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10 August 2020

Dear Parents and Carers

As we move into online learning for Term 3, the staff are committed to supporting students to deliver a quality learning program that includes continuing to deliver school-based assessment remotely for Term 3. It is important that we work together as a community to deliver flexible, consistent and valid assessment tasks.

The arrangements for school assessed coursework are as follows;

#### VCE Unit 2:

- Students will be generally required to complete formative assessment tasks. If tests are required, then the subject teacher will schedule and administer the task during the online 'class time' using the delivery method described below for Unit 4 SACs

#### VCE Unit 4 SACs:

- Unit 4 SACs will be conducted during Term 3, via online delivery methods.
- Students and families will be issued a '2020 SAC Authentication Record'. Students and a parent/carer will sign this document after completion of each SAC. By signing the VCAA Authentication record students/parents/carers are verifying that the student completed the SAC under the Remote Learning SAC rules.  
If the SAC task is conducted on a google form the first question will have a check box outlining authentication policy and acknowledgement. If the SAC is on a word document the authentication record should be scanned and uploaded to the subject teacher on the day the SAC is completed. The CMC Remote Learning SAC rules and authentication record are attached.
- The majority of SACs will be completed during class time over Google Meets, to allow **teaching staff to supervise**. If this is not possible an adult should supervise the SAC.
- Subjects with multiple classes will complete SACs on Monday period 6/7, Tuesday period 4/5 or Friday period 6/7. It is expected for these SACs that students will be supervised on a **Google Meet where possible by staff members**. Families will be notified if the subject is has too many classes to be supervised in this manner. In this situation the student should be supervised at home by an adult where possible. If a student is unable to be supervised during the scheduled SAC time, families should contact the teaching staff member of the subject in which the SAC is being undertaken and an alternative arrangement will be made.
- Teaching staff will email students an outline of the how the SAC will be conducted. Students should make teaching staff aware of any technical difficulties so that staff can assist students.
- Students who require a SAC to be rescheduled should email Ms Fiona Bell or Mrs Suzie Kemp and the SAC will be rescheduled to complete the task at the next scheduled SAC times.
- The current SAC schedule has been changed for Term 3 and will be sent to students/parents/carers.
- SACs will be delivered via **one of the two following options\***:

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#### COOLOCK

Years 7-9  
McIvor Highway, Junortoun 3551

#### ST MARY'S

Years 10-12  
Barkly Street, Bendigo 3550

A Ministry of Mercy Education Ltd  
ABN 69 154 531 870

- Google Form
- Email to class as a word document.
  - Send 15 minutes prior to the SAC start time
  - Students may complete this in the following ways:
    - Complete directly on the word document
    - Complete answers on a separate blank page (hand written or digital, numbering the questions as they correspond with the SAC)
    - Print, complete and scan/photo answers
  - Students upload the completed document or photos/scanned doc to SIMON within 15-minutes of the finish time.
  - If students have technical difficulties, they may be granted extension of submission time for up to one hour and by agreement with the teacher.

\* Oral and Performance SACs should be completed via a Google Meet with the teacher, or by students uploading a recorded performance to SIMON.

- Teaching staff will deliver their SAC, ensuring that all students are aware of specific instructions for completing each subject specific SAC.
- Once students return, subjects may deliver smaller tasks for authentication and moderation.

#### **UNIT 4 FOLIO SACs and SATs:**

Folio School Assessed Coursework (SACs) and School Assessed Tasks (SATs) will must be uploaded regularly for progress tracking and authentication:

- Students will take photos of folio pages/progress pictures and upload to Google Drive or SIMON (teacher discretion).  
And/Or
- Students will take photos of the folio pages/progress pictures and email to their teacher directly

For authentication purposes, students must take progress photos of each page. The photos must include the beginning, middle, and end of each page.

All folio pages must be signed and dated by the student before uploading.

#### **VET:**

- VET subjects will deliver the theory tasks via the electronic VET Unit of Competency Booklets.
- Where possible, teachers will provide video examples of practical tasks, and may be able to facilitate some tasks in a safe manner live through Google Meet.

#### **VCAL:**

- Teachers will deliver their curriculum to the students through online learning, students will upload assessment onto SIMON.

#### **SWL and SBAT**

- SWL will not proceed through term 3, but SBAT will continue where arrangements are already in place provided the student is not directed to isolate and the workplace is adhering to the current restrictions.

The staff at CMC are committed to supporting students in their pathways. Please contact Mrs Suzie Kemp or Ms Fiona Bell by phoning the College on 5445 9100 if you have any questions or concerns.

Yours sincerely



**Mr Matthew Angove**  
Learning & Teaching Director – St Mary's



**Mrs Trish Schofield**  
Deputy Principal – St Mary's