



MELBA COLLEGE: ASSESSMENT FOR YEAR 10 POLICY

RATIONALE:

Year 10 is an important year, as students prepare for either a VCE or VCAL program in the following years. An important strategy to promote successful outcomes for students is to develop their familiarity with the style and format of the assessments used in Year 11 and 12. Thus the incorporation of similar styled School Assessed Coursework or School Assessed Tasks (SAC/SATs) in Year 10 will assist students in developing that familiarity and therefore increase their chances of success.

The use of common School Assessed Coursework across multiple classes of the same subject at Year 10 will assist in ensuring consistency of standards when assessing student work, as performance on each SAC/SAT should also be used to assess the VELs/AusVELS level at which each student is operating. Student performance on each of the SAC/SATs in each of their subjects will also assist in the counselling of the students into future VCE/VCAL courses.

GUIDELINES:

- All subjects at Year 10 will be required to set a minimum of three SAC/SATs to determine satisfactory completion of the unit.
- The SAC/SATs that are set must enable students to perform at their appropriate VELs/AusVELS level.
- Where there are multiple classes of a subject at a particular year level common SAC/SATs must be used for each class.
- A minimum of one week's prior notification of the date of the SAC/SAT must be given to all students.
- SAC/SATs assess each student's understanding and skill development resulting from the completion of a series of Work Requirements. These Work Requirements may be assessed but only contribute to the determination of the satisfactory completion of the unit in exceptional circumstances. The Senior School Leader will determine this on a case by case basis.
- Information provided to students about each SAC/SAT must contain:
 - Criteria for Satisfactory Completion, which identify factors such as format, structure, content and process required. This is what is used to determine S or N.
 - An Assessment Rubric that identifies the level at which each of the standards being assessed has been addressed by each student. The level for each standard should be based on VELs/AusVELS. This is used to determine the numeric grade and provide evidence for the VELs/AusVELS Level at which the student is operating_(not S or N)

IMPLEMENTATION:

- Students are required to complete the SAC/SAT on the date pre-set by the teacher. This date needs to be clear of events at the time of setting the date.

- Where applicable each SAC/SAT will be prepared in a format that parallels that of the SAC/SAT in the associated VCE Units 1 & 2.
- School Assessed Coursework will be carried out under conditions that reflect that of the School Assessed Coursework in the relevant VCE Units 1 & 2.
- School Assessed Coursework will be assessed in accordance with a published set of criteria and an assessment rubric given to the students at the same time the School Assessed Coursework is set.
- School Assessed Coursework not satisfactorily completed will be followed up through the Year 10 Unsatisfactory Completion of School Assessed Coursework Process.
- Student performance on the School Assessed Coursework must be reported on in the semester report.
- If any Domain Area believes that this policy cannot be applied to any of their SAC/SATs the Senior School Leader should be advised immediately.

LINKS:

- Melba College Administration of SAC/SAT Procedures
- Melba College Assessment for Unit 3 & 4 Policy
- Melba College Assessment for Year 10 Policy
- Melba College Excursions Policy
- Melba College Camps and Tours Policy

Prepared By:	Submission to Council	Review Date:
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