



SELECTIONS FROM VCE SEASON OF EXCELLENCE

# VCAA Bulletin Supplement 1

## School assessment

### Procedures for school assessments subject to review by visitation

#### Important dates – SIAR 3

The school's initial assessments for SIAR 3 are to be reported via VASS to the Victorian Curriculum and Assessment Authority (VCAA) on or before **Wednesday 12 October 2005**. Schools will be notified of the studies subject to review on the **School Status Report (SSR)** via email on **Monday 17 October 2005**. If a review is required at your school the particular date of visitation will be communicated via email no later than 12 noon **Wednesday 19 October 2005**. Also, reviewers will 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 24 October – Monday 31 October

In some cases schools may be requested to be available on Wednesday 2 November or Thursday 3 November.

#### 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

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 appropriate Visitation Information Response Sheet/s, pages 5–11, by facsimile (03 9811 6211) or mail, on or before Friday 9 September 2005.

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 on the Study Record Form (SRF) and that any developmental work is located with the final work, in the one location
- give reviewers the annotated SRF/s 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 provide 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 including access to 3½" disk drive. It may not have to be the computer used by the VCE/VASS coordinator but the computer must be checked by school staff 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 known issues regarding the school's Internet usage or to the way in which the local system/network works. Reviewers must be able to do their work in confidential and secure surroundings. Technical support or other staff cannot 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 the *VCE and VCAL Administrative Handbook 2005: Section 8.2, pages 61–66*. Using the set criteria for the School-assessed Tasks as given in the 2005 assessment guides, 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. All parts of the tasks such as developmental and final work should be placed together in the one location. All student work must be available for review from 9.00 am on the scheduled day of review.

### **Documents required from VASS**

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

- An **identification sheet** must be attached to all items of student work and they must be clearly visible.
- **SRF** 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 9.00 am and 4.00 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 the reviewers to the location of student work.

Reviewers will require unrestricted and confidential access to a computer that is capable of accessing VASS including access to 3½" disk drive. 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 3 to the March 2005 VCAA Bulletin, No. 23 pages 5–8.

Any further information required or any clarification of visitation procedures should be directed to Susan Meadows in the VCE Assessment Operations Unit 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>	
Phone:	
Date:	
Pages including cover:	1
<b>Subject:</b>	Visitation information – School-assessed Tasks

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

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

Study name: **VISUAL COMMUNICATION AND DESIGN School-assessed Task 2**

### 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. 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>24 October</b>		
<b>Tuesday</b>	<b>25 October</b>		
<b>Wednesday</b>	<b>26 October</b>		
<b>Thursday</b>	<b>27 October</b>		
<b>Friday</b>	<b>28 October</b>		

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

Monday	31 October		
Wednesday	2 November		
Thursday	3 November		

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

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

**Please complete and return this form by Friday 9 September 2005**

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<b>Phone:</b>	
<b>Date:</b>	
<b>Pages including cover:</b>	1
<b>Subject:</b>	Visitation information – School-assessed Tasks

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

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

Study name: **ART School-assessed Task 2**

### 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. seven doing photography, three doing portraiture).

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### DATES AVAILABLE FOR VISITATION REVIEW

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

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<b>Subject:</b>	Visitation information – School-assessed Tasks

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

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

Study name: **DESIGN AND TECHNOLOGY School-assessed Task 2**

### 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).

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

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<b>Subject:</b>	Visitation information – School-assessed Tasks

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

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

Study name: **FOOD AND TECHNOLOGY School-assessed Task 2**

### 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).

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

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

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

Study name: **MEDIA School-assessed Task 2**

### VISITATION LIAISON PERSON (VLP)

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

\_\_\_\_\_

### INFORMATION ABOUT THE STUDENT WORK

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

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

Study name: **STUDIO ARTS School-assessed Task 2**

### VISITATION LIAISON PERSON (VLP)

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\_\_\_\_\_

### INFORMATION ABOUT THE STUDENT WORK

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

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

Study name: **SYSTEMS AND TECHNOLOGY School-assessed Task 2**

### VISITATION LIAISON PERSON (VLP)

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

**Please complete and return this form by Friday 9 September 2005**



Published by

**VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY**

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

