



# SENIOR SCHOOL ASSESSMENT

POLICY 2023

This policy covers satisfactory completion and assessment practices in:

- Victorian Certificate of Education (VCE)
- Victorian Certificate of Education – Vocational Major (VCE VM)
- Vocational Education and Training (VET)

The Victorian Curriculum and Assessment Authority (VCAA) is the controlling authority for assessment and this policy is consistent with the processes described in the VCAA Administrative Handbook.

## 1. VCE

### 1.1 Gaining an S-Satisfactory Achievement

**1.1.1** To pass a VCE Unit (assessed S - Satisfactory or N - Not satisfactory); students must satisfactorily achieve each of the outcomes listed for the unit within the study design.

**1.1.2** Satisfactory completion of an outcome means:

- The work required is submitted and meets the necessary standard;
- The work is the student's own;
- The work is completed in the current year;
- The work has not been assessed previously against another VCE outcome;
- There has been no substantive breach of rules;
- The college attendance requirements have been met (see Appendix 2)

VCE students are expected to complete all School Assessed Coursework (SAC) and/or School Assessed Tasks (SAT) and any other components of assessment including examinations. However, satisfactory completion of the unit is based on the school's judgement that the Learning Outcomes have been demonstrated.

### 1.2 Graded Assessment

**1.2.1** Graded assessments in Units 3 & 4 are completed through SACs, SATs and VCAA Examinations in November. These assessments are used by the VCAA to determine students' study scores for each subject that is used to determine an ATAR (Australian Tertiary Admission Rank).

**1.2.2** Graded assessment in Units 1 & 2 are given for each SAC/SAT and for each end of semester examination.

### 1.3 Non-Graded (Unscored) Assessment

In certain circumstances, students can undertake one or more of their VCE units as unscored. These circumstances typically relate to, but are not limited to, significant health issues or excessive out of school demands. Students must see their Year level Coordinator if these circumstances occur. The student's program may be adjusted appropriately in consultation with the classroom teacher, Year level Coordinator, VCE Coordinator, student and parents.

## **1.4 Students Not Completing Unit 3 & 4 End of Year Examination/s**

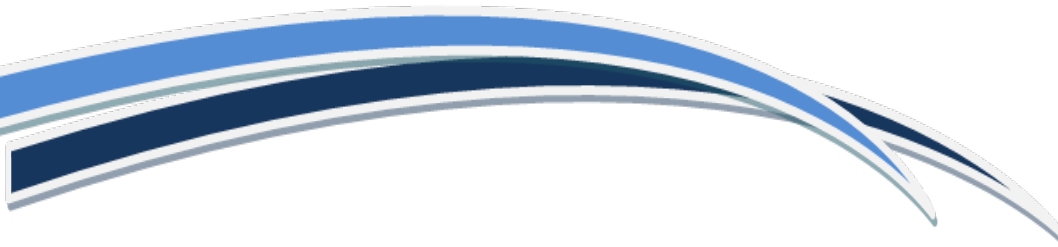
- 1.4.1** VCE Students are required to complete all assessments including the end of year examination. Where students make a decision to transition into the workforce rather than undertake tertiary studies they can apply for an exemption from the end of year examinations. Students must make an application to the VCE Coordinator and have parent/carer approval. Subject teachers will be notified. In these circumstances students can also apply for an early exit from classes. This will be considered only if students have met all Learning Outcomes.
- 1.4.2** VCE Vocational Major students are encouraged to complete the end of year examination but are not required to do so. These students can apply for an early exit from classes if they are granted an exemption from the end of year examinations. This will be considered only if students have met all learning outcomes. Students must make an application to the VCE Coordinator and have parent/carer approval.

## **1.5 Unit Guidelines**

- 1.5.1** At the beginning of each VCE unit, students will receive a Unit Guideline which lists the requirements for successful unit completion and:
- Outcomes for the unit;
  - Assessment for the unit (SACs, SATs, Assessment Tasks, Examinations);
  - Levels of achievement;
  - Dates for SACs and SATs;
  - Attendance requirements;
  - Homework guidelines for the unit;
  - Authentication information.
- 1.5.2** Unit Guidelines are to be made available via Microsoft Teams/OneNote or other learning platform. Students undertaking a Unit 3 & 4 subject should receive a hard copy of the guidelines.
- 1.5.3** The classroom teacher must discuss the Unit Guidelines with the student. Teachers are to record the date that the discussion about the Unit Guidelines has been undertaken with all students. Students should retain Unit Guidelines for future reference and discussion with their parent/carer.

## **1.6 Notification of a SAC**

- 1.6.1** All SACs need to be undertaken at times listed on the college SAC/SAT Calendar and Unit Guidelines.
- 1.6.2** These dates can be varied, providing written notice is provided to all students with a minimum of 5 school day's notice.
- 1.6.3** Teachers must provide SAC documentation (using the SAC notification template) to students at least five school days before the commencement of the task. For Unit 1 & 2 this may be electronically (for example on Microsoft Teams/OneNote) or via hard copy. Students undertaking a Unit 3 & 4 subject must be given a hard copy of this documentation. The documentation must be consistent across all subject classes and include:
- Guidelines around the relevant content being assessed in the SAC;
  - Date being undertaken/due date (there may be some variation across classes due to timetabling);
  - Location and time;
  - Conditions under which the task will be completed;
  - Length of the task;
  - Support material permitted;
  - Criteria for assessment.



## 1.7 Notification of a SAT

- 1.7.1** All SATs should be undertaken at times listed on the College SAC/SAT Calendar and Unit Guidelines.
- 1.7.2** These dates can be varied, providing written notice is provided to all students with a minimum of 5 school day's notice.
- 1.7.3** Teachers must provide SAT documentation (using the SAT notification template) to students at least five school days before the commencement of the task. For Unit 1 & 2 this may be electronically (for example on Microsoft Teams/OneNote) or via hard copy. Students undertaking a Unit 3 & 4 subject must be given a hard copy of this documentation. The documentation must be consistent across all subject classes and include:
- Guidelines around the relevant content being assessed in the SAT;
  - Due date and time;
  - Length of the task;
  - Criteria for assessment (or when available from VCAA).

## 1.8 Collection and Submission of work

- 1.8.1** Students must submit their SAC/SAT by the college deadline to receive a grade. All SACs/SATs submitted after the college due date will not be graded and will be reported as N/A (Not Assessed). For Units 3 & 4 this means a NA is recorded on VASS. This will result in a numerical score of zero.
- 1.8.2** Students who cannot meet a deadline for medical or other serious personal or environmental causes should apply for Special Provision through the VCE Coordinator. Documentation must be obtained from the appropriate professional person. Extension of time will not be granted due to computer failure or loss of computer files.
- 1.8.3** It is expected that the SACs/SATs will be handed to the classroom teacher in person. Students will be responsible for the loss of any work if a breach of this rule occurs.
- 1.8.4** If it is not possible to hand work into the classroom teacher, students must submit work to the VCE Coordinator or Principal.
- 1.8.5** The class teacher will keep an accurate record of SAC/SAT collection.
- 1.8.6** Failure to submit a SAC may result in an N being awarded for the Unit. Parents/carers will be informed via:
- Progress report or;
  - Letter or;
  - Telephone call from the teacher.
- 1.8.7** Failure to submit a SAT by the due date will result in an NA result for the SAT. The class teacher will contact parent/carer. The class teacher will document evidence of parent/carer contact made. Failure to submit a SAT by the end of the Unit will result in a N (unsatisfactory) result. No student should fail by surprise nor should a parent/carer be surprised by their student's failure when reports are forwarded home.

## 1.9 Return of Results

- 1.9.1** Teachers of subjects with multiple classes (eg VCE English) will work together to assess student's work. At Unit 3/4 level the combined classes will be considered as one class for moderation purposes.
- 1.9.2** After work is submitted, marked and cross marked, teachers will provide feedback to students. Appropriate feedback includes:
- Advice on particular problem areas;
  - Advice on where and how improvements can be made for further learning;
  - Reporting S or N decisions with written comments on performance;
  - Overall performance, using assessment advice from the relevant study design
- 1.9.3** Reporting student results is an important aspect of the feedback to students. The timeline for this process will vary across units/tasks. Feedback will occur as soon as practicable but generally not before all students have completed the assessment task.
- 1.9.4** Teachers will use the advice from the relevant study design in the determination of grades for SACs and SATs. VCAA Assessment Rubrics, and Performance Descriptors will be used wherever possible to assess student work.
- 1.9.5** When providing grades for Units 3 & 4, teachers must advise students that their total course work grades may change following statistical moderation undertaken by the VCAA. Grades are awarded using the previous year's Grade Distributions published by the VCAA.
- 1.9.6** When providing grades for Units 1 & 2, the following grade allocations will be used:

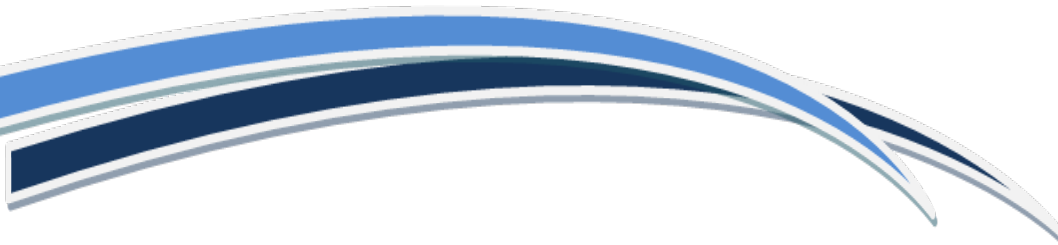
UG	E	E+	D	D+	C	C+	B	B+	A	A+
0-39	40 - 45	46 - 51	52 - 57	58 - 63	64 - 69	70 - 75	76 - 81	82 - 87	88 - 93	94 - 100

- 1.9.7** Where a SAC or SAT is submitted after the due date or not submitted, a student will be awarded N/A (Not Assessed).

## 1.10 Redemption Process

The goal is to provide every opportunity for students to complete the tasks needed to meet outcomes and pass the units they study.

- 1.10.1** When determining satisfactory completion of an outcome, teachers will consider student performance on a range of Learning and Assessment Activities that have been completed by the student – this includes outcome tasks, class activities, and SACs/SATs. Teachers will communicate the requirements for satisfactory completion in their subject, via the Unit Guidelines given out at the beginning of each Unit.
- 1.10.2** In situations where students have not demonstrated satisfactory completion through Learning and Assessment Activities, teachers will complete a VCE/VCAL Redemption form, with details of the Supplementary Task(s) that must be completed in order for a student to satisfactorily meet the outcome. The Redemption Form is provided to the student and parent/carer, with relevant due dates. The Redemption Form is signed by the VCE Coordinator, and uploaded to XUNO.
- 1.10.3** A Supplementary Task may include a resit of a SAC – this should be scheduled outside of class time. Students may complete a Supplementary Task under supervised SAC conditions during private study periods, lunchtimes or after school.
- 1.10.4** Failure to complete the Supplementary Tasks or to complete them to a satisfactory standard will result in a provisional N for the outcome and therefore the unit. This will be communicated to students and parents/carers through either an email or a phone call. Unless exceptional circumstances exist, students will have two weeks from this notification to satisfactorily complete the tasks or they will receive an N for the unit. Opportunities outside of class time will be provided for students to complete the Supplementary Tasks in a supported learning environment. Where Outcomes are assessed over the whole Semester, where necessary, Supplementary Tasks will be offered after each SAC/SAT.
- 1.10.5** There is no Redemption Process or Supplementary Tasks for Unit 3 & 4 SATs.



### **1.11 Attendance**

- 1.11.1** In order to receive an S for a unit, students must also satisfy the College Attendance Policy (See Appendix 2)
- 1.11.2** There is no appeal to the VCAA against an N awarded for breach of the College Attendance Policy.

### **1.12 Absence from School Assessed Coursework (SAC)**

Students must complete all SACs prescribed in the Unit Guidelines.

Where a student misses a SAC the following process applies:

- 1.12.1** Students must complete a VCE SAC reschedule application form, and negotiate a suitable time with their teacher, in conjunction with the VCE Coordinator. The application form will include the reason for rescheduling the SAC. Wherever possible the rescheduled SAC should occur outside of class time; suitable times include private study periods, lunchtimes or after school.
- 1.12.2** It is the responsibility of the student who has missed the SAC to contact their classroom teacher personally to reschedule the SAC, and to obtain all necessary documentation to allow their SAC to be graded (scored).
- 1.12.3** Students that are absent from a SAC due to attending their VETDSSS class, or time-tabled School-based Apprenticeship/Traineeship, will complete the SAC during their first private study period after the SAC. The VCE SAC reschedule application form does not need to be completed.

### **1.13 Scoring a Rescheduled SAC Unit 3 & 4**

**1.13.1** A rescheduled SAC will not be scored unless current and appropriate documentation is provided for the relevant absence; which includes either a:

- Medical Certificate or medical report;
- Reports from social workers, youth workers or other professionals;
- School Approved Absence eg: Excursion, Sport excursion;
- Phone call received from a parent/carer by the Year level Coordinator on the day the original SAC is missed with an approved explanation
- Other approved reason (as determined by VCE Coordinator and/or Principal)
- The above also applies if a student is absent from a Rescheduled SAC.

**1.13.2** Students can appeal against a decision to have a SAC unscored. Students should inform their Year level Coordinator of their intent to appeal and complete the appropriate paperwork.

### **1.14 Scoring a Rescheduled SAC Units 1 & 2**

**1.14.1** A rescheduled SAC will only receive a grade if the absence is an approved absence.

### **1.15 Absence from a Rescheduled SAC**

- 1.15.1** If a student is absent from a rescheduled SAC, the process outlined above in 1.13.1, must be repeated.
- 1.15.2** Where it has not been possible to complete a rescheduled SAC for a Unit 3 or 4 subject, the student should lodge an application for special provision through their Student Coordinator.
- 1.15.3** Failure to complete rescheduled SACs without legitimate reasons will result in an N/A being awarded for the task. A decision on whether a student receives an S for the outcome will be determined by the classroom teacher who will take into consideration, Learning Activities completed and/or completion of the Supplementary Tasks (refer to 1.10).

## **1.16 Absences Leading up to SACs**

**1.16.1** Students with approved absences leading up to a SAC may be eligible to reschedule their SAC by applying to the VCE Coordinator.

## **1.17 Authentication of Work/Breach of Rules**

**1.17.1** Students must only submit work for SACs/SATs that is their own work and completed in the current year. All references and additional assistance must be appropriately acknowledged.

**1.17.2** Teachers must monitor the development of the SAC/SAT (where appropriate) by sighting progress plans and drafts of the student's work. The teacher will keep appropriate records indicating when and how often work has been sighted. Students may be asked to demonstrate their understanding of the work at or around the time of submission.

**1.17.3** Students must not accept undue assistance from any other person in the preparation and submission of work. This includes providing actual adjustments or improvements to a student's work, or dictating or directing a student to insert particular text. Student's may however, be given general advice about the nature of adjustment or improvements to their work.

**1.17.4** Where appropriate, students must regularly produce the documentation of the development of work to enable the teacher to monitor its development, to keep a record of the process and to attest that the work is the student's own.

**1.17.5** Students who knowingly assist another student in the completion of Learning Activities or a SAC/SAT, are in breach of rules.

**1.17.6** Work which cannot be authenticated will be dealt with as a breach of rules relating to assessment. Any breach of rules relating to assessment at the college will be investigated by a panel in accordance with VCAA guidelines.

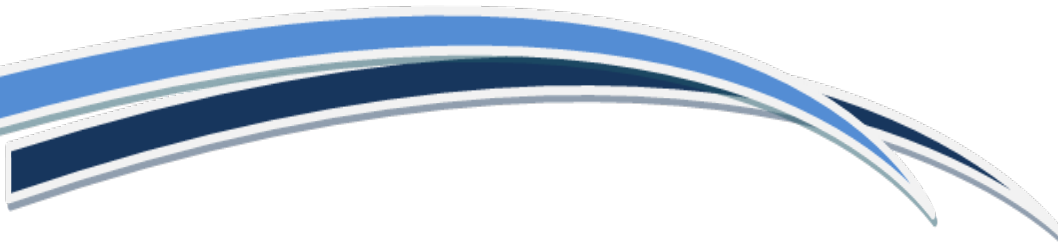
**1.17.7** A student awarded an N for an outcome as a penalty for a substantive breach of rules will not be awarded satisfactory completion of that unit.

**1.17.8** Students have the right to appeal to the VCAA against a decision to not authenticate work but only if their work has been sighted during the period when the SAC/SAT was being undertaken.

## **1.18 Examinations**

### **1.18.1 Unit 3 & 4**

- All studies will have an end of year examination as prescribed by the VCAA.
- Examination Timetables will be published at the earliest available opportunity.
- Students who have applied for Special Provision will have arrangements organised as appropriate.
- All examinations **MUST** take place on the day scheduled in the timetable. It is not possible to reschedule an examination to another day. Students are therefore expected to attend examinations even if there are difficulties in them doing so (e.g. due to illness, family problems). Under these circumstances, students may be eligible for Special Provision and special arrangements such as an extension of time, or a separate examination room may be made available (with the approval of the VCAA).
- Details of conditions, rules, approved materials etc. will be provided by the VCAA via a student information booklet prior to the examination period.
- Students completing any VCAA examination whilst classes are still in operation, are not required to attend timetabled classes in the preceding day leading up to the examination.



### **1.18.2 Unit 1 & 2**

- VCE students undertaking Units 1 & 2 are expected to complete the mid-year and end of year examinations. If a student misses an exam, parents will be contacted and students will be required to reschedule this exam.
- Year 11 students undertaking a Unit 4 subject for which the VCAA exam clashes with their Unit 2 exam, MUST attend their VCAA exam. The Unit 2 exam will be rescheduled.
- Year 11 students undertaking a VCAA end of year examination can reschedule any Unit 2 exams occurring on the same day as their VCAA exam.
- Year 11 students undertaking a VCAA end of year examination whilst their Unit 2 classes are still running are not required to attend classes prior to the VCAA exam on that day.
- VCAL students are encouraged to, but are not required to undertake the end of semester examinations.

### **1.19 General Achievement Test (GAT)**

**1.19.1** All students enrolled in one or more sequences of Units 3 & 4 must sit the General Achievement Test (GAT), on the date specified by the VCAA each year.

**1.19.2** Exemptions from the GAT may be given only in exceptional circumstances and students must see their Year level Coordinator to apply for an exemption.

**1.19.3** A sentence on the student's Statement of Results will indicate whether the student has obtained results in the General Achievement Test. A statement of GAT results is mailed to each student with all their other VCE results, but it does not count towards tertiary selection.

**1.19.4** Although GAT results do not count directly towards a student's VCE study score, they can play an important role in assessment:

**1.19.5** Where there is a clustering of marks state-wide, elements of the GAT can be used to separate student's marks;

**1.19.6** The GAT is also used to check that school assessments and examinations have been accurately assessed;

**1.19.7** If students require a Derived Exam Score the GAT is the major assessment used to calculate the exam score.

**1.19.8** It is essential that students sit the GAT and complete it to the best of their ability.

### **1.20 Appeals**

Students have the right to appeal decisions about:

- Awarding of an N (Non Satisfactory result);
- Non scoring of a rescheduled SAC;
- Special Provision;
- Breach of Assessment rules;
- Extensions of time not granted.



The process for each of these appeals is described below:

<i>Decision</i>	<i>Appeals Process</i>
Awarding of N result (VCE Subject) (Non-satisfactory result)  Non Scoring of a rescheduled SAC  Extension of time not granted	<ol style="list-style-type: none"> <li>1. The student informs their Year level Coordinator of an intention to appeal and collects a form which is used to lodge an appeal.</li> <li>2. The completed form must be returned to the Student Coordinator within three days of collection.</li> <li>3. The appeal is referred to the VCE Coordinator who investigates the grievance and makes a recommendation to the Principal.</li> <li>4. The outcome of the appeal is provided to the student in writing.</li> <li>5. A final appeal can be made to the college Principal in writing within three days of receiving advice of the outcome.</li> <li>6. The outcome of this appeal will be provided to the student in writing according to VCAA policy.</li> <li>7. Students can appeal to the VCAA within 14 days of receiving the outcome of the appeal from the Principal.</li> </ol>
Breach of Assessment Rules	<ol style="list-style-type: none"> <li>1. Students can appeal to the Principal any decision made by an interview panel once the outcome of an investigation by the panel has been provided to a student in writing.</li> <li>2. Students can appeal to the Chief Executive Officer of the VCAA in writing within 14 days of receiving written notice of the outcome of the appeal from the Principal.</li> </ol>
Special Provision (School Based Assessment)	<ol style="list-style-type: none"> <li>1. Student informs their Year level Coordinator of an intention to appeal and collects a form which is used to lodge an appeal.</li> <li>2. An appeal can be made to the college Principal in writing within 14 days of receiving the decision.</li> </ol>

## 2. VOCATIONAL EDUCATION & TRAINING CERTIFICATE

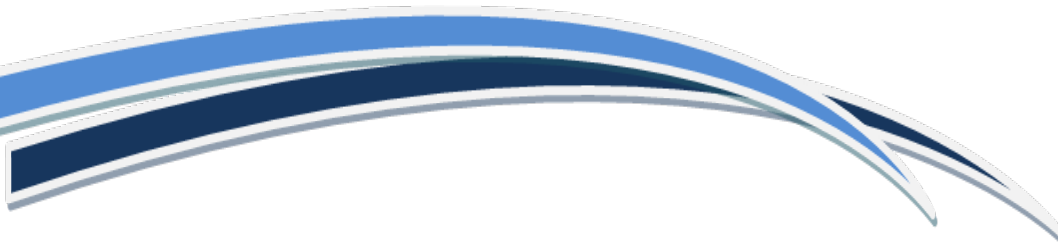
### 2.1 Completing a Vocational Education and Training (VET) Certificate

- 2.1.1** Satisfactory completion of a VET in the VCE Certificate is based on demonstrated competence in core and elective modules or units of competence.
- 2.1.2** The requirements for satisfactory completion of each VCE VET program are outlined in the relevant VCAA program booklet.
- 2.1.3** Students receive a C (Competent) for elements of competence and modules when the Registered Training Organisation (RTO) assess the element of competence has been gained.
- 2.1.4** Where graded assessments are available in VCE VET courses, students are assessed on course work in accordance with current assessment guides, and undertake a VCAA examination in November.

### 2.2 Grievance Policy for VCE/VET students

- 2.2.1** Students who wish to appeal against an assessment outcome, or discuss problems with the delivery of training should follow the steps below until the matter is resolved:
  - 2.2.2** Discuss the grievance with their teacher or trainer.
  - 2.2.3** Refer the problem to the VET or VCE Manager as applicable.
  - 2.2.4** The Principal will consider the grievance.





### **3. VCE Vocational Major (VCEVM)**

#### **3.1 Completing VCE Vocational Major (VCEVM) units**

- 3.1.1** Students choosing to study the VCE VM certificate, will complete a combination of VCEVM, VCE and VET units.
- 3.1.2** The decision to award an 'S' in a VCE VM unit must be consistent with the requirements and guidelines outlined in the appropriate VCE VM study designs. There are specific requirements for the completion of VCE VM units for a student studying the VCE Vocational Major.
- 3.1.3** Students need to demonstrate satisfactory completion of the Learning Outcomes required for each VCE VM unit they are enrolled in. The assessment process should not unduly disadvantage any student and must provide flexibility in the range of methods used in order to cater for the needs of individual students.
- 3.1.4** Successful demonstration of the Learning Outcomes for a VCE VM unit may be demonstrated during one integrated assessment activity or may be spread over a number of different activities.
- 3.1.5** Teachers must develop learning programs that provide students with opportunities to demonstrate achievement of the Learning Outcomes for a VCE VM unit. Students should be observed to demonstrate competence on more than one occasion and wherever possible in different contexts to make sure that the assessment is as consistent, fair and equitable as possible.
- 3.1.6** Students will receive clear, explicit instructions about what is expected and the criteria by which satisfactory completion will be established. Students should have the opportunity to demonstrate achievement at their own pace, with negotiation and opportunities for reflection.
- 3.1.7** The decision to award an 'S' will be made by classroom teachers using informed judgements based on the evidence provided by students.
- 3.1.8** Students who have not satisfactorily completed all Learning Outcomes in a VCE VM unit will receive an N for that unit.

#### **3.2 Completing the VCE Vocational Major**

- 3.2.1** Satisfactory completion of the VCE Vocational Major requires a student to gain sufficient credits across specific curriculum strands. These strands are Literacy and Numeracy Skills, Industry Specific Skills, Work Related Skills and Personal Development Skills. These can be achieved through a combination of VCE, VCE VM and VET units.
- 3.2.2** A student program must include a minimum number of accredited Vocational Education and Training (VET) curriculum components.

#### **3.3 Attendance**

- 3.3.1** In order to receive an S for a unit, students must also satisfy the College Attendance Policy (See Appendix 2).
- 3.3.2** There is no appeal to the VCAA against an N awarded for breach of the College Attendance Policy.

### 3.4 VCE VM and the VCE (VET) Unit Assessment

- 3.4.1 Satisfactorily completed VCE or VCE VET units can constitute credit towards the VCE VM in any of; the Literacy and Numeracy Skills Strand, Industry Specific Skills or Work Related Skill Strand. VCE and VCE VET unit assessment is governed by the VCAA.
- 3.4.2 Unit examinations undertaken at the end of VCE or VCE VET units are optional forms of assessment for students enrolled in the VCE VM.
- 3.4.3 VCE VM students are required to attend their VCE or VET classes until the cessation of timetabled classes for the semester.
- 3.4.4 VCE VM students undertaking a VCE Unit 3 & 4 subject are encouraged to complete the end of year examination but are not required to do so. These students can apply for an early exit from classes. This will be considered only if students have met all Learning Outcomes. Students must make an application to their Year level Coordinator and have parent/carer approval.
- 3.4.5 When assessing students with particular needs the validity and reliability of assessment must be maintained. Flexibility in assessment methods should be used to ensure alternative methods are utilised to allow the demonstration of completion of outcomes without disadvantaging the students.

## 4. SPECIAL PROVISION

Special Provision enables students whose learning and assessment programs are affected by

- illness
- impairment or
- personal circumstances,

to demonstrate their capabilities.

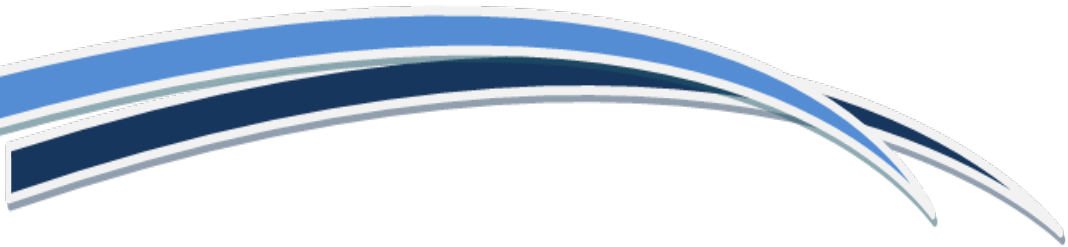
A student who believes he or she may be eligible for Special Provision should apply for Special Provision through their Year Level Coordinator. This must be done as soon as possible. Documentary evidence will be required to support the application.

There are five forms of Special Provision for the VCE:

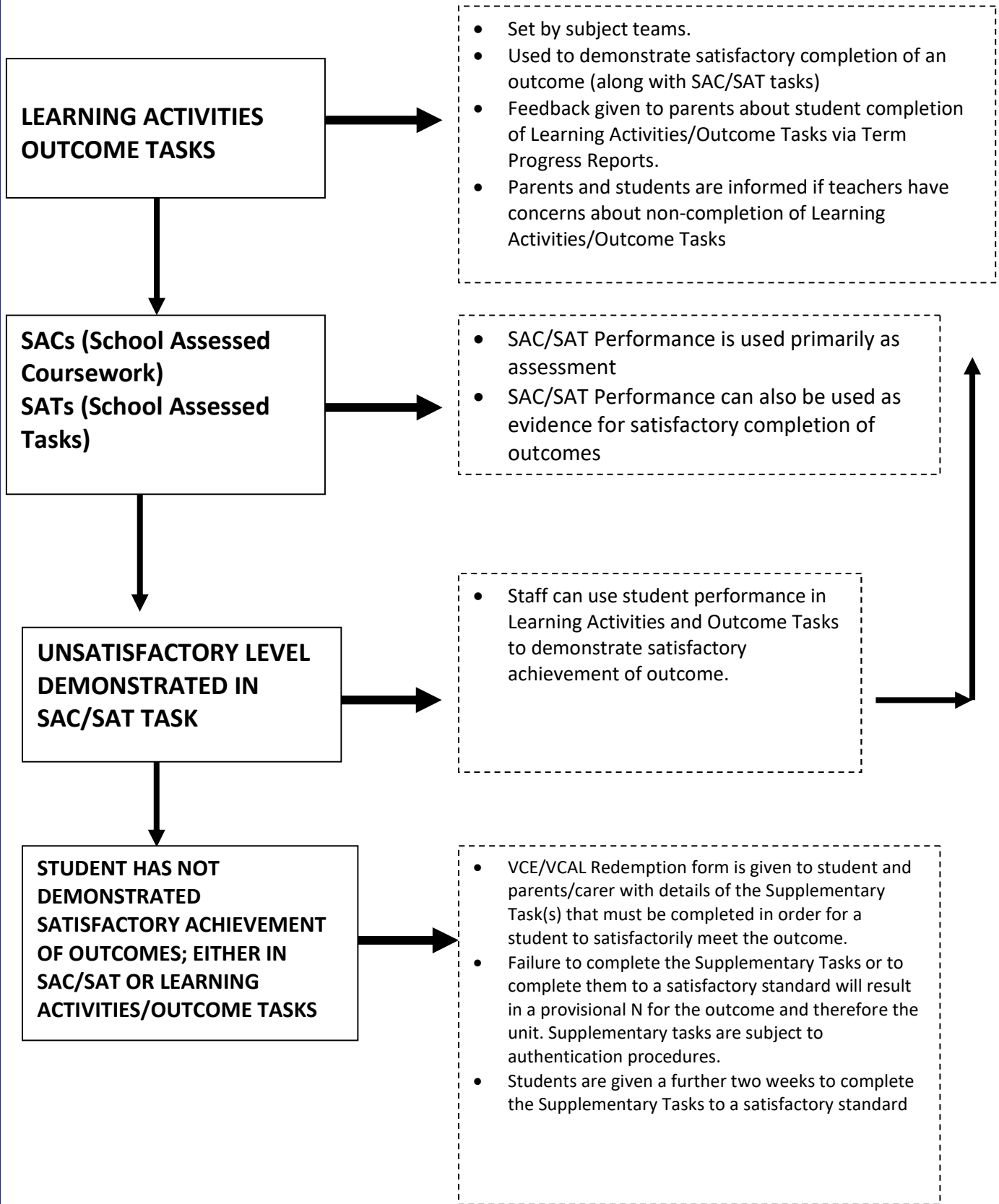
- Curriculum delivery and student programs – for example, where a student may be given assistance by an aide, or allowed to use technological assistance;
- Attendance – the school may vary the attendance requirements for a student
- School-based assessment – where the school may vary the assessment arrangements for an individual, such as rescheduling a task; allowing extra time for a task to be completed; sitting an alternative task;
- Special Examination Arrangements – for example, where a student may be given extra time to complete an exam, or permission to use technology;
- Derived Examination Scores – where a student's exam score is unlikely to be a fair or accurate indication of their learning or achievement in the subject, the VCAA may calculate a score based on other assessment the student has done. This occurs only in exceptional circumstances.

It is the student's responsibility to apply for Special Provision, and to supply the supporting documentation.

Any student who believes they may be eligible should speak to their Year Level Coordinator and/or VCE Coordinator. The student's Statement of Results does not indicate that Special Provision has been used.



**APPENDIX 1: Procedures for Determining Satisfactory Completion of VCE Units 1-4**



## **APPENDIX 2: Attendance Policy**

All VCE, VCAL and VET units have an 80% attendance requirement.

Where a student has completed all tasks satisfactorily but there has been a breach of attendance rules the school can assign an N for one or more of the outcomes and thus for the Unit, overall.

'N' can be given for a Unit if the student's attendance for that Unit falls below 80%, thus preventing the student from satisfactorily completing the Unit. Approved absences (eg. Illness with a medical certificate) are not included in this figure. Students are required to verify their absence in writing no more than two weeks after the absence, including all relevant documentation.

Students who miss an assessment period for an approved reason can apply to the VCE Coordinator for special provision, and if granted may be given the opportunity to complete the assessment task (See Special Provision). Students will need to provide all relevant documentation (eg. Medical certificate).

### **EXTENDED HOLIDAYS**

Extended family holidays are not approved absences for the purposes of meeting the VCE attendance requirements. It is not advisable for students to be out of school during term time while studying for their VCE or VCAL. Students missing school for extended holidays are in danger of not meeting the 80% attendance requirement.

## **APPENDIX 3: Teacher Requirements**

At the beginning of each VCE, VCEVM or VET Unit all teachers should ensure that they have fulfilled the following requirements:

All teachers will read and understand the Senior School Assessment Policy, and agree to abide by the requirements of the policy.

All teachers will ensure they have access to the current study design and assessment handbook for their Unit, from the VCAA website.

At the beginning of the year teachers of Art Making & Exhibiting, Visual Communication & Design, Product Design & Technology, Systems Engineering and Food Studies will download the new criteria and performance descriptors and authentication records for their SATs from the VCAA website. They are also encouraged to register for professional development

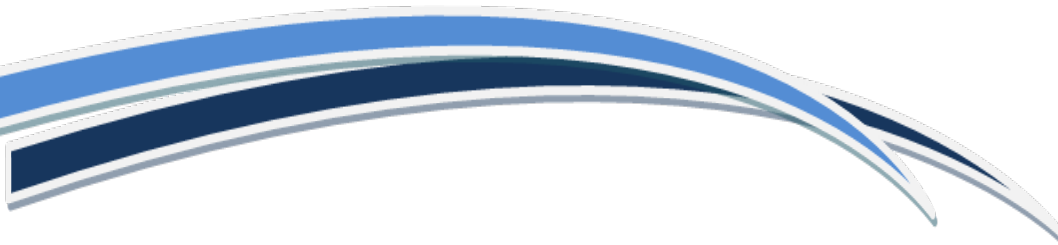
At the beginning of the year all teachers are encouraged to log in to the VCE Data Service to analyse their previous year's results (via VASS). Teachers will be provided with support on how to access and analyse their VCE results through Year level meetings.

All teachers will develop a clear written Course Outline, showing all requirements for the Unit. The Course Outline should include the key knowledge and skills from the relevant study design, unit work requirements and assessment plans. The Course Outline should include a time-line and planned assessment dates. A copy of the Course Outline should be given to students, and published on the school intranet/Microsoft Teams/OneNote

Where there is more than one class for a particular Unit, the teachers should ensure that all classes are using the same Course Outline, where practicable. Teachers should consult the relevant VCAA study design and assessment guidelines when developing their course outlines, work requirements and assessment tasks. Teachers should consult the School Statistics reports from VASS to identify areas for improvement when developing their teaching program and course outlines.

Teachers are required to maintain up to date and accurate records of their delivery in each unit and assessment of student work.

Teachers are required to maintain up to date and accurate attendance records.



Teachers of Unit 3/4 subjects are to provide SAC/SAT dates to the Year 12 Coordinator at the beginning of each unit to be published on the school SAC calendar.

Teachers of Unit 1/2 subjects are to provide SAC/SAT dates to the Year 11 Coordinator at the beginning of each unit to be published on the school SAC calendar.

Teachers must provide Unit Guidelines to students at the beginning of each Unit (See Senior School Policy), using the template provided. Teachers should record the date at which the guidelines are distributed, and must go over the guidelines with their students.

**Teachers must abide by all VCAA regulations and the regulations set out in the Cohuna Secondary College Assessment Policy when it comes to all assessment practices.**

Teachers should use the relevant forms for the rescheduling of assessment tasks, and for the redemption process. Teachers must keep accurate records of any contact made with parents regarding assessment.

Teachers should subscribe to the VCAA bulletin to keep up to date with all VCE, VCEVM and VET requirements. The VCE Coordinator will also keep teachers informed of any VCAA changes and requirements for their subjects.

Teachers of Unit 3/4 subjects are to consult the relevant Statistical Reports from the VCAA website when assigning grades to SAC and SAT tasks. Teachers of subjects where multiple classes occur will apply moderation procedures as set out by the VCAA.

Teachers will be provided with a list of dates at the beginning of each Unit for which results must be provided to the VASS coordinator. Teachers should ensure that their assessment plans enable them to meet these dates. Teacher will provide the VASS coordinator with accurate results by these dates, and will participate in the checking and authentication of these results. All Unit 3/4 SAC and SAT scores will be recorded on the given forms.

Teachers of Unit 3/4 subjects are required to submit Indicative Grades for the end of year examinations to the VASS coordinator by the given due date. Teachers should consult the Statistical Reports from the VCAA website when assigning Indicative Grades.

All teachers are encouraged to attend professional development activities for their subjects, including consultations on new study designs, implementation of new study design briefings. Teachers are also encouraged to apply to become an exam assessor where applicable.

All VCE, VCEVM and VET teachers should attend and participate in scheduled VCE meetings.

Teachers will notify Year level Coordinators of any concerns they may have about individual students in their classes in a timely manner, as well as keeping parents informed.

This policy was last ratified by School Council in....

21<sup>st</sup> February 2023