**Phil Feain** - Hello and welcome to this VCE Algorithmics (HESS) School-assessed Task on-demand video for the School-assessed Task. The purpose of Video 6 is to support teachers with the administration of the SAT for VCE Algorithmics (HESS). My name is Phil Feain and I'm the Curriculum Manager for Digital Technologies with the VCAA.

In this presentation we will look at: following VCE procedures, the SAT criteria, what to provide students, student completion of the SAT and marking. Information related to the School-assessed Task can be found in the Administrative information for School-based Assessment. This includes the SAT criteria and authentication information, including record forms and the assessment sheet. The SAT involves Unit 3 Outcome 3, Unit 4 Outcome 1 and Unit 4 Outcome 2. It is important to follow VCE procedures when conducting the SAT. Refer to the VCE and VCAL Administrative Handbook and the VCE Algorithmics (HESS): Administrative information for School-based Assessment documents. Also speak regularly with your VCE Coordinator.

On this slide we have a list of things for teachers to consider: The distribution of school policies and procedures to students. Policies around SAT work being lost, damaged or stolen and how to determine a result. Providing a Unit timeline to students. Cross-marking procedures. Moderation procedures. Authentication procedures. Providing feedback to students and the redemption policies for when a student receives an 'N'. The format of the SAT has changed for the new study design. Remember to only refer to the current year's Administrative information for School-based Assessment on the Algorithmics (HESS) study page. Unfortunately, we do sometimes see old criteria being referred to each year. It is really important to provide all the necessary information to students for them to be able to complete the SAT.

One of the first things that students should receive is a course outline or a unit timeline. This details what they are doing from week to week throughout Unit 3 and Unit 4. It includes what they are learning and when assessment is being conducted. This is a sample course outline which can be found in the Advice for teachers under Sample weekly planners. These will need to be modified to use in your school setting. Students should also receive instructions for the SAT. Task conditions such as dates, timelines, submissions, authentication, etc. Criteria for the SAT and feedback regarding results.

On this slide we have a list of items that teachers need to consider regarding student completion of the SAT. Students should be encouraged to complete their work at school. Depending on the school timetable they should have several classes a week to work on their SAT. Students can also work on their SAT outside of school times. As such, authentication procedures must be followed for all student work in relation to the SAT. Students are not to submit draughts of their criteria. Observation is used for authentication. SATs require an extended period of time for completion, often involving multiple lessons. And a SAT should not be treated as a SAC. In terms of marking and the submission of VASS scores, students need to complete and submit their SAT criteria, and so you as the teacher can have ample time for: marking, checking, cross-marking, moderating, VASS entry and final checking. Identify the date when your school wants the VASS scores for entry and plan backwards. I've worked in schools where they wanted the VASS scores a week before the final due date.

Some things to be aware of when marking the SAT. The VCAA SAT criteria and performance descriptors are mandated and must be used when assessing student work. Each assessment criterion is to be marked holistically. The teacher uses their professional judgement to determine a score out of 10 for each criterion. You need to consider how you mark and the effect of your marking on the statistical moderation of the marks. Be aware that the awarding of a 0 instead of an NA can affect the statistical moderation of your class results. In this presentation we looked at: following VCE procedures, discussed the annual SAT criteria, discussed what to provide students, discussed student completion of the SAT and discussed marking.

Thank you for following this presentation. If you have any questions regarding this presentation, you can contact Phil Feain, the Digital Technologies Curriculum Manager, at the contact details below.

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