



Syllabus delivery audit 2020

Teacher and Head of Learning Area
(HoLA) handbook

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Section 1: Document preparation

The syllabus delivery audit (SDA) in 2020 will be conducted for the following Year 12 General courses:

Learning Area	Course
English	Year 12 General English
Health and Physical Education	Year 12 General Physical Education Studies
Humanities and Social Sciences	Year 12 General Accounting and Finance Year 12 General Business Management and Enterprise Year 12 General Religion and Life
Mathematics	Year 12 Mathematics Essential
Science	Year 12 General Psychology Year 12 General Marine and Maritime Studies
Technologies	Year 12 General Food Science and Technology

Requirements

As set out in the WACE Manual, every student studying a WACE course must be provided with:

- the school's senior secondary assessment policy
- the syllabus
- the school's course outline
- the school's assessment outline.

These documents must be available to students before teaching begins. They can be provided as a hard copy or digitally, if the school ensures that all students have adequate access in this format.

The SDA reviews the school's course outline and assessment outline.

Course outline

The teacher determines the sequence in which the syllabus content will be taught and the timing of delivery. The school must provide this information to the students, before teaching begins, in the form of a course outline.

The format for a course outline is a school decision, but each outline must indicate:

- the timing of delivery
- the sequence in which **all** the syllabus content will be delivered.

Information about the assessment tasks can be included, but is not essential because it is included in the assessment outline.

Assessment outline

The teacher determines the tasks that will be used to assess student performance, except for the externally set task (EST) for Year 12 General and Foundation courses which is set by the Authority and administered by the school. The set of tasks must conform to the assessment requirements as specified in the assessment table of the syllabus.

The set of tasks in the assessment outline must provide a comprehensive sampling of the syllabus content. The number of assessment tasks is determined by the teacher. Over-assessment must be avoided, as too many assessment tasks can interfere with the teaching and learning process. This ensures that the planned assessment tasks provide students with the opportunity to demonstrate their achievement of the knowledge, skills and understandings that they have acquired in their study.

The teacher develops an assessment outline for the pair of units. The outline must conform to the assessment requirements as specified in the assessment table of the syllabus.

The format for an assessment outline is a school decision, but each outline for a pair of units must include the following information:

- the number of tasks to be assessed
- a general description of each task
- the assessment type, as prescribed in the syllabus
- an indication of the syllabus content on which each task is based
- the approximate timing of each task (i.e. the week the task will be conducted or the start and submission dates for an extended task)
- the weighting of each assessment task
- the weighting of each assessment type, as prescribed in the assessment table of the syllabus.

Should changing circumstances require the assessment outline to be amended, (e.g. deleting a planned assessment task and re-weighting all other tasks), students must be informed and provided with a copy of the amended assessment outline.

Syllabus delivery audit review criteria

Each course outline and assessment outline will be reviewed using the following criteria.

Course outline	Options
is based on the content of the current syllabus	<ul style="list-style-type: none"> meets requirements revise the course outline using the current syllabus revise the course outline to include all content from the current syllabus
provides an appropriate sequence and timing for the delivery of the syllabus content	<ul style="list-style-type: none"> meets requirements revise the course outline to provide an appropriate sequence of delivery of the syllabus content revise the course outline to provide an appropriate timing of delivery of the syllabus content
Assessment outline	Options
uses the assessment types specified in the syllabus	<ul style="list-style-type: none"> meets requirements revise the assessment outline using the assessment types specified in the assessment table of the current syllabus
uses assessment type weightings which conform to the assessment table in the syllabus	<ul style="list-style-type: none"> meets requirements revise the assessment outline to meet the assessment type weightings specified in the assessment table of the current syllabus revise the assessment outline to ensure assessment task weightings add to the assessment type weighting revise the assessment outline to ensure assessment type weightings add up to 100 revise the assessment outline to ensure assessment task weightings add up to 100
indicates appropriate timing of the assessment tasks	<ul style="list-style-type: none"> meets requirements revise the assessment outline to include the timing of each assessment task (i.e. the week the task will be conducted or the start and submission date of a task) revise the assessment outline to ensure that the scheduling of the assessment tasks matches the content delivery in the course outline
provides an adequate coverage of the syllabus content	<ul style="list-style-type: none"> meets requirements revise the assessment outline to include a comprehensive sampling of the syllabus content revise the assessment outline to remove assessment of content that is not in the current syllabus revise the assessment outline to include a description of the syllabus content for each task
includes an appropriate number of tasks	<ul style="list-style-type: none"> meets requirements revise the assessment outline to ensure that the number of assessment tasks of each type meets the requirement of the current syllabus decrease the number of assessment tasks to avoid over-assessment
is consistent with the course outline	<ul style="list-style-type: none"> meets requirements revise the course outline and/or the assessment outline to ensure consistency

Preparation for uploading files

Schools are required to upload two separate documents (i.e. a course outline and an assessment outline) for each of the selected Year 12 General courses being delivered at the school.

The files to be uploaded can be either a **Word® document** or in **.pdf format**.

Note: the SDA software will only accept files less than 3MB in size.

Larger files can be reduced before uploading. The following link provides one way of reducing the file size: http://www.officetooltips.com/word_2013/tips/compress_the_pictures_in_a_document.html.

File naming conventions

Schools are required to ensure that each file is correctly named according to the following naming convention: **course unit code, underscore, document type, file format**.

Note: the SDA software will not accept a document if an incorrect file name is used.

The examples in the table below include .pdf, .doc and .docx which are the acceptable formats.

Description of document	Convention	Example
A Word document for Foundation Year 11 English course outline	F (Foundation) E (Year 11) ENG (English) _ (underscore) CO (course outline) .docx (Word document)	FEENG_CO.docx
A Word document for Foundation Year 11 English assessment outline	F (Foundation) E (Year 11) ENG (English) _ (underscore) AO (assessment outline) .doc (Word document)	FEENG_AO.doc
A .pdf document for General Year 11 Modern History course outline	G (General) E (Year 11) HIM (Modern History) _ (underscore) CO (course outline) .pdf (pdf document)	GEHIM_CO.pdf
A .pdf document for Foundation Year 12 Mathematics assessment outline	F (Foundation) T (Year 12) MAT (Mathematics) _ (underscore) AO (assessment outline) .pdf (pdf document)	FTMAT_AO.pdf
A Word document for General Year 12 Materials Design and Technology Wood course outline	G (General) T (Year 12) MDT (Materials Design and Technology) W (Wood) _ (underscore) CO (course outline) .doc (Word document)	GTMDTW_CO.doc

Note: there are no spaces in the file names.

Checklist for teachers

1.	Check that there are two documents for each course; a course outline and an assessment outline. Note: if the Authority's sample documents have been used, they must be customised to reflect the school context and the student cohort.	<input type="checkbox"/>
2.	Check that the documents meet the requirements set out in the <i>WACE Manual 2020</i> using the review criteria (see page 3).	<input type="checkbox"/>
3.	Check that both files are correctly named according to the required file naming convention (see page 4).	<input type="checkbox"/>
4.	Check that the file name matches the document contents, e.g. FEENG_CO contains a course outline for English (see page 4).	<input type="checkbox"/>
5.	Check that two files have been provided for each Year 12 General course.	<input type="checkbox"/>
6.	Check all files are less than 3MB in size.	<input type="checkbox"/>

Section 2: Actioning reports

The school coordinator will provide a copy of the report DOA005 – School Report Detailed for the relevant Year 12 General course to the teacher/HoLA.

For each course, the result of the audit for both the course outline and the assessment outline is listed with the review criteria in the left column of the table, and the options selected by the reviewer in the right column. The options are either **Meets requirements** or a statement that details the action/s that need to be taken to meet the Authority’s requirements.

Where actions are required, these must be addressed as soon as possible, and access to modified/new documents provided to students.

The course outline	
is based on the content of the current syllabus	Meets requirements
provides an appropriate sequence and timing for the delivery of the syllabus content	revise the course outline to provide an appropriate timing of delivery of the syllabus content
The assessment outline	
uses the assessment types specified in the syllabus	Meets requirements
uses assessment type weightings which conform to the assessment table in the syllabus	Meets requirements
indicates appropriate timing of the assessment tasks	revise the assessment outline to include the timing of each assessment task (i.e. the week the task will be conducted or the start and submission date of a task)
provides an adequate coverage of the syllabus content across the set of assessment tasks	Meets requirements
includes an appropriate number of tasks	Meets requirements
is consistent with the course outline	revise the course outline and/or the assessment outline to ensure consistency

Teachers should discuss the report with the relevant HoLA and review the documents against the report provided by the school coordinator.

Note: contact with the Principal Consultant for the course should only be made by the HoLA, if the action required cannot be identified (see Appendix 1).

The table below provides explanatory notes for each of the options indicated in the detailed school report. Use the table to inform amendments to the documents.

Course outline

Options	Explanatory notes
<ul style="list-style-type: none"> revise the course outline using the current syllabus revise the course outline to include all content from the current syllabus 	<p>Check the course page on the Authority website to ensure that you:</p> <ul style="list-style-type: none"> are using the current syllabus have included all topics in the syllabus content have included all strands from the syllabus have not included content from a superseded course have not included content from a textbook that is not in the syllabus
<ul style="list-style-type: none"> revise the course outline to provide an appropriate sequence of delivery of the syllabus content revise the course outline to provide an appropriate timing of delivery of the syllabus content 	<p>Check the course outline to ensure that:</p> <ul style="list-style-type: none"> content is not taught out of sequence there is not too much/too little time spent on a particular section of the course the content is taught before the assessments are administered if the Authority sample has been used, that it is customised to reflect the school context and the student cohort

Assessment outline

Refer to the assessment pages of the syllabus, including the assessment table and information below the table, to check for errors in the assessment outline.

Options	Explanatory notes Teachers should ensure that:
<ul style="list-style-type: none"> revise the assessment outline using the assessment types specified in the assessment table of the current syllabus 	<ul style="list-style-type: none"> all assessment types are included assessment types match those in the syllabus assessment types have not been combined the correct title for each assessment type is used the task/s reflect the description of the assessment type in the syllabus
<ul style="list-style-type: none"> revise the assessment outline to meet the assessment type weightings specified in the assessment table of the current syllabus revise the assessment outline to ensure assessment task weightings add to the assessment type weighting revise the assessment outline to ensure assessment type weightings add up to 100 revise the assessment outline to ensure assessment task weightings add up to 100 	<ul style="list-style-type: none"> assessment task weightings are included assessment type weightings are included assessment type or task weightings match the assessment table in the syllabus assessment type or assessment task weightings add up to 100
<ul style="list-style-type: none"> revise the assessment outline to include the timing of each assessment task (i.e. the week the task will be conducted or the start and submission date of a task) revise the assessment outline to ensure that the scheduling of the assessment tasks matches the content delivery in the course outline 	<ul style="list-style-type: none"> timing for all assessments is included semester/term and week are specifically indicated in the assessment outline syllabus content is not indicated in task descriptions assessment tasks are administered after the content has been taught

<ul style="list-style-type: none"> • revise the assessment outline to include a comprehensive sampling of the syllabus content • revise the assessment outline to remove assessment of content that is not in the current syllabus • revise the assessment outline to include a description of the syllabus content for each task 	<ul style="list-style-type: none"> • multiple assessment tasks do not assess the same content • all content areas are assessed • all content assessed is in the syllabus • syllabus content is listed (text references are not used to describe content)
<ul style="list-style-type: none"> • revise the assessment outline to ensure that the number of assessment tasks of each type meets the requirement of the current syllabus • decrease the number of assessment tasks to avoid over-assessment 	<ul style="list-style-type: none"> • each assessment type is assessed at least twice or as specified in the syllabus • for English, a speaking/listening assessment is included at least twice • special requirements for specific courses have been met • exercise completion is not included as assessment task • multiple tasks/types are not covered in one assessment task
<ul style="list-style-type: none"> • revise the course outline and/or the assessment outline to ensure consistency 	<ul style="list-style-type: none"> • task numbers, titles or content do not differ • timing of assessments do not differ • task weightings do not differ

Checklist for teachers

Advise students of any changes and provide access to, or a copy of, the new course outline and/or assessment outline, as required.

1.	Amend the document or, in some cases, create a new document.	<input type="checkbox"/>
2.	Provide students with access to the amended/new document.	<input type="checkbox"/>
3.	Explain to the students that amendments have been made to the previous document.	<input type="checkbox"/>
Amended documents should not be re-uploaded to SIRS2.		<input type="checkbox"/>

Summary

Situation	Action required by the school
Meets requirements	Nil
<p>One or more criteria are not met for a particular course</p> <p>The actions required are listed next to each criterion that has not been met.</p>	<ul style="list-style-type: none"> Oversee the required amendments to the document or, in some cases, create a new document. Provide the students with access to the amended document. Explain to the students that amendments have been made to the previous document.

Appendix 1: Principal Consultant contacts

General course	Principal Consultant	Phone	Email
ENGLISH			
English	John Watson Gerard Morris	9273 6374 9273 6742	John.Watson@scsa.wa.edu.au Gerard.Morris@scsa.wa.edu.au
HUMANITIES AND SOCIAL SCIENCES			
Accounting and Finance	Mandy Hudson	9273 6755	Mandy.Hudson@scsa.wa.edu.au
Business Management and Enterprise	Nick Ognenis	9273 6354	Nick.Ognenis@scsa.wa.edu.au
Religion and Life	David Byrne	9273 6711	David.Byrne@scsa.wa.edu.au
HEALTH AND PHYSICAL EDUCATION			
Physical Education Studies	Dino Manalis	9273 6356	Dino.Manalis@scsa.wa.edu.au
MATHEMATICS			
Mathematics Essential	Leith Pavlinovich Suzie Harman	9273 6718 9273 6768	Leith.Pavlinovich@scsa.wa.edu.au Suzie.Harman@scsa.wa.edu.au
SCIENCE			
Psychology	Carla Brew	9273 6177	Carla.Brew@scsa.wa.edu.au
TECHNOLOGIES			
Food Science and Technology	Jennifer Wheatley	9273 6335	Jennifer.Wheatley@scsa.wa.edu.au