

SCHOOL CATEGORIES

This information sheet describes attributes that the SACE Board uses to identify schools for administrative purposes. It also gives details of arrangements when students study subjects at schools other than their contact school.

CONTACT SCHOOL

This is the school where students spend most of their time, where their overall progress is monitored, where they are given counselling and pastoral care, and where SACE Board communications can most easily reach them. A student can have only one contact school.

TEACHING SCHOOL

Most students study all their subjects at one school, which is their contact school. That school teaches the subject, provides the assessment, and sends the results to the SACE Board.

However, some students undertake one or more subjects in other teaching locations, such as ethnic schools, the Open Access College, the School of Languages, and other specialist subject schools (e.g. art, dance, drama, and music schools). In these cases, the teaching school is the school at which the students study the subject, and this school differs from the contact school. The teaching school is responsible for enrolling the students. See below for more information on students studying subjects at schools other than their contact school.

The SACE Board uses the teaching school number to identify the Stage 2 moderators and to send assessment group bags and student bags for final moderation.

ASSESSMENT SCHOOL

The assessment school is most often the teaching school. However, if classes from different schools combine to form an assessment group, one of the schools is nominated as the assessment school. Schools should use *DATEX Online* to change the assessment school. Paper schools should indicate the assessment school when submitting the subject enrolment form (Form 33/12). This will ensure that students are grouped correctly at the end of the year.

EXAMINATION CENTRE

Where students study subjects that are not taught at their contact school, the SACE Board assumes that the most appropriate examination centre will be the contact school, rather than the teaching school, for these subjects. SACE coordinators may ask that such students be relocated to an alternative examination centre. The SACE Board will try to undertake this move, subject to the alternative examination centre accepting additional students. These examination centre changes are generally completed by late Term 3.

In exceptional circumstances arrangements may be made for the use of special examination centres by application in writing to the Chief Executive by *Wednesday 27 June*. This applies to students living overseas, interstate, or in a remote location, or those who have permission for a special examination centre under the SACE Board's Special Provisions in Curriculum and Assessment policy.

ARRANGEMENTS WHEN STUDENTS STUDY SUBJECTS AT SCHOOLS OTHER THAN THEIR CONTACT SCHOOL

Department for Education and Child Development Special Schools

Enrolments for subjects studied at these schools are submitted to the SACE Board by the school. Contact schools are required to complete all SACE student registrations. Schools should telephone Assessment Operations (8372 7424) if there is any concern about this process.

Ethnic Schools

Enrolments for subjects studied through ethnic schools are submitted to the SACE Board by the school, using the subject enrolment form (Form 33/12).

Open Access College

Enrolments for subjects studied through the Open Access College are submitted to the SACE Board by the college using *DATEX Online*. Contact schools are required to complete all SACE student registrations.

School of Languages

Enrolments for subjects studied through the School of Languages are submitted to the SACE Board by the school using *DATEX Online*. Contact schools are required to complete all SACE student registrations.

Schools Involved in Cooperative Teaching Arrangements

In a multicampus school or where schools are clustered, the teaching school may be different from the contact school. It is the responsibility of the teaching school to ensure that the SACE Board receives correct subject enrolments and is informed of the correct teaching and/or assessment school.

Specialist Subject Schools

Enrolments for subjects studied at specialist subject schools (e.g. art, dance, drama, and music schools) are submitted to the SACE Board by the school.