

The accreditation period for VCE Extended Investigation has been extended and expires 31 December 2024.

VCE Extended Investigation 2019–2024

Externally assessed task

Written report specifications

Overall conditions

The externally assessed task for Unit 4 consists of a written report and an oral presentation that together will contribute 60 per cent to the study score.

The mark structure of the two components of the externally assessed task is as follows:

- written report – 60 marks
- oral presentation – 40 marks

Date of submission for the written report: Refer to 'Important Administrative Dates' on the Victorian Curriculum and Assessment Authority (VCAA) website.

The written report will be marked by two assessors appointed by the VCAA, using the criteria on page 3 and the descriptors published annually on the VCE Extended Investigation study page on the VCAA website.

VCAA rules for the authentication of school-based assessment will apply.

Content

In preparing the written report students will draw on key knowledge and key skills from Unit 3, Outcomes 1, 2 and 3, and Unit 4, Outcomes 1 and 2.

The written report must have as its basis a specific research question or hypothesis expressed as a question. It must comply with the structure given on page 21 of the *VCE Extended Investigation Study Design 2019–2024*.

The word limit for the written report is 4000 words, with a 10 per cent tolerance. This includes an abstract of 250–300 words.

The word count includes all words in the abstract and all words used in the body of the written report from the start of the introduction to the end of the conclusion, including any quotations. The word count does not include:

- title page
- table of contents
- acknowledgments
- footnotes/in-text references
- additional material, such as charts, tables, graphs, diagrams and mathematical expressions
- bibliography or reference list
- appendices.

Explanatory notes or commentaries must not be included in the footnotes.

Appendices may be used to provide background information, such as the questions asked in a survey. Appendices are not to be used as a means of expanding or developing the material covered in the body of the written report.

All written reports that exceed the word limit will be reviewed by the Chief Assessor as non-compliant with the written report specifications and may be subject to a final score adjustment.

Written report submission

The written report must:

- be typed on A4-sized pages
- use a 12-point standard typeface, such as Times New Roman or Arial, and a line spacing of 1.5
- have numbered pages
- be provided electronically as a .pdf file.

The student's name, teacher's name, school's name etc. must be removed from the submitted written report, including the appendices.

The written report must be submitted electronically to the VCAA via a secure file transfer site in the recommended file format using standard file naming conventions. It must be received by the VCAA by 5.00 pm on the date given in 'Important Administrative Dates'.

For each student two .pdf files must be submitted to the VCAA:

- one file containing the written report, named only with the student's number
- one file containing the VCE Extended Investigation: Student and teacher declaration, named 'declaration+[insert student number]', for example, 'declaration+123456789'.

VCAA Assessment Operations will provide details about the submission of files annually, in August, to all schools with students enrolled in the study.

It is critical that teachers maintain electronic copies of student work that has been submitted to the VCAA for at least one fortnight after the submission date.

Authentication

Authentication requirements are set out in the sections 'Authentication' on page 8 and 'Authentication and support throughout an extended investigation' on page 11 of the *VCE Extended Investigation Study Design 2019–2024*.

The VCE Extended Investigation: Student and teacher declaration must be submitted to the VCAA as a separate file with the written report. This form is available on the VCE Extended Investigation study page on the VCAA website.

Schools using plagiarism software are required to declare which software they have used and the similarity index as part of the authentication process. The VCAA will also conduct authentication checks and procedures.

School assessment of written report

Teachers are required to make an initial assessment of a student's work against the published criteria using the marking sheet provided. The initial marking against the criteria is to be submitted on VASS. The initial assessment of the student's written report will be used by the VCAA as part of quality assurance procedures for the external assessment of the written report.

Criteria

1. Knowledge and understanding of the research area
2. Analysis and evaluation of argument and evidence
3. Response to the research question
4. Synthesis of findings and evaluation of the investigation
5. Clarity and effectiveness of writing
6. Observance of report writing conventions, including citations and bibliographic referencing of sources

The assessment criteria and performance-level descriptors for the written report can be found on the VCE Extended Investigation study page on the VCAA website.