

Top 10 steps for preparing Stage Two Investigations for marking

1. Deidentify the work. No student name, no school name, no teacher name. Double check in any photos – eg showing a school uniform logo, headers and Bibliography (block out any names, but keep the reference)
2. Its optional but add a completed cover page with an honest word count – found on the SACE website – it helps to keep the kids organised. No title page or contents list though.
3. Check the word count – 2000 words MAXIMUM. There is no 10% leeway. **Markers will stop assessing after 2000 words** (and now that digital versions are used, it is easy to check where this is).
 - All information in tables counts towards the word count if it is the student’s work.
 - Text in any Appendices and the Bibliography does not count.
 - There are some exclusions, introduced in 2022, for Ag Productions in the Production Investigation. See page 36 & 37 of the Subject Outline for details (and copied below).
 - For the Ag Systems Experimental Investigations EVERYTHING counts in the 2000 word limit.
4. Don’t let students put anything in the Appendix that they want assessed. Anything in the Appendix is NOT ASSESSED. In fact – do they even need an appendix?? Maybe for raw data, feed mixes but there is very little else that is worth including as THE APPENDIX IS NOT ASSESSED!!
5. Do not include any grades or comments or feedback. The markers must have a cleanskin investigation to mark.
6. Double check that there is no plagiarism in the investigations. It is very easy for markers to check for plagiarism now that digital versions are being used but make your kids get rid of it before it gets to this late stage.
7. Check the Subject Outlines for the Assessment Type 3 expectations for content and structure. Ag Systems page 30. Ag Production page 36 & 37.
8. Save files as a PDF. Do not scan, must be in colour.
9. Ensure the file is saved using the correct name format and make sure there are no student names used:
For Ag Production:
STUDENT’S SACE REGO NUMBER-2AGD20-AT3-Production Investigation
For Ag Systems:
STUDENT’S SACE REGO NUMBER-2AGY20-AT3-Experimental Investigation
10. Check the due date for uploading to the SACE Board. In 2023, it’s November 2nd.

Agricultural Production

Assessment Type 3: Production Investigation (30%)

Production Plan

The production plan should include:

An introduction that:

- identifies the purpose of the investigation
- describes the background research and significance of the aspect of agricultural production being investigated
- identifies the specific production goals.

The procedure to be undertaken, including:

- **a list of resources required, such as equipment, chemicals, and facilities, and some justification of the chosen types and quantities of resources***
- management strategies such as a calendar of activities
- **projected gross margin***
- marketing considerations, such as risk management, quality assurance requirements, and a justified strategy for selling the product
- safety considerations, such as risk assessments, and personal protective equipment (PPE) and standard operating procedures (SOPs) required
- environmental and animal welfare considerations.

Production Report

The production report should include:

- **tables, graphs, and photographs for production records (such as weights, volumes, counts, health status)***
- **actual and/or projected financial records (such as income and costs, profit and loss)***
- analysis of the records in relation to the production and financial goals
- evaluation of procedures and results to identify limitations of, and improvements to, the investigation
- a conclusion for the investigation and how the findings relate to current industry practice
- expression of ideas, using appropriate agricultural terminology and referencing.

The combined word count for the production plan and the production report should be a maximum of 2000 words, if written, or the equivalent in multimodal form.

Note: all sections identified with an asterisk (*) in the Production Plan and Production Report are not included in the word count.