

# School Assessment

## Procedures for school assessments subject to review by visitation

### Important dates – SIAR 3

The school's initial assessments for SIAR 3 should be reported via VASS to the VCAA on or before **Wednesday 13 October 2004**. Schools will be notified of the studies subject to review on the School Status Report (SSR) via email on **Monday 18 October 2004**. If a review is required at your school the particular date of visitation will be communicated via email on **Wednesday 20 October 2004**. Reviewers will also phone/fax prior to the visit and communicate to the school the approximate time of arrival and to check details such as availability of the Visitation Liaison Person (VLP), location of the work and parking arrangements. The review by visitation of the School-assessed Tasks will occur during the period: **Monday 25 October – Monday 1 November**.

In some cases schools may be requested to be available on Wednesday 3 November or Thursday 4 November.

## Review of school assessments by visitation

Should your school's School-assessed Task/s in the studies listed below be required for review, VCAA appointed reviewers will visit the school.

### Visual Arts

Art (AR03), Media (ME03), Studio Arts (SA03), Visual Communication and Design (VC03).

### Technology

Design and Technology (DT03), Food and Technology (FY03), Systems and Technology (ST03).

## Initial information requested from schools

Schools need to provide the VCAA with particular information that ensures an effective visitation process. Schools are required to return the Visitation Information Response Sheet by facsimile (03) 9811 6211 or mail by Friday 10 September.

Please use a separate sheet for each study with a School-assessed Task that the school offers.

The following information is required for each study with a School-assessed Task:

### 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 needs 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)
- that any development work is located with the final work, in the one location
- give reviewers the annotated SRF/s indicating if any student work is lost/stolen/damaged or otherwise unavailable and guide them to the student work
- where necessary the 'Lost/Stolen/Damaged' form (*VCE and VCAL Administrative Handbook 2004*, page 188) should be faxed to the VCAA prior to the reviewers' visit
- ensure the availability of a computer that can access VASS
- sign the 'Acknowledgment 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

VCE/VASS coordinators and teachers should refer to **VCE and VCAL Administrative Handbook 2004: Section 8.2, pages 61–66**. Using the set criteria for the School-assessed Tasks as given in the 2004 assessment guides/handbooks, 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.** 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 on the scheduled day of review.

## Documents required from VASS

In VASS go to menu items RESULTS ADMIN → VCE reports to access:

- **Identification sheet** which must be attached to all items of student work and they must be clearly visible.
- **SRF** which must be annotated as required and made available for the reviewers on the day.

## Use of technology in student work

It is the responsibility of the school and teacher/s to ensure that any relevant hardware and software is provided with the 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 by 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 SRF and show the reviewers to the location of student work.

Reviewers will require unrestricted and confidential 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. Further reference should be made to Supplement 2 to the March 2004 *VCAA Bulletin*, pages 6–8.

Any further information required or clarification of visitation procedures should be directed to Susan Meadows on (03) 9811 6236, or email: meadows.susan.s@edumail.vic.gov.au

## VISITATION INFORMATION RESPONSE SHEET

	<b>To:</b>	<b>Susan Meadows</b>
	<b>Organisation:</b>	VCE Assessment Operations (School Assessment)
	<b>Fax:</b>	<b>(03) 9811 6211</b>
	<b>Phone:</b>	(03) 9811 6236
	<b>Email:</b>	meadows.susan.s@edumail.vic.gov.au
	<b>From:</b>	
	<b>Phone:</b>	
	<b>Date:</b>	
	Pages including cover:	1
	<b>Subject:</b>	Visitation information – School-assessed Tasks

School Name: \_\_\_\_\_

VCAA School Code: \_\_\_\_\_

### VISITATION LIAISON PERSON (VLP)

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

\_\_\_\_\_

Tick as appropriate for each study (please use a separate form for each study).

AR03		DT03		FY03		ME03		SA03		ST03		VC03	
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### 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. seven doing photography, three doing portraiture).

\_\_\_\_\_

\_\_\_\_\_

### DATES AVAILABLE FOR VISITATION REVIEW

Please indicate a response for all dates; if **NO**, a reason must be supplied; a blank will be considered to be **YES**.

While it is expected schools will be available for all days they must be available for at least three of the five days in the period 25 October to 29 October.

Day	Date	YES/NO	Reason if date not available
<b>Monday</b>	<b>25 October</b>		
<b>Tuesday</b>	<b>26 October</b>		
<b>Wednesday</b>	<b>27 October</b>		
<b>Thursday</b>	<b>28 October</b>		
<b>Friday</b>	<b>29 October</b>		

*If it became necessary to schedule the visit to the following days would your school be available*

Monday	1 November		
Wednesday	3 November		
Thursday	4 November		

Principal's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Please complete and return this VIRS by Friday 10 September 2004**



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