



SELECTIONS FROM VCE SEASON OF EXCELLENCE

VCAA Bulletin Supplement 3

2005 Advice for school assessment

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

- *VCE and VCAL Administrative Handbook 2005*: Sections 7 and 8 pages 52–66 and Sections 13 and 14 pages 107–114
- *VCAA Bulletins* and Memoranda
- VCE Assessment Guides/Handbooks 2005
- *VCE Assessment Reports* (available on VCAA website only)
- *VASS Guidelines to Data Entry of School Assessments* booklet (download in VASS)
- Information available 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
 - Visitation Information Response Sheet (VIRS): SIAR 1 and SIAR 3
 - Additional Teacher Comment Sheet (Technology studies)
- application for Reviewer: School assessment – Coursework and School-assessed Tasks now available online at www.vcaa.vic.edu.au/careers/ssms.html

Visitation studies

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



General information on school assessment

Timelines

The following is an overview of school assessment activities:

March	School Coursework Audit Notification (SCAN) sent to schools via email
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
<p>Coursework Note: this applies to all studies with Unit 3, Unit 4 or Unit 3 and 4 coursework</p>	<p>Coursework audit Portfolios of teacher tasks relating to the outcomes will be requested for checking by the VCAA. Student results are determined by Statistical Moderation.</p>

The School Coursework Audit Notification (SCAN) should be available to schools via email on 21 March 2005 although this can vary depending on the availability and accuracy of enrolment data. For each school, SCAN identifies the studies required to submit a portfolio of teacher task and assessment material. The same studies will be requested for Unit 3 and Unit 4, except Visual Communication and Design which only has a coursework component in Unit 3.

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

Visitation

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

Specific information has been provided in this supplement (pp. 5–8).

Authentication

Authentication requirements are described in *VCE and VCAL Administrative Handbook 2005*, Sections 7, 8, 13 and 14 and the Authentication Record pro forma provided in Appendix 8 (page 191). 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 class time, 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 20 June
SIAR 2	Unit 3 coursework	Monday 25 July
SIAR 3	School-assessed Tasks	Wednesday 12 October
SIAR 4	Unit 4 coursework	Monday 14 November

Reference can be made to the *2005 VASS Guidelines to Data Entry of School Assessments* booklet (available on the VCAA website <www.vcaa.vic.edu.au/schooladmin/vass/vass.html> and as a download from VASS). 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 outcome-related coursework assessment activity undertaken by each student and the score.

Documentation related to school assessment

The *VCE and VCAL Administrative Handbook 2005* provides general information on the VCE (it is also available on the VCAA website: www.vcaa.vic.edu.au/schooladmin/handbook/handbook.html).

The following table summarises documents that should be accessed:

Advice/materials	Description
Course advice	Study Design
Assessment advice	2005 Assessment Guides/Handbooks – available online at www.vcaa.vic.edu.au/vce/studies/index.html
Assessment sheets Found in the respective 2005 Assessment Guides/ Handbooks.	Only provided for School-assessed Tasks in AR03, DT03, FY03, ME03, SA03, ST03 and VC03. www.vcaa.vic.edu.au/vce/studies/index.html
VCE Assessment Reports Reporting on the 2004 Assessment program	Reports will be produced for: – Mid-year and End-of-year Examinations – School-assessed Tasks The reports are available on the VCAA website. www.vcaa.vic.edu.au/vce/studies/index.html

Important information for 2005

The VCAA has received enquiries from teachers about the publication of the 2005 School Assessment advice. In particular, teachers have requested information about the availability of School-assessed Task Assessment sheets and criteria in the following studies: Art, Media, Studio Arts, Visual Communication and Design, Design and Technology, Food and Technology and Systems and Technology.

Please note that all Assessment Guides and Handbooks are available on the VCAA website and can be accessed under the individual study page at www.vcaa.vic.edu.au/vce/studies/index.html

Support for issues with school assessment

Main contacts

School Assessment

Susan Meadows, tel: (03) 9811 6236, email: meadows.susan.s@edumail.vic.gov.au

Arts

Helen Champion, tel: (03) 9651 4668, email: champion.helen.h@edumail.vic.gov.au

Technology

Lorraine Tran, tel: (03) 9651 4407, email: tran.lorraine.i@edumail.vic.gov.au

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

Issue	Contact	Telephone	Fax
<ul style="list-style-type: none"> • Visitation – assessment review • Coursework audit • Authentication 	Assessment Operations	(03) 9811 6236	(03) 9811 6211
<ul style="list-style-type: none"> • Special Provision 	Assessment Operations vcaa.special.provision@edumail.vic.gov.au	(03) 9811 6246	(03) 9811 6244
<ul style="list-style-type: none"> • Student enrolments and results • Amendments to student results • Partnerships • VET programs 	Student Records and Results Unit student.records@edumail.vic.gov.au	(03) 9651 4402 or 1800 653 045	(03) 9651 4470
<ul style="list-style-type: none"> • Technical and system support for VASS problems when entering assessments/results 	Administrative Support Unit (VASS) vass.support@edumail.vic.gov.au	(03) 9651 4482 or 1800 827 721	(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 2005 Assessment Guides/Handbooks.

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 as indicated in this supplement.

For each student, teachers should complete an Authentication Record pro forma for the School-assessed Task (refer page 191 of the *VCE and VCAL Administrative Handbook 2005*). This record should be retained by the school and made available on request to the VCAA.

Special Provision – School-assessed Tasks

If you have students with School-assessed Task work that has been Lost/Stolen/Damaged (LSD) then the form on page 190 of the *VCE and VCAL Administrative Handbook 2005* must be sent immediately to Susan Meadows by fax (03) 9811 6211 prior to the commencement of reviewing.

This LSD form can also be used if a student is given a score for the task under Special Provision arrangements. Reviewers must be alerted before they commence reviewing at a school of any instances where this consideration has been made.

Important visitation dates – SIAR 1

Wednesday 11 May	Return date for VIRS Studio Arts School-assessed Task 1
Monday 20 June	Final day the school's initial assessments for SIAR 1 can be reported to the VCAA via VASS
Monday 11 July	School Status Report (SSR) due in schools indicating which schools are to be reviewed for Studio Arts School-assessed Task 1
Wednesday 13 July	The date of visitation communicated via email. Reviewers will telephone and/or fax the school prior to their visit to indicate their approximate time of arrival
Monday 18 July – Friday 22 July (Monday and Tuesday 25 and 26 July will be held in reserve)	Review of School-assessed Task 1 by visitation
Monday 1 August	Studio Arts grades available to schools

General 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 required from schools for all visitation reviews.

For Studio Arts School-assessed Task 1 schools are requested to use the Visitation Information Response Sheet (VIRS) supplied with this supplement.

The VIRS required for review by visitation in October/November is also supplied with this supplement and schools are requested to complete the information on this sheet prior to its due date of Wednesday 24 August 2005.

The following information is required for all studies:

- **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 or before 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 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 special provision was made) and guide them to the student work
- where necessary the 'Lost/Stolen/Damaged form' (*VCE and VCAL Administrative Handbook 2005* page 190) 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 the 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.

Computer preparation required by the school just prior to review by visitation

VASS will be used to collect visitation reviewer assessments online, i.e. reviewers 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 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

Teachers should refer to *VCE and VCAL Administrative Handbook 2005: Section 8.2, pages 62–66*.

Using the VCAA criteria for the Studio Arts School-assessed Task as given in the *VCE Assessment Handbook Studio Arts 2005*, 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 9.00 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.

- **Identification sheet** must be attached to all items of student work and they must be clearly visible.
- **Study Record Form (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, 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, teacher 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 9.00 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 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 can access VASS.
 - School representatives must not disturb reviewers involved in the assessment of student work on the day of review.
- State Reviewers will accompany Reviewers to some schools during the review period so that the Reviewers can have the direct benefit of consultation with them during the marking phase.

Study specific information

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 *VCE Assessment Handbook Studio Arts 2005* (pages 19–27)
- schools submit Task 1 assessments in SIAR 1 (due to the VCAA by 20 June 2005)
- the GAT comparison analysis identifies schools to be reviewed (notice to schools via SSR on 11 July 2005)
- schools to be notified of their day of visitation if required (notice to identified schools on 13 July 2005)
- the visitation review takes place during the period 18–22 July 2005.

Students undertake and complete School-assessed Task 2; schools retain all associated work

- teachers assess Task 2 as prescribed using *VCE Assessment Handbook Studio Arts 2005* (pages 28–34)
- schools submit Task 2 assessments with SIAR 3 (due to the VCAA by 12 October)
- the GAT comparison analysis identifies schools to be reviewed (notice to schools via SSR on 17 October 2005)
- schools to be notified of their day of visitation if required (notice to identified schools on 19 October 2005)
- the visitation review takes place during the period 24 October – 31 October 2005.

Technology studies

Teacher comment sheet

Technology teachers are reminded that they should complete the 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 Criteria 5, 6, 7 and 8.
- 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 Design and Technology – use to describe the extent to which the production work and diagnostic test procedures demonstrate the qualities associated with Criteria 3, 4, 5 and 6.

SIAR 3 School-assessed Tasks in Technology and the Arts

Important Visitation Dates SIAR 3

Wednesday 24 August	Return date for the VIRS for all SIAR 3 visitation studies. Please ensure that a separate sheet is completed for each study
Wednesday 12 October	Final day the school's initial assessments for SIAR 3 can be reported to the VCAA via VASS
Monday 17 October	School Status Report (SSR) due in schools indicating which schools are to be reviewed for SIAR 3
Wednesday 19 October	The date of visitation communicated via email. Reviewers will telephone and/or fax the school prior to their visit to indicate their approximate time of arrival
Monday 24 October – Monday 31 October (Wednesday and Thursday 2 and 3 November will be held in reserve)	Review of School-assessed Task 2 in Technology and the Arts by visitation
Friday 11 November	Earliest day School-assessed Tasks may be returned to students
Monday 12 December	Final results available to schools

Schools should not organise exhibitions, shows or displays to coincide with the review period. In cases where owing to scheduling commitments this is deemed impossible, it is the responsibility of schools to ensure that the work can be returned to the school for the review process. Schools can indicate on their availability form any clash of dates for consideration by the VCAA.

Release of student work

To assist schools with their end of year planning, Friday 11 November 2005 is the earliest date from which School-assessed Tasks can be returned to students. Schools should have a formal release process and a document that students sign on taking their work from the school premises for the purposes such as an interview. However, the VCAA reserves the right to recall any work from a student should the need arise.

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

Technology Studies

Teacher comment sheet

Technology teachers are reminded that they should complete the 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 Criteria 5, 6, 7 and 8.
- 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 Design and Technology – use to describe the extent to which the production work and diagnostic test procedures demonstrate the qualities associated with Criteria 3, 4, 5 and 6.

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

Any further information required or any 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

To:	Susan Meadows
Organisation:	Assessment Operations (School Assessment)
Fax:	(03) 9811 6211
Phone:	(03) 9811 6236
email	meadows.susan.s@edumail.vic.gov.au
From:	
Phone:	
Date:	
Pages including cover:	
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. 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 18 July to 22 July.

Day	Date	YES/NO	Reason if date not available
Monday	18 July		
Tuesday	19 July		
Wednesday	20 July		
Thursday	21 July		
Friday	22 July		

<i>If it became necessary to schedule the visit to the following days would your school be available</i>			
Monday	25 July		
Tuesday	26 July		

Principal's name: _____

Signature: _____ Date: _____

Please complete and return this VIRS by Wednesday 11 May 2005

VISITATION INFORMATION RESPONSE SHEET

To:	Susan Meadows
Organisation:	Assessment Operations (School Assessment)
Fax:	(03) 9811 6211
Phone:	(03) 9811 6236
email	meadows.susan.s@edumail.vic.gov.au
From:	
Phone:	
Date:	
Pages including cover:	
Subject:	Visitation information – School-assessed Tasks SIAR 3

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 24 October to 28 October.

Day	Date	YES/NO	Reason if date not available
Monday	24 Oct		
Tuesday	25 Oct		
Wednesday	26 Oct		
Thursday	27 Oct		
Friday	28 Oct		

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

Monday	31 Oct		
Wednesday	2 Nov		
Tuesday	2 Nov		

Principal's name: _____

Signature: _____ Date: _____

Please complete and return this VIRS by Wednesday 24 August 2005

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 and 8
Food and Technology	FY03 <input type="checkbox"/>	related to Criteria 3, 4, 5 and 6
Systems and Technology	ST03 <input type="checkbox"/>	related to Criteria 3, 4, 5 and 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 ____/____/2005

Please remove this sheet before returning the work to the student



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