



Oakleigh Grammar

Policy Document Name	VCE
Date Ratified by Board of Management	July 2022
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1. Preamble

Schools providing VCE must deliver the course to the standards established by the Victorian Curriculum and Assessment Authority (VCAA), ensure the integrity of student assessments and ensure compliance with the requirements of the VCAA for the relevant programs. Oakleigh Grammar offers the Victorian Certificate of Education in accordance with the Victorian Regulations and Qualifications Authority (VRQA).

2. Purpose

This policy is designed to :

- Ensure that Oakleigh Grammar procedures for assessment and reporting are consistent and compliant with the requirements of the VCE as determined by the Victorian Curriculum and Assessment Authority (VCAA);
- Help maintain a high standard of education at Oakleigh Grammar;
- Provide high levels of communication between the School, students, parents, and the VCAA;
- Assist students to be successful in their studies and to provide them with the appropriate structures and support to enhance their personal development.
- Ensure that the VCE policies and procedures reflect the School's Vision Statement;

This policy has not been developed for the purpose of taking sanctions against students, but to encourage them to be successful in their studies by completing all their work satisfactorily and is to be considered in conjunction with the other various documents.

3. Eligibility for The Award of the VCE

A student must achieve a SATISFACTORY (S) result in at least 16 units to qualify for the awarding of the Victorian Certificate of Education (VCE). This must include:

- At least three units from the English group, two of which must be a Unit 3 and 4 sequence
- An additional three sequences of Units 3 and 4 studies other than English, which can include VCE VET Unit 3 and 4 sequences, and which may include any number of English sequences once the English requirement has been met.
- Failure to successfully complete the Unit 3 and 4 sequence of a Study may result in the student not being awarded a study score for the subject which in turn will impact on their eligibility for the award of the VCE.

3.1 Satisfactory Completion of VCE Units

An S is achieved for a unit by demonstrating achievement of each “learning outcome” specified in the study design. All VCAA prescribed assessment for each unit must be successfully completed for an ‘S’ attainment. A student will be granted satisfactory completion if:

- The work is of the required standard as described in the learning objectives;
- The student achieves at least 40% as an overall unit result;
- The student has met the deadline for assessments;
- The work can be authenticated;
- There has not been a breach of either the VCAA or School rules;
- The student achieves an attendance rate of 90%.

3.2 Not Satisfactory Completion of VCE Units

A student may not be granted satisfactory completion if:

- The student has not demonstrated achievement of the ‘learning outcome’ for one or more prescribed assessments for the VCE unit as specified in the study design.
- The work is not of the required standard;
- The student failed to meet a school deadline for the task, including where an extension has been granted for any purpose, including Special Provision;
- The work cannot be authenticated as the student’s own;
- There has been a substantive breach of either the VCAA or School rules, including school attendance and achievement of minimum standard rules.

Students who fail to achieve an S will be afforded an opportunity to attempt a Redemption Task to achieve an S for a VCE Outcome (Refer to the Procedure for Redemption of a Not Satisfactory for a VCE Outcome)

3.3 Non-Scored Students

The VCE provides students with the flexibility to be eligible for the Award of Victorian Certificate of Education by satisfactorily completing all VCE units without sitting for the external examinations or receiving scored level of achievements. Where students are at risk of not completing or have other valid reasons for not undertaking scored assessment, they may be advised to undertake one or more VCE units as a non-scored student.

This discussion will involve parents/guardians, the student, the relevant subject teacher and the Head of Senior School. Students completing the VCE as a non-scored student will not have a Study Score calculated for the study nor will they receive an ATAR at the completion of their VCE studies. Only ‘S’ / ‘N’ will be reported to VCAA for Unit 4 (two or more graded assessment scores are required to achieve a study score).

Discussions with the Careers Counsellor and parents to ensure students are aware of the impact on future pathways will take place before the final decision is made. The students will be supported to find alternate pathways to future careers that do not require an ATAR (refer to the Procedure for Determining an S for Non-Scored Students).

3.4 Completion of VCE Units with an External Provider

A student may undertake the study of VCE VET subjects external to the School provided by a recognised RTO. VCE VET programs provide credit towards the VCE, typically for Units 1 to 4; however, some programs provide credit only at Unit 1 and 2 or Unit 3 and 4 level. The Head of Senior School, parents and student must discuss this option prior to enrolment.

A student may undertake the study of VCE Units not available for study at Oakleigh Grammar through Virtual Schools Victoria. The Head of Senior School, parents and student must discuss this option prior to enrolment.

Students who meet the guidelines provided by the Higher Education institutions, may undertake, with approval from the Principal, an approved Higher Education Study (HES) within the VCE. Students can undertake only one HES as part of their VCE program. The Head of Senior School, parents and student must discuss this option prior to enrolment (refer to the Procedure for Student Completion of External Studies).

3.5 Monitoring and Recording of Student Details using VASS

All students completing VCE sequences must be enrolled on the VASS system to be eligible for the VCE. VASS is a VCAA database through which schools maintain student personal details, study programs and assessment information. Enrolment, unit completion and assessment data must be entered in accordance with the administrative requirements of the VCAA. Relevant information will be provided to VCAA via the school's VASS database. (Refer to the Procedure for Monitoring and Recording of Student Details using VASS.)

4. Attendance

Students must attend **all** scheduled lessons of a VCE Unit of Study. Oakleigh Grammar's VCE Attendance Policy requires students in the Senior School to maintain 90% attendance of scheduled classes. This takes into account 'supported absences' and legitimate school activities such as excursions and sports. It is the responsibility of any student who is absent to find out what work was covered in the missed classes and any work that may have been set during that time.

Students must attend timetabled classes and are required to bring a note and/or medical certificate to explain all absences from school. Students with ten or more unsupported absences from class in a semester unit maybe awarded an 'N' for the unit (Refer to the VCE Attendance Policy).

5. Assessment of VCE Subjects

Each VCE Unit of Study deals with specific content and is designed to enable students to achieve a set of outcomes listed for the Unit in VCAA Subject Study Designs. Outcomes define what students should know and be able to do as a result of undertaking a study. Most Units of Study have 2 or 3 outcomes. To achieve an outcome, students must demonstrate an understanding of the key knowledge listed for the outcome. They should also be able to demonstrate the key skills listed for the same outcome. Levels of achievement in Units 1 to 4 will be based on performance in school assessed coursework (refer to the VCE Assessment Policy).

5.1 Authentication

VCAA requires "most" School Assessed Tasks are to be completed during class time and can be authenticated as each student's individual work. This policy requires that the majority of VCE Assessment tasks must, where possible, be completed in class in order to prevent issues with authentication of student work.

However, there are some subjects where assessment may continue over multiple class sessions. In order to authenticate student work, teachers must:

- Monitor and document student work, recording their observations regarding student progress in the Authentication Record for Assessed Tasks or Coursework document.

- Sight student work on a regular basis in order to document each student's idea development and progress from planning and drafting through to completion.
- Provide a timeline in folio subjects requiring folio submissions, where student progress can be evaluated at regular intervals.
- If the task is to be carried over a number of periods, collect completed work at the end of each period and return it to students at the start of the next. Teachers must ensure that no unapproved materials are brought into the room; all resources are acknowledged and ensure that students do not submit the same piece of work for assessment for more than one outcome.

All work completed by students must be deemed as both individual and wholly the student's own work. Tasks must be designed so that individual student work can be distinguished and therefore authenticated. If any piece or section of a student's submission is not found to be 'original' or it is not submitted as required by the provided timeline, it will be considered to be in breach of this rule. If this occurs, the student will be referred to the Head of Senior School and may be in danger of losing marks for all or some of the task (Refer to the Procedure for VCE Assessment).

5.2 Extensions

Deadlines for all assessment tasks are set by the School. Extensions may be granted under certain circumstances.

- An extension of time for all students in a class will only be permitted on condition that all students are given adequate notice and that no one in the class or another class is disadvantaged or advantaged by the change.
- An extension may be needed to account for circumstances in which an individual student or group has not been given appropriate time to undertake or complete a SAC or SAT.
- If a student wishes to apply for an extension, they must complete and submit the Application for an Extension of a VCE Task Due Date form to the Head of Senior School. Depending on circumstance, this form must be accompanied by the appropriate supporting documentation and signed by both the student's parent and subject teacher.
- All applications for extension will be reviewed by the Head of Senior School, the subject teacher and relevant VCE Academic Leader.
- Conditions under which the extension is allowed must ensure that the student is not advantaged or disadvantaged in completing the SAC or SAT.
- If approved, the time period of the extension will be set at the discretion of the Head of Senior School.
- **Only one extension per student in a subject will be granted.** Further requests by a student must be referred to the Head of Senior School for approval.
- **Any appeal concerning the awarding of an extension of time or conditions of the extension will be brought to the Head of Senior School.**

5.3 Breaches of Rules

If it is reported that a student has breached rules governing the completion or following the submission of School Assessed Task/Coursework, a formal interview with the Head of Senior School and the relevant VCE Academic Leader at the Senior School Panel will be convened. Students may request another staff member or parent to attend the interview with them. If the allegation is proven, the student will forfeit all marks for the task and will receive a **'UG/N'** for the task and potentially an **'N'** for the VCE Unit of Study (refer to the VCE Academic Honesty

Policy and the Procedure for Senior School Panel which outlines the process for students attendance at Senior School Panel).

5.4 Plagiarism

Plagiarism is the use of the work of others without acknowledgement, or the submitting of someone else's entire work as your own.

Evidence of plagiarism, such as:

- Cutting and pasting from Internet sites
- Copying another student's work,

will not be accepted. Student work should be original, using age appropriate language. Failure to reference or acknowledge paragraphs, sentences or ideas, including paraphrasing from someone else's work, will result in a loss of marks for the section copied, or all of the marks, if the integrity of the submission is compromised by multiple inclusions of non-original ideas.

Where teachers find evidence of plagiarism in a student's work, it must be reported to the Head of Senior School. The student will be required to attend the Senior School Panel where the piece of work will be reviewed by the subject teacher, relevant VCE Academic Leader and Head of Senior School. If the allegation is substantiated, the student will be awarded a '**UG**' for the task. However, the student will be given an opportunity to repeat the same or undertake a similar task to obtain an '**S**' for the task. Failure to complete the repeated task can result in students receiving an '**N**' for an assessment task and, therefore, failing a unit of study. There is, however, no change to the UG grade originally awarded for the outcome.

Subject teachers must notify parents within 24 hours following the determination that a student was found to have plagiarised some or all of an assessment task.

5.5 Return of Student Work

Students should be given an opportunity to view their marked assessment task. This should occur no more than 7 days following the completion of the task for all subjects except English/EAL, which should be returned no more than 14 days following the completion of the task. Students should be provided with diagnostic feedback, exemplar responses, overall VCAA grade result and advice on where and how improvements can be made for future learning.

Unit 3 and 4 student work should not be returned in case it is required for VCAA audit of the School's procedures. However, students should be given an opportunity to view their marked SAC task. It is also permissible to provide students with a copy of the task for revision purposes if requested.

5.6 Work Requirements

Teachers are to set a minimum of three work requirements for students to complete prior to SAC or SAT assessment. Student performance in these tasks is used to indicate student understanding and preparation for the assessment task. Failure to complete the tasks satisfactorily may result in the student not being permitted to undertake the SAC or SAT (refer to the Procedure for VCE Assessment).

5.7 Drafting and Practice SACs

Teachers cannot mark or provide comments on any draft of work that could provide the student with an advantage over others within the class.

The last work requirement prior to the scheduled SAC is to be drafted and used as a Practice SAC. It should cover the content and skills in the Area of study from the Study Design to be assessed by the scheduled SAC. It must not be similar or the same as the SAC in format or questions used to assess students for content and skill development.

Teachers must ensure the Practice SAC provides an opportunity for students to test their ability to apply knowledge and understanding in unfamiliar contexts; ultimately disadvantaging them for the external VCE examinations.

5.8 Submission of Work for VCE Assessment Tasks

All VCE Assessment Tasks, where possible, are to be undertaken during class time, supervised by and submitted to the teacher at the end of the lesson at the time set by the teacher. If required, special arrangements for separate attempt of a VCE Assessment Task, can be made with the approval of the Head of Senior School. In cases where approval has been granted, arrangements will be made to ensure task is completed in a manner compliant with VCAA and School rules for Assessment (refer to Procedure for VCE Assessment).

5.9 Lost or Damaged Work for VCE Assessment Task

- The School will not accept responsibility for work that is lost because the rules have not been followed.
- The School will not accept responsibility for work that is lost or damaged due to computer misuse or malfunction.
- If the work has been lost or damaged during the course of its completion, the student will be required to redo the work. If necessary, the student may apply for an extension of time to complete the work.
- In cases where the work has been lost or damaged after it has been properly submitted, the matter must be reported to the Head of Senior School. The Head of Senior School, in consultation with the student and teacher, will decide the action that will be taken. In all cases of lost or damaged work, records will be maintained by the School. These records will include written statements by the student and teacher. If necessary, the matter will be reported to the VCAA.

5.10 Computer Work

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 and the work is saved onto a backup file.

6. Examinations

Examinations are an important part of the overall assessment in VCE Units 1, 2, 3 and 4. The requirements and conditions used for Senior School Examinations are based on those specified by the VCAA for the external VCE examinations. The examinations in VCE Units 1 and 2 are set and assessed internally by the teachers and can be used to indicate the level of understanding and ability to apply knowledge in addition to the determination of the level of achievement in a VCE Unit 1 or 2 subject.

VCE Unit 3 examinations are conducted at the end of Semester 1 and can be used to indicate the level of understanding and ability to apply knowledge in addition to the determination a SATISFACTORY (S) grade for the student. The examinations conducted at the end of Semester 1 for VCE Unit 3 subjects are set by teachers and maybe commercially purchased or originally produced examinations. Unit 3 and 4 will be externally assessed by the VCAA at the end of academic year (refer to the Procedure for Senior School Examinations).

6.1 Special Provision & Derived Examination Score

Special Provision for VCE Assessment Tasks is designed to allow students who are experiencing significant hardship to demonstrate both what they know and what they can do. Students who feel that they are entitled to special provision should apply to the Head of Senior School. The Head of Senior School, in consultation with teachers, parents and the Head of Learning Enhancement, will decide whether special provision will be granted. Depending on the eligibility of the student, an application to VCAA for Special Examination Provision consideration may be lodged at the commencement of VCE Unit 3/4 Study in March by the Head of Senior School on behalf of the student.

In the event of illness or circumstances beyond a student's control that may impact on their examination performance in the external VCAA examinations, the Head of Senior School can assist students to complete and submit forms for a Derived Examination Score (DES). If accepted by the VCAA, the student will have a derived examination score calculated which may be applied to a student's Unit 3/4 examination result and which may impact on the Study Score for the subject and the student's ATAR.

Both Special Examination Provisions and Derived Examination Score application must be accompanied by evidence to support the application.

7. Determination of Level of Achievement Grades

For VCE Units 1 and 2, VCE Assessment Tasks are used to determine the grade indicative of the level of achievement grade for an Outcome. Semester examinations will also be used to indicate the level of achievement in Units 1 and 2.

Students will be given clear instructions about each VCE Assessment Task, including the assessment criteria and performance descriptors used to measure levels of achievement. Levels of achievement will be reported to parents twice a year.

VCE students will not be provided with a numerical value in the feedback following a VCE assessment task. Students should receive a Feedback sheet based on the VCAA Performance Descriptors for Unit 3 and 4 or the Oakleigh Grammar developed performance Descriptors for Unit 1 and 2. Student outcomes are to be indicated by position in the performance bands and the assigned grade. Feedback will also include a grade using the VCAA grading scale below.

A+	A	B+	B	C+	C	D+	D	E+	E	UG
93-100	83-92	76-82	66-75	60-65	50-59	41-49	33-40	26-32	18-25	0-17

NA (not assessed) will be used in cases where assessment tasks have not been attempted, insufficient or no work has been submitted, or work has not been accepted by the teacher due

to late submission or because of authentication problems. Only 'S' / 'N' for Units 1 and 2 will be reported to the VCAA. To achieve an 'S' for Outcomes in Units 1 and 2, students must achieve a minimum of 40%.

VCE Unit 3 and 4 studies are assessed through both internal school assessments and external VCAA examinations. Students will receive a Study Score for each study which contributes to their ATAR (Australian Tertiary Admission Rank). Only 'S' / 'N' for will be reported to parents for VCE Unit 3 at the end of Semester 1.

7.1 Not Satisfactory Completion of VCE Outcome or Unit

If a piece of work is completed unsatisfactorily or submitted late, the student will have one opportunity per Unit to redeem the work. This application must be made to the Head of Senior School who will decide, in consultation with the subject teacher, whether permission to redeem will be granted at the Senior School Panel.

The Head of Senior School will maintain records of all applications for redemption and the results of these applications. If approved, the task or an alternative task must be completed by a new date negotiated by the teacher and submitted. If the work is completed to the required satisfactory standard and submitted by the agreed date, it will be recorded as 'Satisfactory'.

The original score/grade will remain for the task. All other set tasks must be completed satisfactorily in the Unit for the unit result to be 'Satisfactory'. If the work remains unsatisfactory or is not submitted by the agreed date, the student will receive 'Unsatisfactory' for the task and for the unit result (refer to the Procedure for Redemption of a Not Satisfactory for a VCE Outcome).

8. General Information

8.1 English as an Additional Language

Application for designation as an EAL student for VCE Units 3 & 4 English studies must be made by completing the relevant VCAA form and providing supporting documentation. To be eligible for EAL status, the VCAA requires that students **must meet both of the following conditions:**

- i. The student has been a resident in Australia or other predominantly English-speaking country for **no more than seven years**. Note: the period of seven years is calculated **cumulatively over the student's whole life**. The calculation of time spent in Australia is made from the 'Date of Last Arrival' plus any previous periods of time spent in Australia or any predominantly English-speaking country.
- ii. English has been the student's major language of instruction for a total of **not more than seven years over the period of their education**. Schools must sight the student's overseas school reports to confirm that the language of instruction was not English during this period.

The language spoken in the student's home or the standard of the student's spoken and written English are not grounds for enrolment into EAL.

8.2 General Achievement Test (GAT)

All students who undertake the study of VCE unit 34 sequence or equivalent VET subject are required to sit the GAT on the scheduled date determined by VCAA in June. The GAT is split into two sections; section A will assess the literacy and numeracy skills of students and Section B will assess skills in mathematics, science, technology, the arts and humanities. Scores from the GAT are used by VCAA as a basis for:

- Contributing to statistical moderation of School-Assessed Coursework
- Reviewing school assessments in School-Assessed Tasks
- Calculating Derived Examination Scores
- Checking the accuracy of examination marking

It is compulsory for all VCE or VCE VET Unit 34 students to attend. Students will be provided an opportunity to familiarise themselves with the format of the examination by completing a practice mini-GAT prior to the formal VCAA examination.

8.3 Senior School Panel

The Senior School Panel consists of the Head of Senior School, the referring teacher or the Year Level Coordinator and, if required, the relevant VCE Academic Leader. Students may be referred to the Senior School Panel by teachers for formal interviews if there are concerns about:

- Academic performance
- Issues with lateness or absence
- Behaviour
- Work ethic

Students will be notified of the requirement to attend by the Head of Senior School. Parents will be notified and, if required, requested to attend a formal meeting to discuss the outcome (refer to the Procedure for Senior School Panel).

8.4 Sanctions

Breaches of school rules may result in action being taken which will be a logical consequence of the misbehaviour. Serious and/or continued breaches of the school rules may lead to suspension or expulsion.

8.5 Use of Study Periods for VCE Students

Year 11 students with periods not timetabled for classes are to use this period to conduct private study or seek assistance from teachers. During these periods students must work in the Library or Centre for Academic Excellence. Failure to use this time appropriately or prevent other students from completing study, will result in the loss of Study Period Privileges and students will be scheduled to complete their study in a specified class during this time.

Year 12 students have the right to study in an environment suitable to their own particular needs. These guidelines are based on the mutual understanding that all Year 12 students will respect them. Those who choose not to support their obligations will forfeit their right to independent private study while at school. Year 12 students found off campus or in non-study areas without permission, during study times, will forfeit their study rights immediately and may be subject to other consequences.

9. Supporting Documentation and Procedures

- VCE Academic Honesty Policy
- VCE Attendance Policy
- Procedure for VCE Assessment
- Procedure for the Redemption of a Not Satisfactory Completion of a VCE Outcome
- Senior School Examination Procedure
- Procedure for Senior School Panel
- Procedure for Student Completion of External Studies
- Procedure for Determining an S for Non-scored VCE Student
- Procedure for Monitoring and Recording of Student Details on the VASS database
- Senior School Student/Staff Handbook
- VCE Curriculum Handbook.
- Victorian Curriculum and Assessment Authority
- VCE & VCAL Administrative Handbook
- <http://www.vcaa.vic.edu.au/>

10. Responsibility for Monitoring Implementation and Compliance

- Principal
- Deputy Principal Teaching and Learning
- Head of Senior School
- VASS Administrator
- VCE Staff