



Our ref: ER0208v3; 202012138

To the Principal  
All Western Australian Secondary Schools

Dear Principal

## **COVID-19 (NOVEL CORONAVIRUS) ADVICE FOR SCHOOLS**

The School Curriculum and Standards Authority (the Authority) Board continues to monitor the impact of COVID-19 (Novel Coronavirus) and will be providing ongoing advice for schools as the situation evolves.

### **Advice regarding Year 11 and 12 curriculum and assessment**

As advised by the Authority on 24 February 2020, the procedures described in your school's senior secondary assessment policy should be applied for students who are unable to attend school.

Where possible, schools should provide students with the opportunity to engage with coursework and meet course completion requirements.

Schools should refer to the *WACE Manual 2020*, Section 2: School-based assessment of student achievement in WACE courses. As outlined on page 27:

### ***Procedures to be implemented if assessment is affected by a catastrophic event***

*If the assessment of individual students or groups of students is affected by a catastrophic event (e.g. if a pandemic causes a number of staff and/or students to be absent from school for an extended period) the procedures described in the school's senior secondary assessment policy must be applied.*

### **Commonly accepted practice**

- *Based on the completed assessment tasks, the teacher or HoLA makes a professional judgement of the performance of the students affected by the event.*
- *Where additional assessment tasks are required to enable the professional judgement to be made, the assessment outline is modified for the students affected by the event.*
- *The school informs the students affected by the event, and their parents/guardians/carers, of the changes to how their achievement will be determined, including any additional assessment tasks.*

In the face of the current situation, the Authority advises:

- the reason for student/s being unable to attend school, in any circumstance related to COVID-19, should meet your school's senior secondary assessment policy criteria (*WACE Manual 2020* page 15) for sickness/misadventure and penalties for late submission of assessments should not apply
- invigilated assessments should be undertaken at an appropriate time on student/s' return to school
- in relation to Workplace Learning, in the eventuality that a student cannot complete a mandatory work placement requirement, the Authority's VET WACE Requirements Special Considerations process will apply

- in relation to endorsed programs, schools should endeavour for students to complete the requirements as planned. Should students be unable to complete the requirements, the Authority's WACE Requirements Special Considerations process will apply
- with regard to the externally set tasks (ESTs), as outlined on page 47 of the *WACE Manual 2020*:  
*If a student is absent, but returns to school within the period when the ESTs are scheduled, they are expected to complete the task under test conditions. However, as for all school-based assessments, the school should apply its senior secondary assessment policy in the event that a student does not sit the EST, and ensure the student is advised of the outcome of this action*
- at this stage we continue to work towards the scheduled ESTs, moderation activities and the ATAR course examinations for 2020. As the situation unfolds, we will continue to review each of these activities.

### **Advice regarding Authority related activities**

2020 Key Messages — Secondary School Leader Briefings will now be delivered by WebEx. Details will be provided to registered attendees.

Schools will be aware that syllabus delivery audits, EST marker training, consensus moderation, documentation reviews and grading reviews remain compulsory activities. The Authority is currently investigating alternative methods for undertaking these activities, should they not be able to be conducted in the usual format, and will keep schools advised.

The Authority is providing alternative methods for other activities such as Curriculum Advisory Committees (CAC) and associated working parties. Executive officers of CACs will contact members in the coming days.

As the Test Administration Authority for NAPLAN, the Authority awaits advice from ACARA. Information will be provided to schools via the Authority's NAPLAN updates.

Principals with queries are encouraged to contact one of the following Authority staff:

Ivan Banks	<a href="mailto:ivan.banks@scsa.wa.edu.au">ivan.banks@scsa.wa.edu.au</a>	08 9273 6370
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Schools are reminded to stay up-to-date with the latest information on COVID-19 by visiting the Australian Government Department of Health website: [www.health.gov.au](http://www.health.gov.au).

Further information is also available on the Western Australian Department of Education website at [www.education.wa.edu.au](http://www.education.wa.edu.au).

In relation to the arrangements for the remainder of the school year, regular advice will be provided to schools as the situation evolves.

Schools, students and parents should be confident that the Board of the Authority continues to work from the premise that no student should be disadvantaged.

Yours sincerely



**PATRICK GARNETT**  
**CHAIR**  
**SCHOOL CURRICULUM AND STANDARDS AUTHORITY**

17 March 2020