A method for conducting assessment tasks online

Albert Park College uses the following method, which is consistent with VCAA Guidelines:

- Students log on to google classroom where the task is posted
- Students attend a google meet at the same time and have the camera on to show their workspace
- Depending on the task students either work directly in google docs within an assignment on google classroom OR complete questions on paper and upload scans of their work to the assignment at the conclusion of the session. Common apps include Notes for iPhone and Genius Scanner for Android. I have been creating answer templates which students prepare beforehand, either by printing or copying out the question numbers with the correct spacing, so they can set out their work and easily move between questions.
- Teachers monitor students throughout the assessment using Google Meet and students ask questions in the chat function if they are unsure of the assessment requirements
- Completed work is corrected within google classroom and returned to students.
- Multiple-choice assessments are facilitated using Google Forms in quiz mode which auto-grade student submissions.

Authentication processes include:

- The moderation of all completed assessments against the school-based sample exam period at the conclusion of term 3,
- Originality reports within google classroom which check for plagiarism and monitor single keystroke entries to avoid copy and paste
- Classroom admin portal allows us to check if students open other documents within drive at the same time and allow us to revoke access to the google doc upon completion of the test

A teacher at the school has now run 2 sample SACs (Physics and Maths Methods), one Fields SAC and one Motion Test using this model. The above system will also be used for running Year 10 and 11 exams.