VCE Software Development 2024

Video 6

Unit 3 School-based Assessment Audit process

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

VICTORIA State Government

Acknowledgement of Country

The VCAA respectfully acknowledges the Traditional Owners of Country throughout Victoria and pays respect to the ongoing living cultures of First Peoples.

Purpose of this presentation

- Provide a brief overview of the School-based Assessment Audit process for Unit 3 Software Development.

General advice on the audit

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.

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

Why audit schools?

- The purpose 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.

- 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.

- All schools are audited annually for at least one VCE study and all VCE studies are subject to the School-based Assessment Audit. An increased number of schools are audited for VCE studies in the first year of implementation of a reaccredited VCE study design.

VCE Assessment principles

- VCE assessment should be valid and reasonable

- VCE assessment should be equitable

- VCE assessment should be balanced

- VCE assessment should be efficient

Unit 3 Questionnaire

- The first stage consists of a study-specific audit questionnaire which is 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.

For each submission received to the audit questionnaire, the VCAA determines one of the following outcomes:

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

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

- The evidence submitted determines that VCAA assessment standards and requirements have not been met.

Unit 3 Questionnaire – Planning

- Meet with your VCE Coordinator to discuss the process for completing the audit.

- Go through the questions with them. They should be able to discuss the procedures with you. Some schools have several meetings.

- Some documents to refer to:
  - VCAA 2024 Important Administrative Dates and 2024 Assessment Schedule.
  - VCE Administrative Handbook 2024.
  - 2024 General Advice on the School-based Assessment Audit.

Unit 3 Questionnaire – Have with you

- VCAA provider number

- The relevant study design – Applied Computing

- The 2024 Administrative information for School-based Assessment

- Assessment timeline for the unit

- Developed SAC tasks/SAT instructions or plans/outlines of SAC/SAT tasks for the unit

- Developed marking guides or marking schemes

- VCE policies relating to school-based assessment

- Any commercial materials used in school-based assessment

- Any SAC tasks from previous years used in the current year's school-based assessment.

VASS Report

Schools will receive a report through VASS on the outcome of the audit. This report includes details such as:

- The outcome of the audit.

- The VCE assessment principles not addressed.

- Actions required by the school.

- Comments provided by the Audit Panel.

Unit 3 Further evidence

- Depending on the outcome of the audit questionnaire, schools may be required to submit further evidence in Unit 3.

- 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.

Unit 3 Further evidence

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 submitted determines that VCAA assessment standards and requirements have not been met.

Outcomes and non-compliance

- Most schools will meet requirements within an audit cycle, for example Unit 3 or Unit 4.

- 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.

- The VCAA will draw any serious evidence of non-compliance to the attention of the principal. In the event of serious irregularity, Executive Management of the VCAA will determine whether disciplinary action or other procedures will apply.

Completing the audit questionnaire

- Ensure all questions are answered and completed.

- Ensure responses include all the relevant details required.

- Complete all sections of the questionnaire.

- Speak with your VCE Co-ordinator when writing responses to questions regarding how VCE procedures are being followed. Also have the VCE Administrative Handbook 2024 with you.

- Ensure your dates within your timelines align with VCAA or VASS submission dates.

Completing the audit questionnaire

- Ensure the correct outcome tasks and timelines are uploaded.
- Ensure questions relating to the SAC and SAT content are referenced using the study design or Administrative information for school-based assessment.
- Ensure responses are in your own words. Do not copy and paste responses from other sources.
- Ensure responses address the questions asked.

Submission of further evidence

- Ensure the requested outcome tasks, timelines, instructions, or Authentication record forms are submitted.

- Ensure all tasks are developed against the outcome statement, key knowledge, key skills and performance descriptors.

- Ensure any commercial tasks have been modified. The tasks need to be significantly modified in terms of context and content. They also need to be checked against the outcome statement, key knowledge, key skills and performance descriptors.

- Ensure any tasks and content used from previous study designs have been modified to ensure they meet the current study design requirements.

- Ensure marking schemes relate to the assessment tasks and provide an indication of how marks are allocated and the weighting of marks.

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