General advice on the School-based Assessment Audit

VCE School-based Assessment Audit for all studies   
at Units 3 and 4

Schools providing the VCE must deliver the course to the standards established by the VCAA, ensure the integrity of student assessments and ensure compliance with the requirements of the VCAA for the relevant assessment program. For school-based assessment the standards and requirements are stated in the assessment specifications set out in the relevant VCE study design and the [VCE assessment principles](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwij84HSk5n9AhWg9nMBHRkVAVwQFnoECAoQAQ&url=https%3A%2F%2Fwww.vcaa.vic.edu.au%2FDocuments%2Fvce%2FVCEassessmentprinciples.docx&usg=AOvVaw3StZUj11hPgyYC8hccTl32).

All VCE studies have a school-assessed component: School-assessed Coursework (SAC) or School-assessed Tasks (SAT) or a combination of both.

The purpose of the School-based Assessment Audit is to check that the standards and requirements set out in study designs are being followed and that assessment is being carried out in line with the VCE assessment principles.

Notification

All VCE studies are subject to the School-based Assessment Audit and all schools are audited annually for at least one VCE study.

Schools are notified of their requirements for audit through VASS. All dates pertaining to the audit are published in the [VCAA Important Administrative Dates](https://www.vcaa.vic.edu.au/administration/Key-dates/Pages/AdminDates.aspx).

Schools can access the list of studies for which they are being audited and the outcomes of each stage of the audit through VASS.

Process

The school-based assessment audit is undertaken by an independent Audit Panel that is appointed by the VCAA. The School-based Assessment Audit for both Unit 3 and Unit 4 usually consists of two stages: an initial audit stage and a further evidence stage. Schools that do not demonstrate that they meet requirements in the initial audit stage are invited to submit further evidence to demonstrate that they meet requirements.

Unit 3 and Unit 4 Audit questionnaire

The first stage consists of a study-specific audit questionnaire which is to be completed online by teachers on behalf of the school. The responses provided by the school to the audit questionnaire enable the VCAA to determine if school-based assessment is following the specifications and requirements set out in the accredited VCE study design and the VCE assessment principles.

The VCAA accepts that schools may submit incomplete or draft assessment materials for audit, and in cases where assessment materials have not yet been drafted, the audit questionnaire allows schools to provide written details of any planned assessment. However, if the school is able to submit finalised assessment materials they should do so.

Each audit submission will be assigned one of the following outcomes:

* The evidence submitted shows that VCAA assessment standards and requirements have been met.

*The evidence shows that this study is being assessed in line with the specifications set out in the study design and the VCE assessment principles.*

* The evidence submitted shows that VCAA assessment standards and requirements have been met, with conditions noted.

*The evidence shows that this study is broadly being assessed in line with the specifications set out in the study design and the VCE assessment principles, with some minor compliance issues noted. The school is advised to take note of the issues identified in the Audit Report. The school is found to have met requirements, on condition that the issues noted are addressed in future assessments. No further action is required at this time, but the school may be selected for audit again during the accreditation period of the study design.*

* There is not yet enough evidence to show that VCAA assessment standards and requirements are being met.

*There is some element of assessment design that is not in line with the specifications set out in the study design and/or the VCE assessment principles, or there was insufficient evidence for the VCAA to determine that requirements are being met. The school may be advised that further evidence or a conversation with the relevant VCAA Curriculum Manager is required to establish that requirements are being met.*

Unit 3 and Unit 4 Further evidence

Depending on the initial audit submission, schools may be required to submit further evidence in Unit 3 or Unit 4. The further evidence requested may be on any aspect of the assessment, including tasks, assessment information provided to students, conditions of assessment, marking schemes or criteria, assessment timeline or moderation processes. Samples of student work will only be requested if serious concern is raised. The submission of further evidence is completed electronically.

For each further evidence submission, the VCAA determines one of the following outcomes:

* The evidence submitted shows that VCAA assessment standards and requirements have been met.

*The evidence shows that this study is being assessed in line with the specifications set out in the study design and the VCE assessment principles.*

* The evidence submitted shows that VCAA assessment standards and requirements have been met, with conditions noted.

*The evidence shows that this study is broadly being assessed in line with the specifications set out in the study design and the VCE assessment principles, with some minor compliance issues noted. The school is advised to take note of the issues identified in the Audit Report. The school is found to have met requirements, on condition that the issues noted are addressed in future assessments. No further action is required at this time, but the school may be selected for audit again during the accreditation period of the study design.*

* The evidence submitted does not show that VCAA assessment standards and requirements have not been met.

*The evidence submitted does not show that the assessment is in line with the specifications set out in the study design and/or the VCE assessment principles. Contact with the VCAA Curriculum Manager may be required and a further audit will be required. Modifications to current materials may also be requested.*

Outcomes and non-compliance

Where a school does not meet VCAA assessment standards and/or requirements at the conclusion of an audit cycle, support will be provided to the teacher/s of the study to guide them through the assessment requirements of the relevant VCE study design. The school will be re-audited for the same study in the following audit cycle.

In the event that a school refuses to comply with audit requirements as requested, the VCAA may contact the School Principal. In the event of serious irregularity, Executive Management of the VCAA will determine whether disciplinary action or other procedures will apply.

Further information

Advice and further information on the School-based Assessment Audit can be obtained from:

School-based Assessment Audit team

Tel: (03) 9059 5166

Email: [school.assessment.vcaa@education.vic.gov.au](mailto:school.assessment.vcaa@education.vic.gov.au)

Resources for School-based Assessment

The information contained in this document should be read in conjunction with the following materials available on the VCAA website:

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| Resource | Link/Location |
| VCE Study Design and *Advice for teachers* | Available on individual VCE study pages on the VCAA website: [www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/vce-study-designs.aspx](http://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/vce-study-designs.aspx) |
| *VCE Administrative Handbook* | <https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx> |
| VCE assessment principles | <https://www.vcaa.vic.edu.au/Documents/vce/VCEassessmentprinciples.docx> |
| *VCAA Bulletins* | [www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx](http://www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx) |
| VCAA Notices to Schools | [www.vcaa.vic.edu.au/administration/schooladministration/notices/Pages/index.aspx](https://www.vcaa.vic.edu.au/administration/schooladministration/notices/Pages/index.aspx) |
| Assessment criteria sheets for School‑assessed Tasks and descriptors for the criteria  Found in the study-specific administrative advice | Only provided for School-assessed Tasks. [www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/vce-study-designs.aspx](http://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/vce-study-designs.aspx) |
| Available VCAA Reports:   * Examination reports: are prepared by the Chief Assessor  and provide feedback on student performance in past examinations. Examination Reports for written exams  contain some answers. * Statistical moderation reports: are available on VASS.  These reports show the impact of the process of statistical moderation on school submitted scores for each school-assessed GA for each study. * School-assessed Coursework reports: are prepared by the State Reviewer in conjunction with the Curriculum Manager  in the first year of implementation for the study. * Past examinations: Past examinations are made available after any copyright issues are finalised. | [www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/vce-study-designs.aspx](http://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/vce-study-designs.aspx) |