Last day for VCE School-based Assessment results and School-assessed Task scores

The last day to enter School-based Assessment results and School-assessed Task scores in VASS is Wednesday 30 October.

Best practice supports checking all results before entry, as per the following example:

1. VASS administrators distribute class lists to teachers for entry of School-based Assessment scores.
2. Teachers return completed lists to VASS administrators for data entry.
3. Class lists that include the entered School-based Assessment score are distributed to teachers for checking.
4. Teachers check the results, make any changes and return signed class lists to VASS administrators.
5. Any changes are entered in VASS.

Please refer to the [**2024 Assessment Schedule**](https://www.vcaa.vic.edu.au/administration/Key-dates/Pages/AssessmentSchedule.aspx)for the list of studies that require scores (look under Unit 4 School-assessed Tasks – Wednesday 30 October and Unit 3 and 4 School-based Assessment – Wednesday 30 October).

1. VCE School-based Assessment Input Sheets

Input Sheets should be produced for distribution to the appropriate teachers using the menu ‘Results Admin > VCE Reports > School Scores > by Class’:

Select ‘SIAR 8 Unit 4 SAT and SAC’

Select a Unit or leave as ‘ALL’

Select the appropriate Graded Assessment or leave as ‘ALL’

Select a Class Code or leave blank for all classes.

Home schools with students undertaking VCE Dance (DA03) with a private provider need to enter the coursework scores for their students. To print the appropriate ‘input’, ‘summary’ and ‘missing results’ reports for VCE Dance students, set the ‘Display Students Assessed Elsewhere’ flag to ‘Yes’.

2. School Scores (Coursework)

All students must have a score entered by the due date. If a student’s score is not available, the school must enter all other task scores for that unit and send the 2024 Critical Dates, Extension of Time to Enter Enrolments or Results form available from the downloads section of VASS to Student Records and Results.

The principal must endorse the form, informing the VCAA of the student’s details, the reason why this score is unavailable and advise when the score will be forwarded to the VCAA on a Score Amendment Sheet.

RESULTS ADMIN > VCE Reports > School Scores > Amendment Sheet

A spreadsheet identifying tasks and maximum scores, 2024 Data Entry All Studies, can be downloaded in VASS using the menu: SYSTEM ADMIN > Downloads.

Results for Unit 4 VCE School Scores (Coursework) are entered in VASS using the menu: Results Admin > VCE Results Entry. Select the required Unit 4 and click on the Modify School Scores button, then select the Cycle 2.

A score between zero and the maximum, or NA (Not Assessed) must be entered.

A zero score should only be given where:

* the work was submitted but did not score against the assessment criteria
* was not submitted for part of the graded assessment e.g. one of the required outcomes.

NA should only be given where the work:

* was not submitted for assessment
* where students have left school
* withdrawn from the study before assessment has taken place but after the official closing dates.

A report to identify students with NAs or Zero Scores may be produced using the menu: RESULTS ADMIN > VCE Reports > School Scores > NAs and Zeros.

Please note: schools are reminded that scores must not be left blank. Late fees apply for non-entry of results after closing dates.

3. Check for Missing School Scores

After scores have been entered, it is essential that schools identify any students who have missing results by running the report:

* + RESULTS ADMIN > VCE Reports > School Scores > by Class
	+ Select ‘SIAR 8 –Unit 4 SAT and SAC’
	+ Set Display Missing Results Only? to ‘Yes’.

If the message ‘No results matched the parameters, you entered. Please try again’ appears, then there are no missing results.

4. Summary Sheets for Teachers

As part of the internal school audit process, it is essential that the School Scores by Class reports be produced once the scores have been entered and then returned to teachers for checking. The reports should be printed with the SIAR set to ‘SIAR 8 – Unit 4 School-based Assessment’ and the Display Missing Results Only? to ‘No’.

5. Quality Assurance

In addition to checking for missing school-based assessment scores, schools are encouraged to run the report: SCHOOL ADMIN > School Statistics > School Scores Summary.

This report allows VCE Coordinators and/or teachers to easily view summary level statistics on the range of initial school scores entered for VCE Unit 3-4 Coursework.

This report can be used in conjunction with the RESULTS ADMIN > VCE Reports > School Scores > by Class or by Student Report, which provides a detailed list of scores awarded at student level to provide schools with a comprehensive analysis of the school assessment task scores they have entered.

Teachers can also use the RESULTS ADMIN > VCE Reports > School Scores > by School (Ranked) report to check student rankings across individual studies and for studies with multiple classes.

6. Modify Key Dates

VASS administrators can now enter a date before the VCAA cut-off key date for school-based user groups. This will allow the VA to set an internal date for data entry of school results by teachers etc. before the VCAA date.

Locking the selected user group out of VASS data entry screens will make sure the data is not being changed during the auditing of results and any changes can be made by the VA if required before the VCAA deadline.

SYSTEM ADMIN > Modify Key Dates

* + Select the Key Date to be modified and click on [View Date].
	+ Enter a date prior to the VCAA Key Date for the group to be restricted and click on [Save.]

Once the date has been changed for a group, for example Teacher Unrestricted, all teachers in the TE group who log in to enter data will see the modified date on the home page of VASS.

The VA will see an asterisk against the VCAA Key Date, which will alert the administrator that there has been an alternative date entered for at least one school-based group.

7. Late Amendments to School Scores (Coursework)

The Score Amendment Sheet must be used to request a change for any score after the due date of Wednesday 30 October. The Score Amendment Sheet may be produced using the menu: Results Admin > VCE Reports > School Scores > Score Amendment Sheet.

Queries on this matter should be referred to the Student Records and Results Unit.

Schools are advised that requests for score changes after results have been released are subject to strict audit procedures and schools may be required to submit the work for audit or review.