

6 April 2017

Attention: Teachers of Stage 2 subjects

Online submission of assessment materials for selected Stage 2 subjects

You are receiving this correspondence as you have been identified as teaching at least one of the nine Stage 2 subjects selected for the online submission of assessment materials in 2017.

This letter contains important information about the online submission process, including links to online resources, such as frequently asked questions (FAQs) and instructional training videos.

Please note: a separate communication will be sent to school ICT staff this afternoon to assist them in supporting teachers with the online submission process at the school level.

[Access the school ICT staff letter.](#)

Overview of the online submission process

As communicated previously, the move to online submissions is part of the SACE Board's efforts to modernise its key functions and procedures progressively over the next five years.

In its 2016 consultation with schools, the SACE Board learned that students of the selected subjects are already submitting most of their work electronically to the teacher. Therefore, it makes sense for the teachers to upload the student work directly into Schools Online, for the purposes of marking and moderation.

The table below outlines which subjects have been selected for online submission in 2017.

External assessment investigations	School assessment materials
<ul style="list-style-type: none"> Stage 2 Community Studies Stage 2 Essential English Stage 2 Health Stage 2 Media Studies Stage 2 Philosophy 	<ul style="list-style-type: none"> Stage 2 Classical Studies Stage 2 English Literary Studies Stage 2 Indonesian (continuers) Stage 2 Media Studies Stage 2 Music Technology Stage 2 Philosophy

Support for teachers

The SACE Board has prepared online resources to assist schools in the transition to online submissions in 2017. The information is available on the [SACE modernisation](#) webpage under 'Latest updates'. The resources include:

- [Frequently asked questions](#)
- [Instructional training videos](#)



- Best practices in preparing files for online submission
- How to upload materials into Schools Online

Tips to help prepare for online submission

The SACE Board recommends that teachers follow these tips to reduce issues at peak submission times:

- Encourage students to apply the [accepted file names](#) convention when saving files
- Encourage students to submit work in the [accepted file formats](#)

What's next?

Our next communication in Term 2 will provide teachers with information about the online submission of assessment materials using the school assessment results sheet which has some unique features in how to complete a performance standards record.

In the meantime, if you have any questions about the information contained in this letter, please contact the SACE Board Support Team on 8372 7412 or email sace.schoolsonlinesupport@sa.gov.au

Cc: Principals, principal's delegates, and SACE coordinators