

# Archived Samples of Work POLICY and PROCEDURES

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**Aim:** A number of Level 2 TASC courses have a quality assurance process that requires providers to table evidence - at time of audit - of “archived samples of individual student’s work sufficient to illustrate the borderline between that judged as an SA or PA award.”

## **Policy:**

- to provide a system of procedures in ascertaining the internal rating of PA/SA level of achievement
- investigate how students may meet the integrity requirements of the course and TCE /TCEA attainment
- to provide a system of procedures to allow a student to ensure that there is a central system in place to keep adequate records
- to distribute these guidelines to all teachers and parents and the Student Guidelines to senior students annually.
- to include these guidelines in the Senior Student Handbook and on the school website
- to provide the student or staff a right of appeal in the event of an unfavorable judgment by the Principal or delegate

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## Procedure:

Each archived sample needs to:

- be at the SA/PA (or in some cases SA/NN) borderline, not the borderline of higher awards as it is on this borderline that the contribution of a course to the TCE's 'everyday adult' skill sets standards rests (the so-called 'ticks')
- be of sufficient scope and depth that each sample can be used to make final assessment judgements against all the course's criteria and – by application of the award algorithm – the final award that would be generated (i.e. each sample is a substantial body of work, not a single assessment task)
- have notations regarding the final assessment ratings and the reasons for each.

In addition to such samples it is expected that course providers will have documented processes that address issues such as:

- Teachers are required to give a copy of or evidence of work (as in Art portfolios to the Senior School Coordinator with the students level of achievement as part of student record management.
  - The Senior School Coordinator will archive student work. This will be stored in their office under student name.
  - Moderation meetings will be conducted for students who achieve SA/PA (or in some cases SA/NN).
  - The minutes will be stored with the archived student work in the Senior School Coordinator  
Appendix 1 Minutes of Moderation meeting.
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Appendix 1

## **Minutes of Moderation Meeting**

Date:

Who attended:

Subject:

Student:

Evidence submitted: Rubric, student work, TASC courses requirements, Australian Core Skills Framework

Discussion points.

School based decision to determine final internal rating. PA SA

Reason for the school-based decision:

Signed by

Principal

Senior School Coordinator

Teacher