

## **Koonung Secondary College - Remote Learning SAC Policy**

In the current environment KSC will need to deliver some Year 12 School-Based Assessment (SACs) remotely. The VCAA recommends the remote delivery of SACs to maintain the continuity of the learning program and prevent concern for students that assessment is not being conducted. These SACs could be the tasks already developed or a modified version that is more achievable through remote delivery.

The data collected from these assessment activities may be validated at a later date, when schools return, or form the basis of a School-based Assessment derived score if a validation activity is not possible.

### **In conducting remote assessment of School-assessed Coursework, the VCAA and KSC recommends**

- All SACs are kept secure prior to delivery, to avoid unauthorised release to students and thereby compromising the assessment
- Teachers carefully consider and select the most appropriate type and form of School-Assessed Coursework for the outcomes from the range of options that are prescribed within each of the study designs
- Subjects with multiple classes should undertake SACs at the same time and have the same submission dates
- Teachers should allow access to assessments through Learning Tasks just prior to SAC start and have a clear final time for online submission
- Teachers could observe SAC completion and submission through Zoom
- Teachers in subject teams should work together in cross-marking to avoid collusion
- All SACs will have to be designed to be open book as there is no way to ensure students are not accessing resources while completing an assessment
- Teachers consider the length of time allocated to the activity; time will need to be added to compensate for the remote delivery of timed SACs. An additional 15 minutes should be added to allocated time to allow for submission. For example, a 60-minute SAC should have 75 minutes allowed for access, completion and submission.
- There is clear communication with students that details when and how the assessment is to be conducted. These instructions may also detail how important it is for the student to be in an environment free from potential distractions or interruptions during the time allocated to the task
- Teachers may need to modify assessment to exclude comprehension tasks such as definitions and identifications and add more application tasks which allow students to use critical thinking and analysis skills
- Teachers will need to modify SACs with practical components to comply with social distancing (see information below)

- Teachers will need to consider the complete replacement of multiple choice questions within remote SACs due to the ease of student collusion

**After assessment tasks are submitted and marked, teachers should provide feedback to students**

**Appropriate feedback includes**

- Providing marks for questions/tasks undertaken
- Advising on particular problem areas
- Advising on where and how improvements can be made for further learning
- Reporting S or N decisions and/or written comments on students' performance against each outcome

**Scheduling of SACs**

- Single class subject SACs can take place during class time
- All subjects with multiple classes will need to complete their SACs at the same time
- SACs for subjects with multiple classes can be scheduled for after regular school hours
- SAC dates/times must be placed on the new 'Year 12 Remote SAC Timetable 2020' on the KSC Staff OneNote at least two weeks prior to the SAC being undertaken
- SACs can recommence from Week 3 of Term 2 to give staff and students time to adjust and prepare for these alternative arrangements
- SACs can now be held until the end of Week 3 of Term 4
- SAC dates/times must not clash with another subjects SAC already placed on the timetable
- SACs that contain a practical component with students on the college grounds must be submitted for approval to the KSC Senior School Director and Executive Team at least 3 weeks before commencement (see information below)
- SACs should be distributed and submitted through Compass Learning Tasks
- Teachers must ensure their class is aware of the SAC dates/times one week in advance. This communication must also contain the information:
  - o How to access the SAC
  - o Conditions of the SAC (eg. writing time and time of submission)
  - o How to submit the SAC when completed

### **Research Assignment SATs/SACs**

- Students may be required to participate in ongoing research or an extended investigation
- Students will be made aware of the final submission date of the SAT/SAC
- The teacher will need to keep a record of student completion at different stages throughout the process in order to satisfy authentication requirements
- An authentication sheet also needs to be signed by each student to validate it is their own work

### **Submitting SACs**

- SAC submission should be through Compass Learning Tasks
- When SACs are handwritten, students should use applications such as Genius Scan to convert and submit work to Compass Learning Tasks as one PDF
- SACs can be completed using live online platforms such as OneNote or Style. A Learning Task on Compass will need to be created and updated by the teacher on submission of the task using the online platform

### **Special Provisions**

- Please check student's provisions for special SAC arrangements as you may need to allow an extra 10 minutes' rest break per hour for some SP students
- Most other provisions are inapplicable for remote SACs but please check with Senior School Team if you are unsure

### **Missed SACs**

- When students do not submit a SAC, teachers must follow the normal missed SAC process by entering the details on Compass
- Teachers must email the Year Level Coordinator with an alternate SAC and all the details that were given to the class as detailed above
- The Year Level Coordinator will schedule the student to an alternative SAC time once a medical certificate or statutory declaration is received
- The Year Level Coordinator will forward the completed SAC to the teacher with confirmation that the SAC was completed in the correct timeframe

### **Connectivity Issues**

- If students are experiencing connectivity issues and cannot access their SAC or submit their SAC then they will need to take photo evidence of the issue and email it to their teacher and then submit when connectivity is restored

- If the students fail to receive the SAC then they need to take photo evidence of the issue and they will then need to be added to the missed SAC process so they can complete an alternate SAC at another time
- If any SAC is disrupted by connectivity issues, along with photo evidence the student's parents will need to contact the subject teacher to validate the issue

#### **Practical SACs on-site**

- These SACs must be discussed with the Senior School Director and Executive Team prior to their organisation. They should only be considered when a key component of the courses assessment is impossible or exceedingly difficult to modify for remote learning
- Practical components of SACs can be undertaken on-site at school under strict social distancing stipulations
- This SAC must comply with the Remote Model Operating Guidelines of 1:10 students, this may necessitate the use of another teacher or ES staff member in another room to observe the SAC
- Both practical and written components of SACs must be placed on the 'Year 12 Remote SAC Timetable 2020'