GENERAL
The VCE aims to promote independent learning and develop self-management skills in students. The College will make every reasonable effort to help students achieve satisfactory learning outcomes. Students will be expected to study six Unit 1 & 2 studies and five Unit 3 & 4 sequences in Year 12. Special consideration will be given to students with special medical requirements at the discretion of the college.

SATISFACTORY COMPLETION OF A VCE UNIT
In order to complete a unit satisfactorily, students must achieve all the outcomes as described in the study design by completing work that is clearly their own. If a student does not meet one or more of the outcomes or the student has been awarded N (Not Satisfactory) for an outcome as a penalty for a substantive breach of rules, then the student will not be awarded satisfactory completion of that unit.
S- means that a student has achieved all the outcomes for that unit according to the description set down in the study design
N- means that a student has not achieved one or more of the outcomes for that unit all the outcomes for that unit.

Unit 1 / 2 Assessment Tasks:
The teacher of a particular unit is to decide the nature and scope of all assessment tasks. These must be communicated to students well in advance.
The following grade descriptors should be used in all reporting of all assessment tasks.

| Outcomes: | S | Satisfactorily achieved all outcomes |
|          | N | Not satisfactorily achieved one or more of the outcomes for that unit |
| Assessment: | A | Achieving at the highest level of competence |
|         | B | Achieving at a very competent level |
|         | C | Achieving at a competent level |
|         | D | Achieving at a satisfactory level |
|         | E | Achieving at a barely satisfactory level |
|         | U | Ungradeable – The work does not meet any of the above levels of performance (A –E) |
|         | NA | Not assessed due to absence/injury |

There should be only one grade reported for each outcome. This grade should summarise all assessment related to that particular outcome. Comments on how this grade is achieved can be dealt with in the written comments section of the report.

Where parallel classes run teachers of those classes should compare assessments to ensure uniformity.
Where possible teachers should standardise their marks to ensure that a reasonable spread of grades is achieved.

The VCAA’S RULES

The VCAA sets down seven rules which a student must observe when preparing work for assessment. These rules apply to School-assessed Coursework and School-assessed Tasks. They are:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
2. A student must acknowledge all resources used, including:
   - text, websites and source material
   - the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. A student must not receive undue assistance from any other person in the preparation and submission of work. **Acceptable** levels of assistance include:
   - the incorporation of ideas or material derived from other sources (eg. by reading, viewing or notetaking), but which has been transformed by the student and used in a new context
   - prompting and general advice from another person or source which leads to refinements and/or self-correction. **Unacceptable** forms of assistance include:
   - use of, or copying of, another person’s work or other resources without acknowledgement
   - corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study.
5. A student who knowingly assists other students in a breach of rules may be penalised.
6. A student must sign an authentication record (see Appendix 8 for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student’s own.
7. A student must sign a general declaration that he/she will obey the rules and instructions for the VCE, and accept its disciplinary provisions.

Extension of Time:

If a student has not been given an appropriate time to complete a set task, usually due to illness or they were absent from a SACT for medical reasons (a doctor’s certificate is required), an Extension of Time may be granted. The student may be asked to make a written request to the class teacher and it must be endorsed by the appropriate year level manager. The teacher will consider the application (in consultation with the year level manager and / or the Principal) on its merit and will make the final decision as to whether the extension will be granted.

- Failure to complete work by a set deadline is not grounds for an extension.

According to VCE & VCAL Administrative Handbook 2010, p 112: “Extension of time for an individual student to complete a task should only be granted in special circumstances”.

Redeeming Outcomes:

If a student has submitted work by the due date, but the work does not achieve the required outcome, the student may be given a Resubmission form notifying them to re-submit the work in accordance with the work requirements. Only one resubmission will be granted. The aim of the resubmission is to give the student the chance to gain an S for that particular outcome. This opportunity will only be given if the teacher, in consultation with the year level manager and / or the Principal, believes the
student has had extenuating circumstances close to the time the work was due. Students **may not** submit tasks for the reconsideration of School –assessed Coursework scores awarded by the school.

**Attendance:**
Each VCE unit requires 50 hours of class time.

Students are required to attend at least 80% if classes for each VCE unit. 80% attendance is considered to be the minimum time necessary to develop an understanding of the course work and demonstrate the learning outcomes. Teachers may award N, despite the completion of set tasks, if attendance rules are breached.

As work placements associated with VCAL and VET studies are part of a student’s curriculum, they are not considered to be absent from class.

Students who are on school sanctioned excursions or who have provided and explanatory note supported by the Principal, the VET Coordinator, the Welfare Coordinator or the VCE Manager are deemed to be in attendance. Extended absence due to illness must be supported by a medical certificate.

Students who; are absent without the permission of the school for more than 20% of the scheduled class time for a unit may be awarded N for the assessment task or the outcome and therefore, the unit.

Five unexplained absences in a term will result in the loss of payments for those on Youth Allowance.

**Authentication:**
It is the students responsibility to ensure that teachers have no trouble authenticating work. Generally, students may make reference to and incorporate text where applicable and source material provided this is acknowledged. However no part of the work may be copied from any other person’s work nor may a student accept undue assistance from any other person in the preparation and submission of work.

Students and teachers will be required to attest that all unacknowledged work is genuinely the work of the student. Should work submitted for assessment be deemed not to be that of the student, that work shall not be assessed and the principal of the school has the power to impose penalties.

In order to attest that the work is genuinely that of the student, teachers and students will observe the following procedures:

- The teacher will monitor and record the development of the task.
- The student is expected to retain appropriate documentation of the development of the task to enable the teacher to attest that the work is the student’s own.
- The student must acknowledge all resources used. This will include text and source material and the name(s) and status of the person(s) who provided assistance, and the type of assistance received.
- The student will sign a declaration at the time of submitting the completed task where applicable. The declaration will state that all unacknowledged work is the student’s own.

The work will be assessed only if the teacher can attest that, to the best of his or her knowledge, all unacknowledged work is the student’s own. If necessary the teacher may consider:

- It appropriate to ask students to demonstrate their understanding of the task at or about the time of submission of the work.
- In some circumstances it may be advisable to hold an interview where the student is asked to demonstrate his or her understanding of the work. The student will be given at least 24 hours to
notice of this interview. If the student wishes, a parent or friend may attend the interview in a support role but not as an advocate.

- That the work cannot be authenticated, then the matter must be dealt with as a breach of rules relating to assessment as outlined in the VCE Administrative Handbook 2008.

Importantly the onus is on the student, not the teacher, to prove that the work is authentic.

**Reporting results to students:**
Teachers can report back to students the results of all assessment tasks. Teachers may give students their marks for individual Coursework tasks, but they must advise their students that their total course work score can change after statistical moderation (Unit 3 / 4 studies).

**Auditing of School Assessed Coursework:**
VCAA will audit SACT’S. Teachers will be told which SACT’s will be required very early in the year.

**Exams for Unit 1 / 2 Studies:**
Exams in all Unit 1 / 2 studies are compulsory. Significant time should be spent during class time teaching students how to best prepare and attempt these exams. The exam result should be reported in the comments section of the relevant report.

**Use of computers in SACT's:**
Teachers should be aware that it is possible for students to do SACT work outside the designated times then make it appear that it was done during the designated time. This is clearly cheating and teachers should not give students the ability to do this. If it is necessary to use computers for SACT’s (and in most cases it is not) teachers should seek advice from our computer managers on how to avoid this cheating.

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability
- Hard copies of the work in progress are produced regularly
- Each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.

**Record Keeping:**
The School and teacher will keep records as appropriate of:

- applications for extensions of time for work requirements and supporting documentation
- applications for special provision and supporting documentation
- student absences; whether or not approval has been granted
- any interviews with the student
- all decisions

**Unit 3 / 4 Assessment:**

School Assessed Coursework Tasks (SACT) are those developed by the teacher using the resources available. These tasks are to be scored in accordance with the assessment guidelines and these scores
reported to the Victorian Curriculum and Assessment Authority early in term 3 and late in term 4 of each year.

- SACT’s should be treated in exactly the same way as the mid and end of year exams as they form an integral part of the scoring process. It is most important that students do not miss these tasks and that they do them at the same time as the rest of the class. **This must be made very clear to all students.**

- SACT’s are to be mainly done in class time and students will only have one attempt at these tasks for scoring purposes. Teachers should ensure that the tasks reflect the true spread of abilities of students in that group. **(Resubmission on these task for scoring purposes is not an option).**

- SACT’s can be used for the purpose of deciding S/N’s for a particular outcome and, in this case, they can be subject to the rules in relation to Resubmission and Extension of Time **(they cannot be re scored).**

**What happens if a student misses a SACT?**

It is most important that students don’t miss these tasks. If the task is missed however a student may apply for Extension of Time. If granted the student will be able to sit the task or a similar task as soon as possible after the original task. The choosing of the alternate task will be left to the discretion of the teacher but teachers should note that the student should not be advantaged by having missed the task in the first place. If the student is not granted EoT they will score 0 for that task. They may however attempt the task later for S/N purposes.

**Extension of Time:**

An extension of time may be granted to account for a number of circumstances in which an individual student or group of students made encounter. An extension of time will only be granted if the College believes that it was not reasonable for the student to sit the task because of emotional or physical factors such as illness or trauma. **EoT will only be granted in exceptional cases.** In cases where it is unclear as to grant EoT or not, the Principal will be asked to exercise their discretion. It must be made clear to students that this principle will be adhered to strictly. **Absence from an assessment task on the grounds of illness requires a medical certificate.**

The College will consider a range of options for the student:

- Allow an Extension of Time to complete the task, but within the time frame for the school to lodge the score by the submission date for the SIAR. If the student is given an extension, but the work is still not complete by the due date then it should be assessed by the teacher as it is and that score sent to the VCAA.
- Have the student complete the task on an agreed extended timeline for satisfactory completion purposes only.
- Derive a score for the task based on work completed and/or other assessments.

The decision made by the school needs to reflect the best interest of the student and should be based on the available medical or other professional advice.

**Damaged or Lost Work**

The teacher or student who has lost, or has had work stolen or damaged, must make a written statement of the circumstances. The statement must be signed and dated. Schools must keep a record of the loss or damage, but should not report them to the VCAA( except in the case of school-assessed Task). The Principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student.
Assessment Tasks (for S/N purposes)
These tasks are those developed by the teacher in accordance to the Study Guide and Assessment Guidelines which will be used to decide whether or not the student has achieved the stated outcomes. These tasks can be either done in or out of class time. Students must understand that it is their responsibility to ensure that teachers have no problems authenticating the work. The following guidelines should be followed when dealing with these assessment tasks.

Deadlines:
Students should complete the assessment tasks for a unit during the semester in which the unit is undertaken according to dates set by the college. These dates should be published and made available to students at the beginning of the college year.

Deadlines must be met and it is primarily the responsibility of the student to ensure that they are met. Any problems due to illness etc. must be discussed with the teacher before the deadline. The deadline should be no later than 4 pm on the due date.

When the deadline is missed:
If the deadline is not met the following procedure should be followed.

- In the first instance the teacher will decide on the course of action.
- If the matter is not resolved quickly to the satisfaction of the teacher the matter should be referred to the appropriate Year Level Manager. The YLM in partnership with the relevant teacher will determine what course of action will be taken. The details of this action will be recorded.
- The student may be instructed to work in the Conference Room for up to 30 minutes each lunchtime until the assessment task is completed and submitted. The option of after school detention may also be considered.
- In exceptional circumstances, and in consultation with teachers, the student may be excluded from the relevant class until the assessment task is completed and submitted. During the time, when the class is scheduled, the student would work on the work requirement in the Conference Room, reporting to a designated supervisor at the beginning and end of each period. The student would report to his/her VCE manager at 3.30 pm each day.
- Parents should be kept informed of progress by either the teacher or the Year 11 or 12 Manager.