



## MELBOURNE HIGH SCHOOL

### Policy Statement and Administrative Procedures School Assessed Coursework and School Assessed Tasks (Reviewed December 2019)

#### I. School Assessed Coursework

The Victorian Curriculum and Assessment Authority (VCAA) describes School Assessed Coursework (SAC) as the assessment tasks designed to assess the VCE unit learning outcomes. These assessment tasks must be a part of the regular teaching and learning program and must not unduly add to the workload associated with that program. A School Assessed Task (SAT) is used in studies where products and models are required.

#### II. Scheduling of SAC and SAT assessment tasks

- i. Staff should check the School Calendar when planning assessment dates to avoid days of significant School events.
- ii. The Assistant Principal (Curriculum) must approve all assessment dates (or commencement dates, where assessment occurs over a defined time period) and publish these dates on the Compass calendar in consultation with faculty & subject co-ordinators.
- iii. Wherever possible, faculties should ensure that SAC assessments are conducted during regular class time and within a limited and consistent timeframe.
- iv. SACs can only be scheduled on a Wednesday afternoon (periods 6 & 7) in consultation with the Assistant Principal (Curriculum) prior to the commencement of the school year. Precedence will be given to SACs that involve multiple classes and that are impracticable to run during regular class time.
- v. SACs conducted outside regular class time must be arranged with the approval of the Assistant Principal (Curriculum) and the Daily Organiser. When a SAC assessment task is required to be scheduled outside regular class time, the organisation of the time, venue and supervision is the responsibility of the relevant faculty staff, in consultation with the Assistant Principal (Curriculum).
- vi. SAC assessment must **not** be scheduled during Senior Sport (Thursday lunchtime onward).
- vii. SAC assessments must **not** be scheduled before the start of Period 1 (8.57am).

- viii. SAC assessment tasks should not replace or be incorporated into the School's trial examinations conducted as preparation for the end of year VCAA examinations. Only in exceptional circumstances would this be allowed (see rule IV.d. below)
- ix. SACs must NOT be scheduled after the start of the VCAA exam period, nor will student work submissions be accepted beyond the VCAA exam period.
- x. Language Oral assessments should **not** be conducted in the SLC interview rooms as these rooms are required for student management issues.

### III. Re-scheduled SAC and SAT assessment tasks

- i. Students are required to attend all scheduled classes on the day of a SAC **and in the days leading up to a SAC**. Failure to do so may result in a refusal to allow the student to undertake the SAC or the awarding of a score of zero. The School recognises that students may be absent from scheduled classes for a number of legitimate reasons. These include:
  - Attending another school approved activity
  - Absence due to illness supported by a certificate from a treating medical doctor
  - Absences for other reasons (e.g. funeral, religious activity, etc.) approved by the School (notification from the parent on the day and expected timeframe of absence)

**Medical illness:** if the medical condition occurs on the SAC date, students or their parent/ guardian must contact their class teacher and/or SLC immediately. They must provide a certificate from a treating medical doctor to their class teacher and SLC immediately upon their return to school.

If the medical condition occurs before the SAC date, then the medical certificate must include the expected timeframe, from date of absence to date of return to school.

Any practical component of a SAC is compulsory. Students should be aware that the rules above apply to all parts of a SAC, i.e. written and practical.

- ii. All students are to sit SACs according to the prescribed date. Failure to do so without sufficient justification (see below) will result in a SAC score of zero. A student in this position is still required to demonstrate competence in the outcome in order to achieve an S.
- iii. Students who are enrolled in school-approved activities which occur on Wednesday afternoons (e.g. VET, Extended Investigation, Drama & Theatre Studies) are automatically exempt from SACs occurring at the same time; however, they are responsible for negotiating an alternative arrangement with their class teacher or the subject coordinator **at least one week before** the scheduled beginning of the SAC.
- iv. A student may be granted permission to sit the SAC on an alternate date if:
  - a. they are representing the school in an authorised sporting, musical or other event. In this case, they are responsible for negotiating an alternative arrangement with their class teacher or the subject co-ordinator, allowing as much time as possible before the scheduled beginning of the SAC.
  - b. they provide a medical certificate proving illness. Unwell students should contact their SLC on the day of the SAC and supply a medical certificate to the Attendance Officer when they return. An unwell student who does not provide a medical certificate will receive a **SAC score**

of zero.

v. **Rescheduling of SACs**

- a. Rescheduled or catch-up SACs must **not** be scheduled during Senior Sport (Thursday lunchtime onward). The **only** exception could be when the student missed the SAC due to an authorised MHS sporting event. In this case the class teacher or subject co-ordinator can make a formal request in writing to the Director of Sport who will then decide whether the student is permitted to sit the SAC during Senior Sport time.
- b. Unless arrangements have been made between the student and class teacher, the default timing of the SAC re-sit will occur on the afternoon of the **next Tuesday** afternoon.

*e.g. Chemistry SAC missed on Wednesday 12 April due to student illness. The student can then expect to sit the SAC the following Tuesday 18 April, beginning at 3.35pm. This will be supervised by an Education Support staff member and will typically be held in N.31. The SAC duration will be the same as the original SAC.*

- vi. Normally, arrangements for rescheduling SACs are made directly with the class teacher or subject coordinator; however, it may sometimes be appropriate for SLCs to facilitate arrangements.

IV. **Assessment of Coursework**

- a. The assessment guides for each subject specify the marks to be allocated to each task. The School will inform students of the criteria for assessment of each SAC. Students will be issued a raw score or a letter grade (A+ to E or UG) for each SAC, depending upon the task.
- b. Note that these marks/grades are provided to students as a form of feedback on specific SAC performance and are not to be regarded as final marks or letter grades for school assessment.
- c. If in the judgement of a teacher, work submitted over the course of a Unit has not demonstrated one or several outcomes, the relevant SLC must be notified of a provisional N result by no later than the trigger date set for each semester (see below):

*Units 1 and 3 - Monday of Term 2, Week 8*

*Units 2 and 4 - Monday of Term 3, Week 9*

- d. The SLC will notify the student and parent of the provisional N result and negotiate with the teacher to allow the student to complete or submit further work to redeem an S result. For Unit 4, the Trial Exam may serve as the opportunity to demonstrate the required outcomes.
- e. If an opportunity to redeem a provisional N result has been provided and in the judgement of a teacher, the unit outcomes has still not been demonstrated, then the SLC will confirm the N outcome with the student and parent. Note that it is only the SLC who communicates an N grade to the VASS co-ordinator.
- f. SACs scheduled in Term 4 cannot produce an N result.

V. **Satisfactory Completion of Outcomes**

For satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set of outcomes as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's judgment of the student's overall performance on a combination of set work and assessment tasks related to the outcomes. Students should be provided with multiple opportunities to develop and demonstrate the key knowledge and key skills required to satisfactorily pass the outcomes for the unit. Note that the assessment of levels of achievement is separate from the decision to award an S for satisfactory completion of a unit.

## **VI. Resubmission**

Students must be given the opportunity to resubmit work that has not been satisfactorily completed, provided they can show evidence of a reasonable attempt on their part to complete the work by the due date. Resubmission occurs to allow S to be demonstrated. The original mark/grade given to the work will remain unchanged.

## **VII. Extension of Time**

Eligible students may apply for an Extension of Time to complete prescribed coursework. Eligibility will be determined based on evidence of the following criteria: physical disability, personal hardship and absence due to illness or significant school co-curricular involvement. Documented evidence such as a medical certificate is a mandatory requirement. In general, students must be able to provide evidence of the work in progress when making an application. Applications for Extension of Time must be made prior to the scheduled assessment date(s).

## **VIII. Authentication**

Authentication is the term used to cover the procedures for ensuring that the coursework submitted by students for assessment tasks is their own work. All unacknowledged work submitted by students must be genuinely their own. It is the student's responsibility to produce evidence to help authenticate their work. Faculties are responsible for designating relevant procedures and requirements. Procedures that teachers may use to authenticate student work include:

- students retaining appropriate documentation of the development of their work
- work completed in class under teacher supervision – keeping records of consultations with the student
- setting a test or requiring an oral explanation of work – all resources used are acknowledged by students
- knowledge of student's ability and past history
- changing topics if appropriate. Students should also read the School's policy statement regarding Intellectual Theft / Plagiarism. Those sections of work that cannot be authenticated will not be assessed.

## **IX. Breach of Rules**

The appropriate Student Learning Coordinator (SLC) must be informed of any breach of School Rules. In some cases, the Principal will determine action to be taken. A student may appeal any decision on a breach of School Rules. Appeals will only be considered on procedural grounds. It is the student's responsibilities to produce any relevant evidence in support of such an appeal. The Principal will determine any such appeal. Any breach of the VCAA rules relating to assessment will be dealt with according to the procedures outlined in the VCE Administrative Handbook.