 4 CWK
IS03	International Studies		Unit 3 CWK		Unit 4 CWK
IT02	Inform. Processing and Management		Unit 3 CWK		Unit 4 CWK
IT03	Information Systems		Unit 3 CWK		Unit 4 CWK
LI01	Literature		Unit 3 CWK		Unit 4 CWK
LOTE	LOTE		Unit 3 CWK		Unit 4 CWK
LS03	Legal Studies		Unit 3 CWK		Unit 4 CWK
MA07	Further Mathematics		Unit 3 CWK		Unit 4 CWK
MA08	Mathematical Methods		Unit 3 CWK		Unit 4 CWK
MA09	Specialist Mathematics		Unit 3 CWK		Unit 4 CWK
MA11	Mathematical Methods (CAS)		Unit 3 CWK		Unit 4 CWK
MC02	Music Performance: Solo		Unit 3 CWK		Unit 4 CWK
MC03	Music Performance: Group		Unit 3 CWK		Unit 4 CWK
ME03	Media		Unit 3 CWK	visitation <input type="checkbox"/>	Unit 4 CWK
MS03	Music Styles		Unit 3 CWK		Unit 4 CWK
OS03	Outdoor and Environmental Studies		Unit 3 CWK		Unit 4 CWK
PE03	Physical Education		Unit 3 CWK		Unit 4 CWK
PH03	Physics		Unit 3 CWK		Unit 4 CWK
PL03	Philosophy		Unit 3 CWK		Unit 4 CWK
PS03	Political Studies		Unit 3 CWK		Unit 4 CWK
PY03	Psychology		Unit 3 CWK		Unit 4 CWK
RE03	Religion and Society		Unit 3 CWK		Unit 4 CWK
SA03	Studio Arts	visitation <input type="checkbox"/>		visitation <input type="checkbox"/>	
ST03	Systems and Technology		Unit 3 CWK	visitation <input type="checkbox"/>	Unit 4 CWK
TS03	Theatre Studies		Unit 3 CWK		Unit 4 CWK
TT03	Texts and Traditions		Unit 3 CWK		Unit 4 CWK
VC03	Visual Communication and Design		Unit 3 CWK	visitation <input type="checkbox"/>	

*please indicate which LOTE/s*

### STATE REVIEWER and ASSISTANT STATE REVIEWER

Indicate if you wish to be considered for State Reviewer (or Assistant State Reviewer\*) by listing the study.

	State Reviewer	Assistant State Reviewer*
Study name		

\* Assistant State Reviewer is only available in studies with a School-assessed Task (S.A.T.)

\*\*\*\*\*

**Office Use only** (to be initialled and dated as processed)

VCAA ID	Study code and GA type	Applied	Appointed	Notes

**[must be returned as part of the application – page 2 of 3]**

### SECTION 3. Work and reviewer history

WHICH VCE UNITS 3 AND 4 STUDIES ARE YOU TEACHING THIS YEAR?

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WHICH VCE UNITS 3 AND 4 HAVE YOU TAUGHT PREVIOUSLY?

YEAR	STUDY/S
2002	
2001	
2000	

EXPERIENCE AS A VCE REVIEWER IN SCHOOL ASSESSMENT

YEAR	STUDY/S
2002	
2001	
2000	

OTHER VCE EXPERIENCE (e.g. Reviewing, Setting panel, Review and Accreditation panels)

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DEGREE/S and AWARDING INSTITUTIONS

--

SUBJECTS PASSED (relevant to this expression of interest)

--

REFEREE/S: (Name, Workplace, Position held, Contact phone)

1.	
2.	

HAVE YOU TAKEN A VICTORIAN GOVERNMENT DEPARTURE PACKAGE?

NO

YES

YEAR

**Please return by  
30 May 2003**

For assistance with this  
Expression of Interest  
phone: (03) 9651 4320 or  
(03) 9651 4474

**ASSESSMENT ADMINISTRATION  
Victorian Curriculum and Assessment Authority (VCAA)  
41 St Andrews Place, EAST MELBOURNE 3002**

**Return by mail or Fax: (03) 9651 4578 / (03) 9651 4368 / (03) 9651 4324**

*[must be returned as part of the application – page 3 of 3]*

# VCE ASSESSMENT

## Reviewer: 2003 School assessment

### INFORMATION FOR APPLICANTS

Reviewing provides:

- valuable professional development and training sessions in assessment
- broad experience of student responses and insight into varied approaches to task and topics
- professional interaction with colleagues.

Reviewers are required to:

- attend meetings and training sessions designed to train them in policies and procedures of the VCAA as outlined in the *VCE Administrative Handbook 2003*
- 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 VCAA policies and procedures.

Preference will be given to applicants who are current practitioners in the study or have been involved in course design and implementation. If appointed, reviewers receive an appointment letter and preliminary training documentation.

### Review by visitation (School-assessed Tasks)

Applicants are required to be available for three or more school days in the designated review 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 is assumed.

### Coursework audit (Coursework)

The audit process is usually an intensive one-day program for each unit of coursework in each study. For each study a very small team is selected, and in many cases only the State Reviewer is required. The actual day is nominated by the State Reviewer in consultation with VCE Assessment staff.

### SCHEDULED DATES

	<b>SIAR 1</b> S.A.T. (Studio Arts only)	<b>SIAR 2</b> Unit 3 Coursework	<b>SIAR 3</b> S.A.T. (AR03/DT03/FY03/ME03/SA03/ST03/VC03)	<b>SIAR 4</b> Unit 4 Coursework
<b>Applications close</b>	<b>30 May</b>	<b>30 May</b>	<b>30 May</b>	<b>30 May</b>
<b>Training</b>	12 or 13 July	(dates to be determined)	20 or 21 October	(dates to be determined)
<b>Review period</b>	24–25 July		27 October – 3 November	

- **All reviewers must complete, sign and have witnessed a Conditions of Appointment that is provided on appointment before they commence any training and assessment within the VCE Assessment program.**
- Teachers may teach Units 3 and 4 and be a reviewer.
- State Reviewers, Assistant State Reviewers and Reviewers are appointed by the VCAA.
- The appointment of reviewers will be based on relevant qualifications and experience, past performance where appropriate (availability to review throughout the state, accuracy of marking and ability to meet administrative requirements including deadlines), the number of applications received relative to the number of reviewers required in each study and other relevant factors.
- In some cases where it may not be possible to be appointed as a Reviewer, it is assumed the applicant would be prepared to be appointed as an Emergency Reviewer if required.
- Applicants should seek approval from their employer to participate in the assessment program where this will coincide with normal employment duties.
- Any change to the personal details information provided on the Expression of Interest form should be communicated to the VCAA as quickly as possible; from time to time the VCAA will contact reviewers by email to check the information.
- Applicants who have not worked for the VCAA previously will be required, if appointed, to provide the necessary Banking and Tax details before payments can be processed.
- Delays in processing of applications, appointments and payments can occur if the required documentation is not completed correctly (e.g. Expression of Interest, Conditions of Appointment, Banking and Tax forms).

Schedule relating to reviewers:

	Appointment	Assessment period	Payment
SIAR 1 Review by visitation	May	July	Payment for work done generally occurs the month following the main assessment period
SIAR 2 Unit 3 coursework audit	June	August/September	
SIAR 3 Review by visitation	August	October/November	
SIAR 4 Unit 4 coursework audit	September	November/December	

*Please note this schedule is general advice only*

Applicants should also refer to the *VCE Administrative Handbook 2003*, pages 6–17 and the VCAA website [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au) for information about the 2003 VCE Assessment program.