



Government of
Western
Australia



Curriculum Council

2008

Curriculum Council

27 Walters Drive Osborne Park Western Australia 6017

Part A: CURRENT WACE SUBJECTS

Guidelines for recognition of assessment in subject transfer

During the school year, some students request permission to change from one subject to another. The following guidelines are provided to assist schools in considering the nature and timing of these subject transfers and in giving appropriate recognition of achievement when students transfer between subjects.

1. Schools are responsible for determining the last date for subject transfer. The key consideration in schools' agreeing to requests for subject transfer is that students are able to complete the school's educational and assessment program for the subject.

The following information has been provided to assist schools in implementing subject completion requirements:

Change of subject before the Curriculum Council recommended date

The last date for subject change is determined by schools. However, if students have not commenced a subject by **21 April 2008** (Year 12 students) or **9 May 2008** (Year 11 students), it is highly unlikely that they will be able to complete the requirements of program.

Change of subject after the Curriculum Council recommended date

Schools should apply to the Curriculum Council for approval of subject changes after the recommended dates. [Application form for approval of late subject change provided in **Appendix A.**]

Such requests should only be in exceptional circumstances. Applications should provide details of:

- special circumstances leading to the request
 - arrangements made by the school to recognise achievement already demonstrated in the former subject(s)
 - arrangements made to enable students to meet subject assessment requirements.
2. Students who gain the school's approval for subject transfer should not be penalised in the assessment and grading process. Opportunity should be granted for students to complete the essential elements of the assessment program for the subject into which they are transferring. Where the subject transfer occurs within the same learning area, some recognition of achievement in the previous subject may be possible.
 3. Generally, recognition of prior achievement falls into two categories:

(a) Recognition of achievement in specific tasks

- For a student transferring to an assessment structure subject, the achievement should be reviewed with reference to the grade related descriptors.
- For transfer to a common assessment framework subject, the achievement should be reviewed with reference to the subject outcomes and performance criteria.

(b) Exemption from all or part of the assessment program

If this is identified as the appropriate strategy, the assessment program should be adjusted for the student in accordance with the guidelines provided in the 2009 Syllabus Manual Volume I (page 33).

Part B: WACE COURSES

Guidelines for recognition of assessment in course unit transfer

During the school year, schools may decide that it will be of educational benefit for a student to transfer from one course unit to another. The following guidelines are provided to assist schools in considering the nature and timing of these transfers and in giving appropriate recognition of achievement when students transfer between course units.

The Curriculum Council recommends that schools should not permit students to transfer *between* courses after the semester unit enrolment dates. In the semesterised unit structure of courses, late enrolment (ie after the Council's enrolment deadline) in a course unit will place the student at educational risk of not completing the unit.

Note:

- 1 Schools are responsible for determining the last date for unit transfer within a course. In determining the date, they should refer to the WACE Manual. The key consideration in schools' agreeing to requests for unit transfer in a course is that students are able to complete the assessment requirements for the unit into which they are transferring.

The following information has been provided to assist schools in implementing course unit completion requirements:

Course unit transfer before the Curriculum Council recommended date

The last date for course unit transfer is determined by schools. However, if students have not commenced a unit by **14 March 2008** (Semester 1 units), **29 August 2008** (Semester 2 units) or **11 April 2008** (concurrent units), it is highly unlikely that they will be able to complete the assessment requirements of the unit.

Course unit transfer after the Curriculum Council recommended date

Schools are required to indicate to the Curriculum Council moderator how they would be able to gather sufficient information on the student's course unit achievement. Schools should also seek advice from the Curriculum Council for uploading of course unit transfers after the above recommended dates.

- 2 Students who gain the school's approval for course unit transfer should not be penalised in the assessment and grading process. Opportunity should be granted for students to complete the essential elements of the assessment program for the unit into which they are transferring.

Request for approval of late subject transfer 2008

TO:

DIRECTOR – ASSESSMENT & MODERATION
CURRICULUM COUNCIL
27 Walters Drive, OSBORNE PARK WA 6017 Facsimile: (08) 9273 6360

FROM:

Principal: _____

School: _____

Approval is sought for a late subject transfer for a student at this school. The proposed transfer is based upon the school's analysis of the student's educational needs.

Student name: _____ Student number: _____

Subject transfer details (Please complete one form per requested subject transfer)

Transfer from: _____ (Subject) _____ (Code)

Transfer to: _____ (Subject) _____ (Code)

Reasons for late subject transfer

Arrangements for recognition of prior achievement (if applicable)

Arrangements for students to meet subject assessment requirements

(Please provide details of arrangements made by the school to enable the student to complete the educational and assessment program for the subject the student requests to transfer into.)

Principal's signature: _____ Date: _____

CURRICULUM COUNCIL USE ONLY (Moderation officer's comment)

Moderation officer

School file

Certification & examinations