



Healesville High School

Policy Regarding Integrity of School Assessment

Assessment Design, Modification and Use of Materials

The school ensures that all assessment tasks used for School-Assessed Coursework (SAC) are valid, equitable, and designed to assess current student learning.

Modification of Assessment Tasks

- Any assessment materials that have been previously used must be sufficiently modified prior to reuse.
- This includes tasks derived from:
 - past VCE examinations
 - commercially produced assessment materials
 - subject association resources
 - internally developed school tasks

Requirement for Unique Assessment Design

- Teachers must ensure that assessment tasks are redesigned or substantially modified to ensure they are unique for each cohort or delivery cycle.
- Minor adjustments to wording or numbers alone are not sufficient to meet this requirement.

Academic Integrity of Assessment Materials

- Assessment tasks must be designed to ensure fairness, validity, and authenticity of student achievement.
- Teachers must ensure that no student has prior access to assessment content through reuse of unmodified materials.

School-Based Assessment Security and Integrity Procedures

The school maintains strict procedures to ensure the security, integrity, and confidentiality of all School-Assessed Coursework (SAC) and School-Assessed Tasks (SAT).

Storage and Security of Assessment Materials

- All SAC and SAT materials are stored securely prior to delivery.
- Digital assessment materials are stored on approved school systems with restricted access.
- Hard copy materials are stored in secure staff-only locations.
- Only authorised teaching and leadership staff may access assessment materials prior to administration.

Access Restrictions

- Students are not permitted access to SAC or SAT tasks prior to completion.
- Staff must ensure that assessment tasks are not shared, reused, or distributed in any form prior to scheduled delivery.

Security of Digital Materials

- Digital assessment materials must be password protected where appropriate.
- Files must not be stored on unsecured personal devices or shared platforms.
- Staff must follow school-approved digital storage protocols at all times.

SAC Delivery Timing and Class Consistency Requirements

To ensure fairness and consistency across multiple classes completing the same study, the school applies the following requirements for School-Assessed Coursework (SAC) delivery.

Minimising Time Gaps Between Classes

- Where multiple classes are undertaking the same SAC, the assessment should be delivered within a minimal time frame.
- Significant delays between class groups must be avoided wherever possible.
- Teachers may opt to run SACs after school hours in order to meet this requirement.

Variation of Tasks Where Scheduling Differences Occur

- Where scheduling differences cannot be avoided, teachers must ensure that assessment tasks are appropriately modified between classes.
- Variations must maintain equivalence in difficulty, scope, and assessed outcomes.

Maintaining Assessment Integrity and Fairness

- The school ensures that no student gains an unfair advantage due to timing differences in SAC administration.
- All variations must still assess the same key knowledge and skills as outlined in the relevant VCAA Study Design.