

VCE Policies and Procedures



Refer to the [VCE Administrative Handbook](#) on the VCAA website for updated information.

Attendance

Attendance at all classes is compulsory. This attendance expectation includes all designated school days, such as sport days and retreats. Regular, punctual attendance is essential and, in many instances, it will be impossible to satisfy VCE work requirements if a student's attendance is irregular. The VCAA sets a minimum attendance requirement. The expectation of Trinity College is that students are required to attend 100% of classes. Failure to do so places students' successful completion of an outcome in jeopardy.

In circumstances where prolonged illness affects this requirement, a medical certificate is required and Special Provision can be sought. Please contact with the Year Level Coordinator to discuss this situation.

After any school absence, a note of explanation signed by the parent or guardian of the student must be provided to the student's Homeroom teacher. Alternatively, the parent/guardian can leave a message on the School's Absentee Phone Line.

Should a student be absent on a day when a formal School Assessment Task is undertaken, the student must provide a medical certificate upon their return to school. Please refer to Rescheduling an Assessment Task section for this procedure.

Any absence that has not been verified will be considered 'unapproved' and the satisfactory completion of the unit will be in jeopardy.

Assessment

All Unit 1 and 2 assessment is administered by the subject teacher while all Unit 3 and 4 assessment is administered by VCAA. Levels of performance in School-assessed Coursework (SAC), School-assessed Tasks (SAT) and examinations are reported by VCAA as grades.

Satisfactory VCE unit result

The student will receive an S (satisfactory) for a unit if the teacher determines that the student has:

- produced work that demonstrates achievement of the outcomes
- submitted work that is clearly their own
- observed the rules of the Victorian Curriculum and Assessment Authority (VCAA) and the school (for example, attendance or submission of work policies).

Not Satisfactory VCE unit result

The student will receive an N (not satisfactory) for the unit when one or more of the following occurs:

- the work does not demonstrate achievement of the outcomes
- the student has failed to meet a school deadline for the assessment task, including if an extension of time has been granted for any reason, including Special Provision
- the work cannot be authenticated
- there has been a substantial breach of rules.

Grading of unit 3 and 4 assessment

- The grades A+ to E for the final Unit 3 and 4 units are derived from school provided scores
- NA: Not Assessed indicates that the assessment task was not submitted or was not assessed.
- UG: Ungraded means that the score was too low to be assigned a grade.
- S: indicates that all outcomes for the unit were Satisfactorily achieved.
- N: indicates that a student who does not submit a Coursework Assessment task or does not demonstrate sufficient competency within a Coursework Assessment Task, shall receive an N for the relevant outcome. This would mean an N for the unit, with severe implications for attaining a VCE certificate.

- J: indicates that a student is no longer attending a unit but they have not officially withdrawn by signing a Student Exit form, the symbol J will be included on VASS. This symbol will reflect that the student is no longer attending class or has not submitted work for assessment.

Lost, stolen or damaged work

If a teacher or student has lost work or had work stolen or damaged, they must make a written statement explaining the circumstances. The statement must be signed, dated and filed at the school. Schools must keep a record of the loss or damage, but should not report it to the VCAA. The principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student.

Care in the use of technology

Please note that VCAA rules state that assessment tasks lost due to computer misuse or malfunction (does not 'save') will not be an acceptable reason for not submitting assessments.

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

- there is an alternative system available for producing assessable work in case of malfunction or unavailability
- hard copies of the work in progress and back-up versions are produced regularly.

Trinity College School-Based Assessment Procedures and Rules

- Trinity College assessment procedures are governed by the VCAA and, as such, it must be stressed that assessment conditions are to be equitable for all students and that dates for all VCE assessable work must be adhered to by all students.
- Students who arrive late to their assessment task will not be granted extra time unless written approval is given by the YLC.
- Students who finish early are not permitted to leave the room.
- Unless otherwise specified by the subject teacher, students are not to bring dictionaries, workbooks and other materials to the classroom during the assessment task.
- Mobile phones and electronic communications devices, such as organisers, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals are not permitted in an examination room or in a room where an assessment task is being conducted under any circumstances. Mobile phones should be left in lockers. Phones will be automatically confiscated and only returned once an interview verifying authentication has been held with the student and the panel. Students who do not hand over their phone will be removed from the assessment task and will be given a '0' score. This rule applies if the student's phone rings and it is in the student's pocket.
- An outline of all proposed unit 3 and 4 SAC dates will be provided to students early in the academic year.
- Students are encouraged to discuss any concerns about assessment tasks with the VCE Leader.

Students who miss an assessment task

- Students who, for whatever reason, do not sit their assessment task will receive 0 marks unless an application for rescheduling an assessment task has been completed and the pink form has been finalised by the VCE Coordinator.
- The student can reschedule the task by collecting a pink APPLICATION: SPECIAL PROVISION FOR A SCHOOL-BASED ASSESSMENT TASK from the VCE Coordinator and completing the form within 48 hours of returning to school. The student must provide written evidence such as a medical certificate for the absenteeism.
- Students who know they will be absent due to a school-based extra-curricular activity, a school organised excursion or other extenuating circumstances must speak with the VCE Coordinator well before the scheduled assessment date. Please note that at no stage are assessment task rescheduling are a guarantee and it is up to the discretion of the VCE Coordinator as to whether the student may complete a rescheduled assessment task.

Conditions under which the rescheduling of an assessment task will be allowed:

- Should a student choose to not write the assessment task or the rescheduled assessment task, a Not Satisfactory (N) grade will be recorded.
- An extension of time for an individual student to complete a task will be granted only in extenuating circumstances. Examples of such special circumstances include a student's illness or extenuating personal family circumstances such as the need to attend a funeral.

- Should a student miss an assessment task due to illness, that student must provide a medical certificate. Once this evidence has been acquired, the student can apply to reschedule the assessment task.
- Family holidays are not considered extenuating personal family circumstances. Students who, while completing a VCE unit, choose to miss calendared school days to go on holiday and subsequently miss an assessment date, will not have this assessment graded. This applies to Year 10, Year 11 and Year 12 students. The student will receive no credit for this assessment towards the Study Score in this subject. The rescheduling of an Assessment task is not permitted in the case of students undertaking a holiday outside of the gazetted school holiday periods. A student who misses an assessment task due to a family holiday outside of gazetted holiday periods will be required to sit the assessment task at a later date to gain an S for the outcome but will not receive marks towards their study score.
- A student who misses an assessment task for school reasons, such as attending a calendared subject excursion/incursion or for a sporting event where the student represents the College, is permitted to reschedule the assessment task at another time, as outlined below. The student must still follow the process of completing the application form.

Rescheduling assessment tasks for an entire class

- If teachers wish to reschedule a class assessment task because their students are not ready to be assessed, or due to other circumstances, they should provide adequate notification to all students in the class or classes.
- An extension of time for all students in a class should be given only on the condition that they are all given adequate notice and that no student in the class or in another class is advantaged or disadvantaged.

Rescheduling an assessment task for an individual student

If a student does not complete an assessment task at the same time as the rest of their class:

- The student must discuss the merit of any extension with the subject teacher.
- If the teacher is agreeable that the task may be rescheduled and if the reasons for the request appear legitimate, the student must obtain a pink APPLICATION: SPECIAL PROVISION FOR A SCHOOL-BASED ASSESSMENT TASK from the VCE Coordinator.
- The student must complete the form and ensure that the required evidence is attached. Suitable evidence includes a Medical Certificate in the case of illness or a letter from the student's parents to the Year Level Coordinator in the case of extenuating circumstances (such as a funeral).
- This form must be completed with evidence attached and submitted to the VCE Coordinator within 48 hours on the student's return to school (from an illness).
- No evidence is required should a student miss an assessment task due to an approved school-based activity (excursion or incursion).
- Evidence supporting the application for a rescheduled assessment task will be examined by the VCE Coordinator (and a panel if necessary) prior to any extension being granted. Subject teachers may encourage students to apply for an extension, but the decision does not rest with them.
- The VCE Leader will arrange for the student to write the rescheduled task. During 2023, the time allocated for the writing of rescheduled tasks is on a Tuesday from 3:30 to 5:00pm
- It is the student's responsibility to ensure that the rescheduled task is completed as the application is from the student.
- Should a student choose not to write the rescheduled assessment task, an N grade shall be awarded.

The Maximum Period for an Assessment Task Extension

A student who has received a N result has up to one month from the date of being notified to demonstrate satisfactory competency of an outcome, or part of an outcome, to the subject teacher (subject to end of Semester 1 and 2 deadlines). It is important to note that:

- Late work will not be graded/scored.
- An N result can be redeemed to an S within a month, or by end of the semester (whichever comes first) of being notified of the N.
- It is the responsibility of the student to consult with the subject teacher concerning the most appropriate way of demonstrating satisfactory achievement.
- An extension of time may extend into the next semester, but not into the next school year.
- Extensions for tasks related to units of competency/modules contributing to scored VCE VET sequences cannot be permitted beyond the date determined by VASS. Unit completion is essential to finalise study scores, which must be calculated at the time determined by VCAA for all VCE studies.

Redemption Procedures

A student who has received an N result has up to one month from the date of being notified of a 'Not Satisfactory' to demonstrate satisfactory competency of an outcome, or part of an outcome, to the subject teacher (subject to end of Semester 1 and 2 deadlines). Remember that:

- Late work will not be graded
- Once the original task has been submitted, the mark given cannot be improved on by the student
- An N result can be redeemed to an S within a month (or by the end of the semester, whichever comes first) of being notified of the N.
- It is the responsibility of the student to consult with the subject teacher concerning the most appropriate way of demonstrating satisfactory achievement.

Appeals Process

Within reasonable limits, students are free to query their subject teacher as to the reason why a grade or S/N was given. They must, however, accept the grade given for an Assessment Task.

If a student receives an N result, a reassessment by the Subject teacher or Learning Area Facilitator or their representative can be requested. Beyond this, a more formal appeals process will be followed, whereby the Deputy Principal and the Director of Learning will be called upon to mediate and arbitrate.

Authentication of School-based Assessment

The Victorian Curriculum and Assessment Authority (VCAA) has policies and procedures for the monitoring the authentication of students' work to ensure equity amongst all Year 12 students. Students must ensure that all unacknowledged work submitted for assessment is genuinely their own.

Teachers may consider it appropriate to ask students to demonstrate their understanding of the task at, or about the time of, submission of the work. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules.

Students must observe and apply rules for the authentication of School-based Assessment. Students must sign an authentication record for work done outside class when they submit the completed task.

The VCAA authentication rules state that:

- a student must ensure that all unacknowledged work submitted for assessment is their own
- a student must acknowledge all resources used, including texts, websites and other source material and the name and status of any person who provided assistance and the type of assistance provided
- a student must not receive undue assistance from another person in the preparation and submission of work
- acceptable levels of assistance include the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which have been transformed by the student and used in a new context and the 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, another person's work or other resources without acknowledgement and corrections or improvements made or dictated by another person
- a student must not submit the same piece of work for assessment in more than one study, or more than once within a study
- a student must not circulate or publish written work that is being submitted for assessment in a study in the academic year of enrolment
- a student must not knowingly assist another student in a breach of rules
- in considering if a student's work is their own, teachers should consider if the work is atypical of other work produced by the student; is inconsistent with the teacher's knowledge of the student's ability; contains unacknowledged material; has not been sighted and monitored by the teacher during its development.
- Students need to be aware that it is their responsibility to ensure that the teacher has no difficulty in authenticating their work.

They should understand that teachers cannot authenticate work about which they have doubts until further evidence is provided.

- For assessment tasks done under test conditions, students are required to observe all stated conditions including those that relate to electronic devices and written resources.

Investigation of a Breach

Should a breach of assessment tasks be reported, an investigation into the breach will be conducted by the school.

- On receipt of an allegation, the student's work will not be accepted for assessment, pending the conduct of an investigation by the school. The original of the final version of the work is to be retained by the school. The student should be given a copy of the work.
- Preliminary investigation: if the allegation raises the suggestion that a student has submitted work that is not their own, as part of seeking a response from the student the investigator should ask the student to provide evidence that demonstrates that the work submitted is their own and/or was completed in accordance with VCAA requirements.
- If this investigation suggests there is any substance to any allegation, the student should be informed in writing of the nature of the allegation and be invited to attend an interview to respond to the allegation.
- Decision-making: a meeting will be held with the student during which the allegations will be discussed.
- The principal will decide, in relation to any allegations against a student found to be proven, whether a penalty should be imposed, and, if so, what penalty is appropriate.
- A student may appeal to the VCAA against a decision by the school, and any penalty imposed by the school, in respect of a contravention of the assessment rules of the VCAA relating to School-based Assessments. This right of appeal does not apply to decisions about the satisfactory completion of a course arising from a student's attendance, or other disciplinary decisions of a school not arising from a contravention of VCAA assessment rules. An appeal against a school decision must be made in writing to the Chief Executive Officer of the VCAA not later than 14 days after the student receives written notice of the decision from the school. On receipt of a notice of appeal from a student, the Chief Executive Officer of the VCAA must nominate an employee of the Secretary to interview the parties to the appeal and attempt to resolve the matter.

Examinations and GAT

- Detailed information about examinations, GAT, results and other VCE matters are obtainable from the VCAA website.
- All students completing VCE or Senior VCE VM are required to complete the General Achievement Test (GAT). This includes students who may already have completed the GAT the previous year. The GAT results are used by the VCAA to statistically check that school assessments and examinations have been accurately assessed, as well as for determining Derived Examination Scores.
- The GAT is split into two sections: A and B. All students enrolled in one or more VCE or scored VET Unit 3-4 sequence will complete both sections. Students enrolled VCE VM will complete Section A only.
- Attendance at Practice Examinations set by the College during Term 3 and the September holiday period is expected.
- Students are not permitted to leave any Unit 3/4 exams (including the GAT) prior to the conclusion of the exam. If students do attempt to leave these exams early, this conduct will be viewed as a disciplinary matter.

Special Provision

Special provisions are made by VCAA and the school to allow students undertaking VCE who are experiencing significant hardship, the opportunity to demonstrate what they know and can do.

There are three forms of Special Provision for assessment available to VCE students for examinations and SACs:

1. SCHOOL BASED ASSESSMENT

Alternative arrangements or variations to School Assessment requirements can be made should a student's achievements be adversely affected by illness (acute or chronic), long-term impairment or personal circumstances. Students should apply for Special Provision by contacting their Level Coordinator or VCE Coordinator. Current external evidence will be required. If the student is eligible, subject teachers will assist students by;

- Rescheduling assessment tasks, or
- Setting alternative or substitute tasks, or
- Allowing more time to complete a task or
- Allowing the use of different arrangements to complete an assessment.

Please note that any Special Provision afforded a student during SAC conditions, must be in line with that approved by the VCAA for that same student's Examination arrangements.

2. SPECIAL EXAMINATION ARRANGEMENTS (INCLUDING THE GAT)

Students might be eligible for this Special Provision should their achievements be adversely affected by accident or sudden onset of illness, personal circumstances or long-term impairment. Supporting medical, psychological and educational documentation is required.

Applications need to be made to VCAA, usually by the end of February for existing or known conditions. The student needs to contact the Level Coordinator or VCE Coordinator immediately for information on how to apply for this Special Provision.

Special examination arrangements are at the discretion of VCAA (based on supporting evidence) and can include:

- Extra reading time
- Rest break
- Use of special technology
- A reader and/or scribe

3. DERIVED EXAMINATION SCORES

Should a student become ill or experience an accident or personal trauma in the period before or during a written, oral or performance examination, that student may apply for a Derived Score.

The Derived Examination Scores will be calculated statistically from the student's other assessments:

- Moderated coursework scores (SACs)
- School assessed Task scores (SATs)
- GAT scores
- Other examination scores if applicable
- Indicative results provided by the school

For a student who attended the exam, the person providing the independent evidence must have examined or treated the student or have been consulted by the student in the period from two days before the exam to one day after the exam.

If the student did not attend the exam, the person providing evidence must have treated the student or been consulted by the student on the day before the exam or on the same day.

An application form needs to be completed. Advice from the school should be sought, but the primary responsibility for the application rests with the student.

Students may not apply on the grounds of long-term illness or matters of the students own choosing such as sporting or social events.

ATAR

Entry into Tertiary Education (post Year 12) is determined by the ATAR (Australian Tertiary Admission Rank) score a student receives. The score is statistically obtained by combining the student's English Units 3/4 or Literature Units 3/4 study score (all study scores are out of

50) with the next best three scaled study scores, adding 10% of the fifth study and another 10% of a sixth study.

Some studies gain a student a higher score, according to a scaled formula determined by VCAA. The choice of studies a student undertakes and how hard the student works will determine how good the student's ATAR is. Each student should aim to get the highest study score within each study – this means working from day one and taking a responsible approach to Year 12.

VCE Program at Year 12

At Trinity College, Year 12 students are scheduled to study five subjects as part of their VCE course as well as the RE Awakenings

course. A student may be permitted to adjust this study program after an initial discussion with the VCE Coordinator. This process usually involves consultations with the Year Level Coordinator, the Pathways Officer, the Director of Learning and generally requires supporting medical evidence.

Unscored VCE

Trinity College Colac accepts that some students may request to undertake an unscored VCE program. To support students in making this choice, the following process needs to be followed to ensure parents/guardians and students are provided with information about the possible impact of this decision on a student's future pathway. Trinity College application process for students to undertake an unscored VCE can commence after the completion of Unit 3. Interested students must discuss the implications of and process for an Unscored VCE with the VCE Leader.

- The student must meet with the VCE Coordinator to initiate the process.
- The student must meet with the Pathways Team to discuss and plan for future employment or study and to check that VCAA course requirements are met.
- Parents and students meet with Year Level Coordinator and the VCE Coordinator to discuss classroom implications and support.
- The Unscored VCE Application letter is to be signed by parents and student and will be retained by the school.

A student may be eligible for the award of the VCE if they have submitted School-based Assessments for satisfactory completion of units, but have not been assessed for levels of achievement in the study and have not completed examinations. In these cases, the teacher judges that the student has achieved the outcomes for a study based on the work provided by the student, without assessing for levels of achievement.

A student must be assessed for levels of achievement in two of the graded assessments in order to receive a study score. If a result is not provided for the unit, the student will not receive a study score. When making their enrolment selection, students should consider the requirements for satisfactory completion and the award of the VCE. Not achieving graded assessments may limit a student's options for further training, study and work. Students should be encouraged to attempt all graded assessments, as much as possible. (VCAA Handbook)