

# Nunawading Christian College

VCE Student Handbook 2019





Extracts from the 2019 VCAA Administrative Handbook  
<https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.pdf>  
Edited to reflect the program offered by NCC and NCC policies  
This policy may be amended or updated in 2019 as the need arises.

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## NCC VCE program 2019

(Students may enrol in subjects not offered at NCC via the Victorian School of Languages, Distance Education, or other providers)

### Yr 12 VCE program 2019

Block A	English (Units 3&4)
Block B	Texts and Traditions (Units 3&4)
Block C	Further Maths (Units 3&4) Maths Methods (Units 3&4)
Block D	Art (Units 3&4) Other _____
Block E	Biology (Unit 3&4) Physics (Unit 3&4) Other _____
Block F	Accounting (Units 3&4) Chemistry (Units 3&4) Health & Human Development (Units 3&4) Other _____

### Yr 11 VCE program 2019

Block A	English (Units 1&2)
Block B	Texts and Traditions (Units 1&2)
Block C	General Maths (Units 1&2) Maths Methods (Units 1&2) *confirmed by Maths teachers based on Yr 10 Maths results
Block D	Health & Human Development (Units 3&4) Accounting (Units 3&4) Physical Education (Units 1&2) Other _____
Block E	Biology (Units 1&2) PDT (Units 1&2) History (Units 1&2) Other _____
Block F	Chemistry (Units 1&2) Physics (Units 1&2) Psychology (Units 1&2) Business Management (Units 1&2) Physical Education (Units 1&2) Other _____

Note:

- Yr 11 students study 6 subjects. Variations must be approved by the Academic Committee.
- Yr 12 students study 6 subjects, but one of these may be completed in Yr 11 as part of the Extension Program. Variations must be approved by the Academic Committee.

### Yr 10 Extension VCE program 2019

All students	Foundation English (Units 1&2)
* Students will be closely monitored to ensure successful completion. A student may be moved into a standard Year 10 option if the extension subject proves too difficult.	Psychology (Units 1&2) Business Management (Units 1&2) Physical Education (Units 1&2) Extension Maths, as per Maths teacher's recommendation Other _____ (eg LOTE/ VET)

## 1. VCE OVERVIEW

The Victorian Certificate of Education (VCE) is a senior secondary certificate of education designed to be completed over a minimum of two years.

Each VCE study is designed to provide a **two-year program**. Studies (= subjects) at Unit 1 and Unit 2 level are nationally and internationally benchmarked to a Year 11 standard, and studies at Unit 3 and Unit 4 level are benchmarked to a Year 12 standard. Units 1 and 2 can be completed as single units and Units 3 and 4 in each study are designed to be taken as a sequence.

At NCC, Year 11 students study 6 subjects. This may include off campus options such as TAFE, VSL or may include a Unit 3,4 subject started in the previous year as part of the Year 10 VCE Extension Program. Year 12 students study 6 subjects, but one of these may be completed in Year 11. Any variations must be approved by the Academic Committee. Reasons for a reduced load include health issues, learning difficulties or family circumstances that impact on study time.

**Satisfactory completion** of a VCE unit is based on successful completion of outcomes. Each VCE unit comprises a set of two to four outcomes. Satisfactory completion of units is determined by the class teacher, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements.

Subject overviews, including how to achieve satisfactory completion are given out by VCE teachers at the beginning of each semester.

**Levels of achievement** for Units 1 and 2 are determined by schools and not reported to the VCAA. Levels of achievement for Unit 3 and 4 sequences are assessed using School-based Assessment and external assessments including examinations.

For Unit 3 & 4, each VCE study has three graded assessment components: either one School-based Assessment and two external assessments, or two School-based Assessments and one external assessment. Each of the three graded assessment components contributes to a study score. Graded assessments are reported on an 11-point scale ranging from grade A+ to E, or as UG (Ungraded).

There is one **examination period** each year. The performance and oral examinations occur in October and the written examinations are held in October and November. The General Achievement Test (GAT) is conducted in June.

There are three forms of School-based Assessment for Units 3 and 4:

- School-assessed Coursework (SAC) is based on an assessment of each student's overall level of achievement on the assessment tasks specified in the study design for assessing achievement of the unit outcomes. Schools provide a score for each component of coursework specified in the study design. The VCAA aggregates these scores into a single total score for each student, which is then statistically moderated against the examination scores in the study. The GAT may also be used in statistical moderation.
- School-assessed Tasks (SATs) are set by the VCAA to assess specific sets of practical skills and knowledge. Teachers assess the student's level of achievement on the basis of a rating against criteria specified by the VCAA. Schools provide a score for each criterion. The VCAA aggregates these scores into a single total score for each student, which is then statistically moderated against the examination scores in the study. The GAT may also be used in statistical moderation.

### Registration

Students must complete and submit the relevant Student Personal Details form (on VASS) to their home school for each year in which they enrol. Students must use their legally registered names when enrolling in a senior secondary qualification.

### Student numbers and personal identification numbers (PINs)

The student number is a key identifier that allows the VCAA to securely maintain student result data and to identify the student for an examination. A Student Full Details report will be printed and distributed to individual students as the means of communicating the student number.

Student PINs (these are different to student numbers) are allocated to students for the purposes of obtaining their end-of-year results from the VCE Results and ATAR Service. These will be given out to Year 12 students during the VTAC information night on the 13<sup>th</sup> August 2019 (to be confirmed when VTAC release exact dates). Students should keep their PIN in a secure place to avoid unauthorised access to their results via the results service at the end of the year.

## Data checking

From time to time, each student will be given VCAA forms to check details of name, address, subjects enrolled in etc. It is the student's responsibility to check that information is recorded accurately. If you fail to check these accurately, you will have to pay any late fee VCAA imposes for late change of data.

## VCE units

Although Units 1 and 2 are benchmarked to a Year 11 standard and Units 3 and 4 to a Year 12 standard, student programs may include some Units 1 & 2 in the second or final year and/or some Units 3 & 4 sequences in the first year.

**Units 1 and 2** may be undertaken separately or as a pair.

**Units 3 and 4** of all studies must be undertaken as a sequence. Unit 3 must be offered in Semester 1 and Unit 4 must be offered in Semester 2.

## Entry to VCE studies

Students may enter studies at the level of Unit 1, 2 or 3. In some studies, students are advised to complete either or both Units 1 and 2 before attempting Unit 3, or have equivalent experience, or be willing to undertake some preparation. This advice is published in the study design for each study.

Units 3 and 4 are designed to be taken as a sequence; students must undertake Unit 3 before commencing Unit 4 of a study. Unit 3 and 4 must be completed in the same calendar year.

## VASS

VASS is a database through which schools maintain student details, assessment information and school details. It is imperative that the accuracy, privacy and security of VASS data are maintained at all times. The VCE Coordinator oversees the process of enrolling students on VASS and that students sign a Student Full Details Report at the beginning of each term to ensure any requested changes have been made.

Students should note that the address on their VASS Student Full Details Report is the one their Year 12 results will be mailed to at the end of the academic year. Students must be enrolled on VASS using their legally registered name. Students when signing their Personal Details form under the General Declaration attest that they are in fact enrolling using their legally registered name.

## Specific entry requirements for English as an Additional Language (EAL).

Enrolment in EAL is available only to students who have approved EAL status. A student may be eligible for EAL status if they meet both of the following conditions: They have been a resident in Australia or New Zealand or other predominantly English-speaking country for no more than seven years (and they have not arrived after 1 January 2012) or they are a student of Aboriginal or Torres Strait Islander descent whose first language is not English.

NOTE: The period of seven years is to be 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. Time spent out of Australia during school vacations should be included in the accumulation towards the seven years because there would have been no disruption to education during these periods.

English has been the student's major language of instruction for a total period of not more than seven years over the period of their education.

For more information, see the VCE Coordinator or refer to the *VCE and VCAL Administrative Handbook 2019* p 55 (<https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.pdf>)

## Eligibility for award of the VCE

The VCE is awarded on the basis of satisfactory completion of units according to VCE program requirements, as set out in accredited study designs. The decision about satisfactory completion of a unit is distinct from the assessment of levels of achievement.



Students are required to demonstrate achievement of study outcomes. For VCE Units 3 and 4, evidence of achievement is collected by the teacher through a range of tasks, which include School-based Assessments that are designated for the study, and examinations. School-based Assessment is generally used to determine both satisfactory completion of the unit and assessment for a study score. However, it is not a requirement that these be scored for the student to be eligible for the VCE.

A student may be eligible for the award of the VCE where 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 sat examinations. In these cases, the teacher judges that the student has achieved the outcomes for a study based on the evidence provided by the student, without assessing for levels of achievement. Where there is no assessment of levels of achievement for any part of the study, a student will not have a study score calculated.

If no score is 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. Absence of graded assessments may limit a student's options for further training, study and work. Students are encouraged to attempt all graded assessments, wherever possible.

### **Minimum requirements for the award of the VCE**

The minimum requirement is satisfactory completion of 16 units, which must include:

- ✓ three units from the English group, including a Unit 3–4 sequence
- ✓ three units from the English group, including a Unit 3–4 sequence
- ✓ at least three sequences of Unit 3–4 studies, which can include further sequences from the English group

Note: The Victorian Tertiary Admissions Centre (VTAC) advises that satisfactory completion of both Units 3 and 4 of an English sequence is required for the calculation of a student's Australian Tertiary Admission Rank (ATAR).

### **Recognition within the VCE for Higher Education studies (University Extension)**

Satisfactory completion of an approved Higher Education study within the VCE will contribute towards the satisfactory completion of the VCE as an unscored Units 3–4 sequence. The VCAA publishes the list of approved Higher Education studies annually on its website (see also the [VTAC website](#) for Higher Education Studies that count towards an ATAR). Students may count only one Higher Education study towards satisfactory completion of the VCE.

For more information, see the VCE Coordinator or refer to the *VCE and VCAL Administrative Handbook 2019* p 8 (<https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.pdf>)

### **Repeating VCE units**

There are no restrictions on students repeating units, but students may obtain credit once only for each unit. Students who repeat a unit are required to repeat the full unit, including outcomes specified for the unit as accredited in the year of repetition. Careful consideration needs to be given whether the student's work habits and effort will achieve gains in the potential Study Score, or whether that effort would reap greater benefits if it was given to new subjects.

### **Withdrawal from study**

Students may choose to withdraw from their studies at any time. The records of their enrolment can only be withdrawn from a unit if the enrolment date for that unit has not passed. Student enrolments cannot be withdrawn from the database if there are results recorded for the enrolment.

### **Compassionate Late Withdrawal**

A student may, under exceptional circumstances, be given approval for Compassionate Late Withdrawal from VCE Units 3 and 4. The principal or principal's delegate (using the Application for Late VCE and VCAL Enrolment Amendments form on VASS) must apply to the Manager, Student Records and Results, on the student's behalf, for permission to withdraw from one or more VCE Units 3 and 4 studies. Documentation of the exceptional circumstances must be included. Compassionate



Late Withdrawal is not available to students who are simply not coping with the demands of VCE studies.

For more details, refer to the *VCE and VCAL Administrative Handbook 2019* p 66  
<https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.pdf>

### **Change of academic load – NCC policy**

Students wishing to transfer from one unit into another may only do so in the **first 4 weeks** of the school year. This is to minimise the amount of catch up in the new subject. For some subjects at Year 11 level (unit 1 and 2), it is possible to change in the middle of the year with minimal disadvantage. See the VCE Coordinator to discuss this.

Units 3 and 4 are designed to be taken as a sequence so no student can transfer into a subject in unit 4 without having completed unit 3 of that subject.

In special situations, a student may drop a subject after the end of February. After the 6th May 2019, VCAA does not allow schools to enter or withdraw a student from enrolment in a unit 3 & 4 subject sequence; after 22nd July 2019 VCAA, does not allow schools to withdraw a student from enrolment in a unit 4 subject. A UG would be given for a unit 4 subject dropped after this date.

Students requesting to change academic load should be referred to consult with the teachers of the subjects he/she is wishing to transfer out of and into. The VCE Coordinator has the Change of Subject application form, which must be completed by the student, subject teachers affected, and parent/guardians of student. Approval for Change of Subject will be confirmed by the Academic Committee.

NCC school policy is that students should have a total of 6 sets of 3 and 4 sequences in their VCE wherever possible. Applications to do less than 6 subjects can be made (form obtainable from VCE Coordinator) and these will usually be determined by the Academic Committee.

### **Study periods**

On occasion, a student may have a time in the timetable when they do not have a class scheduled. This may be because the student is doing a 6<sup>th</sup> subject outside NCC or a 3,4 sequence has been completed as a Year 11 student.

These periods must be spent in the room allocated on the timetable. This may be the library or in another classroom where more direct supervision will be given. The student must be engaged doing productive work such as homework, research for SAC tasks, or working on subject taken outside NCC. The student must arrive promptly at the allocated with work materials at the beginning of each period. The student may only work in another location with prior permission from the study supervisor and/or the VCE Coordinator.

### **VCE examination timetables (Unit 3 & 4)**

The VCE examination timetable is printed in the *VCE Exams Navigator – Student Information and Timetable*, which is issued to all students by their home school. The examination timetable is also available on the VCAA website (usually in May). In addition, the VASS administrator will print Student Assessment Timetables from VASS and distribute them to individual students after the release date for the October–November examination period.

### **NCC VCE examination timetables (Unit 1 & 2)**

The NCC examination timetable is available on the school calendar (available on the school website).  
Semester 1: 28th - 31st May 2019  
Semester 2: 6th - 8th November 2019

## **2. ATTENDANCE and ASSESSMENT RULES**

At the beginning of each year, students agree in a signed declaration to abide by the rules and instructions relating to the conduct of the VCE assessment program. This includes school rules related to their attendance and assessment.

## VCE class attendance

The VCAA advise that all VCE units require 50 hours of class time. A student needs to attend classes to complete work. The VCAA expects the school to set our own minimum class time and attendance rules, which they support.

It is expected that students attend all classes. This is in the best interests of the student as it ensures there are no “gaps” in learning and that course material is covered. It also better enables teachers to authenticate work.

It is expected that students are punctual and attend all classes with appropriate materials and set preparation completed so that teaching and learning can be effective.

VCE students must attend a minimum of 90% of scheduled class time for each VCE unit. **If a student has completed work but there has been a substantial breach of attendance rules and the student has not attended at least 90% of scheduled classes, they may receive an N for the outcome covered during the absences, resulting in an N for the unit. For unit 3 and 4 subjects, this will result in no study score for the subject.**

**A VCE student's absence from class will be deemed either an approved absence or an unapproved absence.** The school has the discretion to determine what constitutes an approved absence for purposes of calculating the attendance and absence rate. A note from a parent will not automatically mean that the absence does not count toward the 10% absence tally. This may occur if the school deems the absence to be a minor or avoidable concern (ie an appointment that should be made for a time that doesn't conflict with classes).

Any absence requires a note from parent/guardian stating reason for absence. If the absence is related to a medical condition, it is in the student's best interests to obtain a doctor's certificate.

The intention of the NCC attendance policy is to ensure that all students have adequate class time to learn and to demonstrate satisfactory completion of the study. It is to ensure fairness and equity, and to allow teacher to deliver content in a timely and efficient manner without the need for repetition of material for students who are absent for frivolous reasons, which would be onerous and time consuming and an unreasonable expectation.

## VCE SAC/ assessment class attendance

### Absences during a SAC

School assessed coursework has priority over any other commitment such as excursions. Students must attend all SAC classes. If a student is absent, the SAC time and task must be made up to gain an S for the unit. However, the marks will not automatically be awarded towards the Coursework grade for that semester. Students must apply for the grades to be awarded. Applications will only be considered due to being too ill to attend and complete the task or having personal circumstances that make it impossible to attend or complete the SAC. If suffering a cold or similar on the day, the student is expected to attend and complete the SAC. This policy echoes the VCAA exam policy, where students are not exempt from the final exams in event of a cold or similar. If the SAC is missed, the student must make formal application for awarding of marks from the makeup session and this will be considered by the Academic Committee.

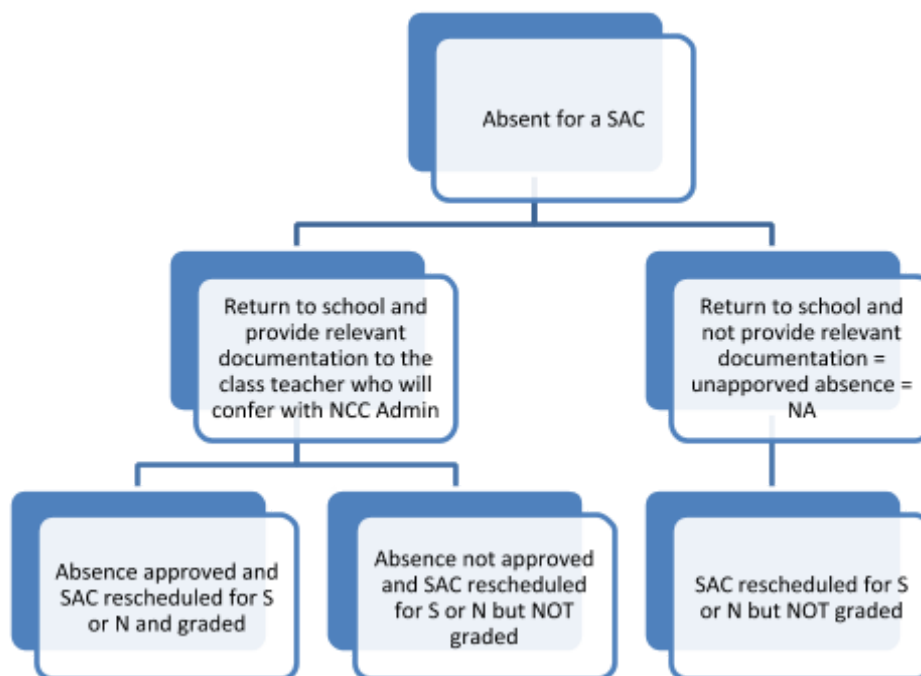
Application forms are available on the VCE Google Classroom, the class teacher or the VCE coordinator. The Academic Committee will consider the application and the student will be notified in writing.

The SAC make up session will be held as soon as practicable after the original scheduled session. It will be as identical as possible to the circumstances of the original session. The teacher may decide to set a different task for the makeup session than that set the other students in the original SAC sessions. This will be to fulfil authentication responsibilities. The tasks, while different, will have a similar level of difficulty and will be assessing the same outcomes.

Sitting a missed SAC may be scheduled for lunchtime, after school or in study periods. The time will be determined by the class teacher or VCE Coordinator, where possible and practicable, with negotiation with the student.

### Absences before a SAC

To maintain fairness and equity, student absences in the lead up to SACs will be carefully noted. Students with absences in the 3 school days before SACs will need to apply to the Academic Committee to have their SAC marks awarded towards the Coursework grade for that semester. Students with unapproved absences will receive an S if the SAC was completed satisfactorily, but will be awarded an NA in place of the numerical mark. This means the student will not receive a study score for that subject. No study score for English means the student will not receive an ATAR.



### Application for approved absences or change of SAC date for an individual student

Application forms are available on the VCE Google Classroom, from the class teacher or the VCE coordinator. Applications will only be considered due to illness (supported by a medical certificate) or having personal circumstances that make it impossible to attend or complete the SAC. The Academic Committee will consider the application.

### Potential fees for a SAC makeup session

There may be occasions when a SAC must be completed but there are limits on the availability of supervision provided by NCC. If the student's limited flexibility necessitates NCC engaging an independent supervisor for assessments done outside normal class time, the student will need to pay for these. The supervisor will be appointed by the school, with the supervisor estimated to cost \$40.00 per hour of supervision.

Please note - NCC has not had to apply this fee to date. It is not intended to be punitive, but competent, independent (independent of the student) supervision is needed to fulfil our responsibilities to VCAA and fellow NCC students.

### Special circumstances

When a student is absent from school for prolonged periods, or has been unable to complete all assessment tasks because of illness or other special circumstances, the school may, upon application from the student, grant Special Provision for School-based Assessments. In this case, the student should not be penalised for lack of attendance. The Special Provision granted may allow a student to work from home for a period of time. The student and school should complete an Application for

Special Provision for School-based Assessment and Unit Completion form (on VASS) and retain this at the school, with the supporting evidence.

### **3. Satisfactory completion of units (to get your VCE)**

#### **Satisfactory completion of VCE units**

For satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set of outcomes as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's judgment of the student's overall performance on a combination of set work and assessment tools related to the outcomes. Students should be provided with multiple opportunities to develop and demonstrate the key knowledge and key skills required for the outcomes for the unit. The assessment of levels of achievement is separate from the decision to award an S for satisfactory completion of a unit. VCE unit results (S or N) contribute to satisfactory completion of the certificate and not to study score calculation. Final School-based Assessment scores contribute to the calculation of a study score. Where the assessment item developed combines the demonstration of outcomes (S or N) and levels of achievement (scored assessment), best practice would support students who did not meet the outcome through the completion of the assessment item being afforded additional opportunities to demonstrate the outcome. For example, a teacher may consider work previously submitted, provided it meets the requirements. Students may not resubmit work to improve a School-based Assessment score.

#### **Satisfactory VCE unit result**

The student receives an S for a unit if the teacher determines that all the following outcomes are achieved satisfactorily.

A student must:

- produce work that demonstrates achievement of the outcomes
- submit work that is clearly their own
- observe Victorian Curriculum and Assessment Authority (VCAA) and school rules.

#### **Not Satisfactory VCE unit result**

The student receives N for the unit when one or more of the outcomes are not achieved because:

- 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, including school attendance rules.

The N result should be used for students who only partly complete work or whose attendance records breach school rules.

#### **Redeeming outcomes: submitting further work**

If, in the judgment of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, the teacher may consider other work relating to outcomes undertaken and submitted by the student for the unit.

This work may include class work, homework, additional tasks or discussions with the student that demonstrate their understanding of the outcome. The school may decide to delay the decision about satisfactory completion to allow a student to complete or submit further work.

A student may only submit further evidence, or resubmit a School-based Assessment for reconsideration, to redeem an S for the outcome. Students may not resubmit to improve a School-based Assessment score.

*Units 3&4 students may resubmit work to achieve an S but the initial SAC marks are entered on VASS.*

#### **VCE unit result of J**

If a student is no longer attending but they have not officially withdrawn by signing a Student Exit form on VASS, the symbol J is included on VASS.

The J result should be used if the student:

- is no longer attending class
- has not submitted work for assessment.

The J result is recorded on the VCAA database but is not reported on the student's Statement of Results. Units with a J result are made available to Victorian Tertiary Admissions Centre (VTAC) and are treated as equivalent to those with an N result.

### **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.

If a teacher or student has lost a **School-assessed Task**, or the task has been stolen or damaged, they must complete a written statement of the circumstances. The statement must be signed and dated. The school must complete the Report on Lost, Stolen or Damaged School-assessed Tasks and Externally-assessed Tasks form, enter an estimated score on VASS, and send the form by email to [school.assessment.vcaa@edumail.vic.gov.au](mailto:school.assessment.vcaa@edumail.vic.gov.au). The principal, acting on advice from the teacher and on the basis of records kept, will determine an initial assessment.

### **Care in the use of computers**

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

## **4. Getting marks for Units (to get study scores and an ATAR)**

### **SACs (School-assessed Coursework)**

Teachers must develop courses that include appropriate learning activities to enable students to demonstrate achievement of outcomes. Undue assistance should not be provided to students while undertaking assessment tasks.

Students should be clearly informed of the timelines and the conditions under which assessment tasks are to be conducted, including whether any resources are permitted.

The VCAA does not take responsibility for teacher absence or a change of teachers within schools. These issues should be dealt with by the school principal as an internal personnel matter.

### **Work completed outside class**

Most work for the assessment of unit outcomes and School-assessed Coursework will be completed in class. However, this does not preclude normal teacher expectations for students to complete research and learning activities that contribute to them gaining the key knowledge and skills outside of class time. This will require additional work and study outside class as part of the students' regular learning program. The setting and marking of work with a formative focus provides students with the opportunity to develop their knowledge and skills and for teachers to provide diagnostic feedback.

A task for the assessment of unit outcomes may require preliminary preparation and activities associated with the task, for example gathering necessary research data. The amount of work to be completed as homework is decided by the study teacher, taking into account the nature, scope and purpose of the task. Students should be advised just prior to beginning the task that some information or data may be collected outside the classroom.

For School-assessed Coursework undertaken outside class time, teachers must monitor and record each student's progress through to completion. This requires regular sightings of the work by the teacher and the keeping of records in the Authentication Record for School-assessed Coursework form (on VASS).

## SATs (school-assessed Tasks)

Teachers must ensure that there is a sufficient range of topics within their class to enable them to distinguish an individual student's work and therefore to assist in the authentication process.

Teachers must monitor and record in the Authentication Records for School-assessed Tasks and the Authentication Record for Externally-assessed Task forms (on VASS) each student's development of work, from planning and drafting through to completion. This requires regular sightings of the work by the teacher.

Observations of individual work done in class should be recorded. The teacher and student must sign each recorded observation. If the school is being reviewed, this sheet should be included with the work.

## Authentication

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.

## Strategies for avoiding authentication problems

To reduce the possibility of authentication problems occurring in VCE Units 1 to 4, or problems being difficult to resolve:

- teachers should ensure that tasks are kept secure prior to delivery, to avoid unauthorised release to students and compromising the assessment. Tasks should not be sent by mail or electronically without due care
- a significant amount of class time should be spent on the task so that the teacher is familiar with each student's work in progress and can regularly monitor and discuss aspects of the work with each student

## Scheduling assessment tasks

### SAC dates and notifications:

SAC and SATs dates are set and notifications are produced by the teacher and given in writing to students **at least 5 school days** before the SAC. If a student is absent, **it is the student's responsibility to catch up on missed work and collect any handouts, including SAC notifications that were given to the class in their absence.** Students are advised to communicate with their teacher via email or Google Classroom for clarification.

### Change of SAC dates:

It is anticipated that changes to SAC dates will be minimal.

**For the whole class:** An extension of time for all students in a class should only be given 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 by the change. Circumstances where a date change might be occurring are likely to be more school-related than student-related (such as because of timetable change or teacher illness). SAC/SAT dates should not be changed merely because of student failure to prepare adequately.

**For an individual student:** Extension of time for an individual student to complete a task should only be granted in special circumstances. Applications must be made in writing and will only be considered due to the student being too ill to attend and complete the task (supported by a medical certificate) or having personal circumstances that make it impossible to attend or complete the SAC. The Academic Committee will consider the application and the student notified in writing. Applications forms are available on the VCE Google Classroom, the class teacher or the VCE coordinator.

### SACs completed outside of class:

Most tasks are to be completed mainly in class time. This does not preclude some of the work being completed out of class. If students complete part of their work out of class, teachers must be able to authenticate that work (establish that it is the student's).



## **Marks**

- All Units 3&4 marks given by subject teachers are subject to statistical moderation.
- NA is awarded if a student submits an assessment after the due date, or if the student was absent in the 3 days leading up to the SAC.
- Zero is awarded if the work submitted on the due date does not score against any of the assessment criteria.

## **Lost work / computer issues**

Computer failure or difficulty is NOT regarded as an acceptable excuse for late/ incomplete work. A student who uses a computer to produce work for assessment is responsible for ensuring that:

- there is an alternative system in case of computer or printer malfunction
- hard copies of the work in progress are produced regularly
- files are backed up regularly and should not be stored with the computer (use USB, or internet based backup).

## **Drafting**

The nature of School-Assessed Coursework means that teachers should not be looking at draft material. Teachers are not required to formally sight drafts or to record their completion unless it's for authentication purposes. Drafting can remain a part of a teaching and learning strategy and students may do preliminary drafting. However, drafts are not to be submitted to a teacher for the purpose of getting feedback on an incomplete task contributing to the total School-assessed Coursework score. Teachers must not mark or provide comments on any draft submitted for School-assessed Coursework.

## **Rules for assessments under test conditions and authentication of student work**

A student undertaking assessment under test conditions as part of School-based Assessment must comply with VCAA and NCC examination rules, where relevant.

Particular attention is drawn to the following:

- No Mobile phone, pager, computerised dictionaries, organisers, watches etc capable of storing, receiving or transmitting information or electronic signals permitted in the exam room under any conditions
- Students will not be permitted to wear watches of any type during an examination. All watches must be removed and placed at the top of the student's table or desk, where supervisors can see them clearly and easily.
- Where there is any doubt about the functions of any watch displayed, supervisors are authorised to remove the watch for the duration of the examination.
- Students who take mobile phones and other electronic devices into an examination room will be subject to disciplinary action.
- Calculators used must be from the list of those allowed. They must also NOT be able to program words/text and are NOT to have any other labelling, notations, writing in/on calculator case.
- Where dictionaries are allowed, there is to be no highlighting or notation written or inserted in/on the dictionary.
- Water bottles in exams are only permitted if they are clear, have no labels and are not larger than 1500ml. They cannot be shared.

In addition students must observe, and schools must apply, the following rules for authentication of School-based Assessment:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely their own.
2. A student must acknowledge all resources used, including:
  - text, websites and source material
  - the name and status of any person who provided assistance and the type of assistance provided.
3. A student must not receive undue assistance from another person in the preparation and submission of work.
4. 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 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.
5. Unacceptable forms of assistance include:
    - use of, or copying, another person's work or other resources without acknowledgement
    - corrections or improvements made or dictated by another person.
  6. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
  7. A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.
  8. A student must not knowingly assist another student in a breach of rules.

Where appropriate, NCC recommends that teachers apply examination conditions to test SACs.

Students are required to observe all rules for examinations conducted by or on behalf of the VCAA, as well as the day-to-day rules of the institution providing the venue for the examination. The rules for the conduct of the GAT and VCE examinations are distributed to all VCE providers and students in both the GAT brochure (Term 2) and *VCE Exams Navigator* (Term 3) each year.

*As the VCE Exams Navigator for this year is not yet published, the 2018 Navigator can be downloaded from [http://www.vcaa.vic.edu.au/documents/vcaanavigator\\_web.pdf](http://www.vcaa.vic.edu.au/documents/vcaanavigator_web.pdf)*

## **Rule breaches and investigations**

Schools are responsible for ensuring that students abide by the VCAA rules for School-based Assessment and can investigate any alleged breach of these rules, applying appropriate penalties as deemed necessary.

At the beginning of each school year, each student signs a declaration that they agree to abide by and observe the rules and instructions relating to the VCE/VCAL assessment program (this declaration is contained in the Student Personal Details form).

A student must also sign an authentication record for work done outside class when they submit the completed task.

## **Investigation of breaches of assessment rules**

Where a teacher believes a breach of VCAA assessment rules has occurred in a School-based Assessment under test conditions, the principal or delegate should appoint a person to undertake a preliminary investigation into the allegations. A typical allegation might be that a student had access to unauthorised notes related to the assessment. This investigation may include discussions with the study teacher supervising the assessment, examination supervisors if the school uses them, or other witnesses, including other students. If this investigation supports the allegations, the investigating person should interview the student and allow them to respond to the allegations. Where this interview suggests there is substance to the allegations, the matter should be referred to a hearing. The student's parents or guardians will be advised of the nature of the allegations. Detailed records of the investigation should be kept and may be used at any later hearing. Schools may contact the Senior Investigator, Legal Services, VCAA, to discuss their investigation or the conduct of any subsequent hearing.

## **Investigation of breaches of authentication rules**

If the alleged breach raises questions about whether the student's work is genuinely their own, the student's work should not be accepted for assessment pending investigation. 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. In considering whether a student's work is genuinely their own, teachers should consider whether the work:

- is not typical 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 should be asked to provide evidence that the work submitted is their own and/or was completed in accordance with VCAA requirements. Students may be asked to:

- provide evidence of the development of the work
- discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task related to the original task
- attend a hearing or complete a test to demonstrate understanding of the work.

If this stage of the investigation shows there is continuing doubt about the authentication of the student's work, the matter should proceed to a hearing.

### **Hearings**

Refer to the *VCE and VCAL Administrative Handbook 2019* p 86  
<https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.pdf>

### **Penalties and appeals**

Refer to the *VCE and VCAL Administrative Handbook 2019* p 86  
<https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.pdf>

### **Examinations for Unit 3 and 4**

A Victorian Certificate of Education (VCE) examination is any centrally set task that is assessed by the Victorian Curriculum and Assessment Authority (VCAA), including written, oral, electronic/digital, aural or performance tasks conducted according to the requirements of accredited study designs and VCE VET programs and taken under examination conditions. Examinations are set by VCAA-appointed panels. The VCAA has examination specifications and sample material (by study) and an archive of past examinations and assessment reports.

<http://www.vcaa.vic.edu.au/pages/vce/exams/examsassessreports.aspx>

### **Examination timetables**

GAT - Wednesday 12 June 2019, 10.00am – 1.15pm

Languages oral examinations - Monday 7 October 2019 – Sunday 3 November 2019

Languages (CCAFL) written examinations - 23 October 2019 (TBC)

Written examinations - Wednesday 30 October 2019 – Wednesday 20 November 2019

Detailed timetable will be released by the VCAA in May.

### **Students with three examinations timetabled on one day**

The VCAA will permit students who have three examinations timetabled on one day to have an additional 10 minutes per hour extra time for the final examination on that day. This may be taken as extra working time or as supervised rest breaks. Students are not obliged to utilise the extra time entitlement and are permitted to leave the examination prior to their revised finish time.

Students who complete three examinations in a single day are entitled to receive a Derived Examination Score (DES) for the third examination. These students will not be required to apply for a DES.

To be eligible for the DES, students must attend all three examinations on the day and attempt the questions on the paper to the best of their ability. The DES should be seen as a safety net, not a substitute examination score. Many students will, if they apply themselves diligently, exceed or equal their predicted DES in their third examination completed on that day. At the end of the year the VCAA will compare each student's actual examination score and their calculated DES and award the student the higher of the two.

Note: Students need to have completed the course of study leading to the examination and have a result for at least one other graded assessment in the same study to be eligible for the calculation of a DES.

### **Timetable clashes**

If a student has two examinations timetabled for the same session, one of the examinations will be moved to another session on the same day. Principals may consult the student and, on behalf of the student, request which examination is to be moved to a different session.

Note: VCE Languages and Music examinations cannot be moved to a different session.

### **Late arrivals**

Each written examination commences with a reading period that is included in the times shown in the timetable. Students must check the starting time of each examination and arrive before the commencement time, and must familiarise themselves with the rules about late admission to examinations. If a student is late, the VCAA reserves the right to determine whether or not a student's response materials/script books will be accepted.

### **Absence from examinations**

All absences should be noted on the attendance rolls at the examination. If a student has been prevented from undertaking an examination due to circumstances that warrant Special Provision, the student can apply to the VCAA for a DES.

### **Marking examinations**

Examinations will be subject to independent marking by assessing panels appointed by the VCAA. If necessary, there will be discrepancy marking by an additional assessor, who will assess the task without knowledge of the previous assessments.

### **The GAT**

The General Achievement Test (GAT) is conducted on the 12<sup>th</sup> June 2019. A statement of GAT results is mailed to each student with all other Victorian Certificate of Education (VCE) results. This statement indicates each student's raw score and their relative score calculated in the same way as a study score, with descriptive comments about their performance on each component. The components are:

- written communication
- mathematics, science and technology
- humanities, the arts and social sciences.

The Statement of Results indicates whether a student obtained results in the GAT or had an authorised or unauthorised absence. Schools can access the GAT results of their students on VASS at the end of the year when results are released. Students cannot apply for a derived examination score (DES) for the GAT.

### **Eligibility**

All students, including VCAL students, enrolled in one or more VCE Units 3–4 sequence or VCE VET scored Units 3 and 4 sequence are required to sit the GAT.

### **Purpose of the GAT**

The GAT is an essential part of the VCE assessment procedure. Although GAT results do not count directly towards VCE results, they do play an important role in checking that School-based Assessments and examinations have been accurately assessed. GAT results are used in the calculation of the DES. The VCAA will use GAT scores in:

- the statistical moderation of School-based Assessments
- checking the accuracy of student scores in examinations
- the calculation of a DES.

### **School-based Assessment and the GAT**

The VCAA will apply statistical moderation procedures to School-based Assessment scores to ensure that they are comparable across the state and fair to all students. The statistical moderation process compares the level and spread of each school's assessments of its students in each study with the level and spread of the same students' scores in the external examinations, and adjusts the school scores if necessary.

In some studies, statistical moderation will also use GAT scores. This will only be done if it provides a better match with schools' School-based Assessments throughout the state. The examination scores will always have the major influence in the statistical moderation calculations.

### **Examinations and the GAT**

The GAT is used as part of a final check on external assessment scores. If the final score for an external assessment is significantly different from the score predicted by the GAT, school indicative grades and any other external assessment final scores for the study, the external assessment will be assessed again by the Chief Assessor. Scores may go up or stay the same, but will not go down as a result of this final check.

### **DES and the GAT**

The calculation for the DES uses all available scores for the student in the affected study and the indicative grade for any external assessments provided by the school and the GAT component scores. For each approved application for a specific external assessment, the VCAA will calculate a range of possible DES scores, which will be calculated statistically from the student's other assessments, including:

- moderated School-based Assessments
- GAT component scores
- other external assessment scores if applicable
- indicative grades provided by the school.

The contribution made by the graded assessments, the indicative grade and the GAT component scores is determined by analysis of the comparison of this data with the final score for external assessment for all students who have not applied for a DES. For all external assessment this analysis indicates that the two graded assessment scores provide the greatest contribution to all the predictors.

If a student is eligible for a DES and the highest of the predictors is greater than the achieved external assessment score, the highest predictor is chosen as the final score for the student in the relevant external assessment.

### **Exemption from the GAT**

It is important for all students with a VCE Units 3 and 4 sequence or VCE VET scored Units 3 and 4 sequence, to attempt the GAT. The VCAA will use a student's GAT scores to:

- contribute to statistical moderation of School-assessed Coursework
- calculate a DES
- check the accuracy of examination marking.

A student may be deemed eligible for an exemption from the GAT if they meet one or more of the following criteria:

- They have a vision or other impairment for which arrangements cannot reasonably be made, given the format of the GAT (Special Examination Arrangements for the GAT can be provided for students with a hearing impairment).
- They are prevented from sitting the GAT by injury, illness, personal trauma or a serious intervening event.
- They are employed and cannot be absent from work (evidence from the employer is required).

A personal trauma may include, but is not limited to the death or serious illness of, or an accident involving, a family member.

A serious intervening event may include, but is not limited to:

- an accident before or on the day of the GAT
- attendance at a funeral of a family member or other person of close relationship
- the required attendance at a legal proceeding.

Applications on the basis of an injury, an illness, a personal trauma or a serious intervening event require an appropriate independent professional to complete Section B or C of the application form.

Note: An application for an exemption from the GAT cannot be submitted solely on the basis of:

- a student requiring Special Examination Arrangements
- a student not completing any graded assessment
- Interrupted Studies status or Compassionate Late Withdrawal
- a student being interstate or overseas at the time of the GAT.

Students who will not be completing any graded assessments will not be granted an exemption on those grounds. An 'unauthorised absence' will be reported on their Statement of Results.

Students who use an aide or who have an intellectual disability are not eligible for exemption from the GAT on these grounds alone.

A request for an exemption from the GAT on the grounds of requiring Special Examination Arrangements will be refused unless the necessary arrangements exceed those that would normally be offered for the GAT. Students who are eligible for Special Examination Arrangements for their VCE written examinations should apply for these arrangements for the GAT.

A student who has been given Interrupted Studies status should attempt the GAT in one or both years.

## **5. RESULTS and REPORTS from VCAA**

### **Study scores and study score calculations**

A study score indicates how a student performed in relation to all other students who took the study. It is calculated using the student's final scores for School-assessed Coursework, School-assessed Tasks, and examinations for each study.

To receive a study score students must achieve two or more graded assessments in the study and receive S for both Units 3 and 4 in the same year, unless they have Interrupted Studies status and have met these requirements over two years.

For more information on study score calculations refer to the *VCE and VCAL Administrative Handbook 2019* p 105 <https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.pdf>

### **Statistical moderation**

School-based Assessment is an important part of the VCE. In many studies it contributes 50 per cent towards the calculation of a student's study score. To ensure fairness when study scores are calculated, it is important that School-based Assessments made by all schools are comparable.

The VCE gives teachers some flexibility in deciding which teaching and learning activities and coursework assessment tasks they will use to assess the learning outcomes specified in each study design. As a result, coursework assessment from different schools will sometimes be based on different sets of assessment activities, even though they are assessing the same learning outcomes and therefore cannot be compared.

The VCAA acknowledges that teachers are best placed to measure students' academic achievement; however, measurements are only comparable when they are expressed on the same scale. It is important to remember that statistical moderation does not change the relative performance of students within the statistical moderation group. For each VCE program, the VCAA uses statistical moderation to express students' achievement from all schools on the same scale. This provides fairness for students across the state. To ensure comparability of assessment of School-based Assessment from different schools the VCAA will apply statistical procedures to each moderation group, study by study.

For VCE studies, moderation groups are the cohort of students in each school undertaking the study, or the total cohort of students from schools that combine for the purposes of assessment and moderation for a particular study.

Statistical moderation realigns the level and spread of each school's assessments of its students in a particular study, to match the level and spread of the same students' scores on a common external score. Because the external score is based on examinations done by all students across Victoria, it is a common standard against which schools' assessments can be compared.

Each VCE study includes at least one external assessment and the VCAA will use the two external assessments in each study as the basis for statistical moderation of school assessments. In studies with two external assessments, scores from both will be used.

The VCE assessment program also includes the General Achievement Test (GAT). Rather than using examination scores alone, statistical moderation uses GAT and examination scores if they are a better match with school assessments throughout the state. In all such cases, the examination scores will always be the major influence. Further information on statistical moderation can be found on the [VCAA website](#).

## Reporting VCE

At the end of the calendar year, the VCAA issues a Statement of Results to all students who have obtained results in VCE units, VCAL units, VCE VET units and VCE VET/FE units of competency/modules, and VCE and VCAL Certificates to students who are eligible.

### VCE Certificate

The VCE Certificate contains the student's full name but **does not list their individual studies or results**. The certificate is issued in the year in which the student first satisfies the requirements of the VCE. Students who have previously satisfied the requirements of the VCE Certificate, but choose to do additional studies in subsequent years, do not have their certificate re-issued.

### VCE Statement of Results

The VCAA issues a VCE Statement of Results to all students enrolled in the VCE as their primary program. This contains:

- a cumulative record of achievement for all VCE and VCE VET units undertaken, and the year in which the result was obtained (S/N; units awarded a J result will not be printed)
- graded assessment and study scores for each sequence of Units 3 and 4 studies undertaken, either in the current year or earlier (if both Units 3 and 4 are awarded a J result, the entire record for the sequence is not printed)
- credit obtained for study taken overseas, interstate or as part of the IB or for a vocational certificate
- university studies successfully completed
- a statement indicating whether the student sat the GAT
- if relevant, a statement indicating that the student was granted EAL status along with the years in which that status was conferred
- a statement indicating whether or not the student has successfully completed the VCE.

### VCE completion of units

There are two symbols for reporting completion of units on a VCE Statement of Results:

- S (satisfied), which means all outcomes as specified in the study design have been achieved
- N (not satisfied), which means that not all outcomes have been achieved or there was a significant breach of VCAA or school rules.

### Reporting graded assessment results

All VCE studies have three graded assessments for each Units 3 and 4 sequence. Scored VCE VET studies have two graded assessments for each Units 3 and 4 sequence.

Levels of performance in graded assessments are reported as being from A+ to E, UG (ungraded) and NA (not assessed). UG indicates that the score achieved was too low to assign a grade. NA indicates that the School-based Assessment was not submitted or the examination was not undertaken.

### Reporting study scores

A study score indicates how a student performed in relation to all others who took the study. It is calculated using the moderated School-based Assessment scores of the student, the Externally-assessed Task and the examination scores for each study.

The maximum study score is 50. For studies with many enrolments (1000 or more) the following table shows the approximate proportion of students who will achieve a study score on or above the stated values. For studies with fewer enrolments the proportions may vary slightly.

Study score distribution

Study score	45	40	35	30	25	20
Approximate percentage of students on or above this position	2%	9%	26%	53%	78%	93%



If the study score is less than 20, the score will be reported to the student as <20. The actual score will be sent to the Victorian Tertiary Admissions Centre (VTAC; [www.vtac.edu.au](http://www.vtac.edu.au)), is available to the student's school on VASS, and is available to the student on the results service, by contacting the VCAA or by applying for a Statement of Study Score.

If the study score is unavailable, the score will be reported to the student as UN. A study score is unavailable when more than one graded assessment is NA or because the student has not satisfactorily completed both Units 3 and 4 of the study.

### **Delivery of results**

The delivery method of results is dependent on the student's enrolment. Students who have undertaken a VCE Units 3 and 4 study in any year, or who have pre-VCE results, will have their results package mailed directly to their address as recorded on VASS, on the 29<sup>th</sup> November 2019.

Certificates are forwarded to the student's home school on Monday 16<sup>th</sup> December 2019. The address on the Student Full Details Report is the one their Year 12 results will be mailed to at the end of the academic year.

Students who have only undertaken study at VCE Unit 1 and 2 level, and have not completed any pre-VCE studies will have their results included in the results package sent to their school on the scheduled date in December.

### **VCE Results and ATAR Service**

Students may access their final Year 12 results on Friday 13<sup>th</sup> December by phone, on the internet or by SMS from the joint VCAA and VTAC 'VCE Results and ATAR Service' if they have at least one VCE Units 3 and 4 enrolment. The ATAR website is also optimised for smartphones and other mobile devices with an internet browser. Details will be printed on the back of the *Exam Navigator* and posted on the VCE Google Classroom.

### **Statement of Marks and Statement of Study Score**

Students may apply to the VCAA to obtain a Statement of Marks for all their written and performance examinations and the GAT. Students receive a personalised application form with their VCE results and a general application form is available on the VCAA website. A Statement of Marks provides the marks obtained for each question or criterion of an examination paper or performance as well as the maximum marks available for each. A Statement of Study Score provides details of the calculation of a student's study score for a subject.

There is a fee for each of these statements.

### **Inspection of scripts and audio recordings**

Students' scripts and audio recordings remain the property of the VCAA and will not be returned to them, but may be made available for inspection under certain conditions.

Students may inspect their examination scripts on application to the VCAA. Students receive a personalised application form with their VCE results that covers Statement of Marks, Statement of Study Score and Inspection of Scripts. A general application form is also available on the VCAA website. Students must obtain the relevant Statement of Marks prior to an inspection of scripts. A fee is charged for each examination script inspected.

### **Final results**

Published results are final. No School-based Assessments will be re-marked once results have been released unless a student appeals to the VCAA against penalties imposed by their school for breach of rules. There is no provision for a student to appeal to the VCAA against a school's assessment of outcomes for satisfactory completion of a unit.



### **Student examination reassessment**

In exceptional cases the VCAA may consider an application by a principal who believes that there has been an error in the marking of a student's response to one or more questions on a written examination and consequently the student has been incorrectly assessed.

An application should not be submitted solely on the basis that a student was expected to achieve a higher overall mark. The VCAA will only consider a VCE examination score review application made by the principal or an authorised member of the principal class at the student's school.

Applications must be made in accordance with the VCAA's policy and procedures, which are download from VASS. It is a pre-condition of any such application that the student and subject teacher have obtained a Statement of Marks and inspected the student's examination response.

## **6. SPECIAL PROVISION**

Special provision is designed to allow students who are experiencing significant hardship the maximum opportunity to demonstrate both what they know and what they can do. The objective is, as far as possible, to remove the barriers to a student demonstrating his or her capabilities in a particular study.

Students need to apply for special provisions using the VCAA form. Applications for pre-existing conditions should be made as early as possible (March 2019).

**See the VCE Coordinator for more information.**

## 7. VCE PERSONNEL at NCC - 2019

Who	PERSON/S	RESPONSIBILITIES
Principal	Mrs H Stekla*	<ul style="list-style-type: none"> <li><input type="checkbox"/> ultimate VCE responsibility rests here</li> <li>*Refers to Mrs James for matters which may require a second opinion</li> </ul>
VCE Coordinator	Mrs H Stekla	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communication with parents as needed</li> <li><input type="checkbox"/> write and update VCE policies</li> <li><input type="checkbox"/> has a range of forms for students</li> <li><input type="checkbox"/> deals with needs for Special Exam Arrangements</li> <li><input type="checkbox"/> deals with applications for change of subject ie forms, counsels students, liaises with parties concerned</li> </ul>
VASS Coordinator	Mrs H Stekla	<ul style="list-style-type: none"> <li><input type="checkbox"/> enrolment of students into VCE</li> <li><input type="checkbox"/> Personal Details Forms and related data entry</li> <li><input type="checkbox"/> results entry for units</li> <li><input type="checkbox"/> printing of exam timetables for students</li> <li><input type="checkbox"/> enters student data information ie ESL status</li> </ul>
Subject Teachers		<ul style="list-style-type: none"> <li><input type="checkbox"/> develop coursework that assesses outcomes and fulfils Study Design</li> <li><input type="checkbox"/> judge whether a student has fulfilled the requirements to the standard or an S (for submitted work)</li> </ul>
Academic Committee	Various senior teachers and heads of departments	<p>Deals with and decides the following matters and/or applications:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> breaches of attendance rule and action regarding this</li> <li><input type="checkbox"/> awarding of marks from SAC makeup session</li> <li><input type="checkbox"/> breaches of VCE rules- either VCAA or school set (other than authentication)</li> <li><input type="checkbox"/> deals with and decides student requests to carry less than the standard 6-subject load</li> </ul>
Students		<ul style="list-style-type: none"> <li><input type="checkbox"/> abide by VCAA and NCC rules</li> <li><input type="checkbox"/> keep records, drafts etc of work for authentication</li> <li><input type="checkbox"/> appropriately acknowledge resources used</li> </ul>

## 8. GLOSSARY OF VCE RELATED TERMS

**Australian Tertiary Admission Rank (ATAR)** The overall ranking on a scale of zero to 99.95 that a student receives based on his/her study scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for courses. Formerly known as Equivalent National Tertiary Entrance Rank (ENTER).

**Authentication** The process of ensuring that the work submitted by students for assessment is their own.

**Derived Examination Score (DES)** Provision available for students who are ill or affected by other personal circumstances at the time of an examination and whose result is unlikely to be a fair or accurate indication of their learning or achievement.

**Examinations** External assessments set and marked by the VCAA. All VCE Units 3 and 4 studies have at least one examination. Written examinations are held in October and November each year. Performance examinations and oral components of LOTE examinations are held in October. The GAT is held in June.

**General Achievement Test (GAT)** A test of knowledge and skills in writing, mathematics, science and technology, humanities and social sciences and the arts. The GAT is held in June.

**Graded Assessment** All VCE studies have three Graded Assessments for each Units 3 and 4 sequence. Each study includes at least one examination, most have School-assessed Coursework, and some have School-assessed Tasks.

**N** Not satisfactory

**NA** Not Assessed

**Outcomes** What a student must know and be able to do in order to satisfactorily complete a unit as specified in the VCE study design or VCAL unit.

**Satisfactory completion – VCE** The school decision that a student has demonstrated achievement of the outcomes for a VCE unit. Students receive an **S** for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an **N**. Students qualify for the VCE when they satisfy sufficient units which meet the program requirements.

**School-assessed Coursework (SAC)** A school-based assessment that is reported as a grade for either a VCE Units 3 and 4 sequence or Unit 3 and Unit 4 individually. School-assessed Coursework consists of a set of assessment tasks that assess the student's level of achievement of VCE Units 3 and 4 outcomes.

**Script inspection** Students who want to find out more about their exam results can apply to inspect their completed exam papers (known as 'scripts') and audio tapes. To get maximum benefit from an Inspection of Script, students should obtain the relevant Statement of Marks prior to the inspection and, if possible, arrange to have the study teacher present.

**Semester** One half of the academic year. VCE and VCAL units are designed to be completed in one semester.

**Special Examination Arrangements** Arrangements that are approved to meet the needs of students who have disabilities, illnesses or other circumstances that would affect their ability to access the examinations.

**Statement of Marks – study score** A statement showing the scores for each of the Graded Assessments and describing the calculation of the study score. A fee of \$8.80 is charged for each statement.

**Statement of Marks** For each examination, including the GAT, students can apply for a statement showing the marks they obtained for each question/criteria and the maximum mark available. A fee of \$9.60 is charged for each statement.

**Statement of Results** The document/s issued by the VCAA showing the results a student achieved in the VCE and whether he/she has graduated.

**Statistical moderation** The process used to ensure that schools' assessments are comparable throughout the state. It involves realigning the scale of each school's School-assessed Coursework scores for each study to match the level and spread of the external reference scores for the students in that school enrolled in that study.

**Student Number (VCAA Student Number)** The unique number assigned to each student enrolled in the VCE, VCAL and VCE VET.

**Studies** The subjects available in the VCE.

**Study design** A study design for each VCE study is published by the VCAA. It specifies the content for the study and how students' work is to be assessed. Schools and other VCE providers must adhere to the requirements in the study designs.



**Study score** A score from zero to 50 which shows how a student performed in a VCE study, relative to all other Victorian students enrolled in that same study in a result year. It is based on the student's results in school-based assessments and examinations.

**UG** Ungraded

**UN** Unavailable

**Units (VCE)** The components of a VCE study that are a semester in duration. There are usually four units in a VCE study, numbered 1, 2, 3 and 4.

**VASS** Victorian Assessment Software System

**VCAA** Victorian Curriculum and Assessment Authority <http://www.vcaa.vic.edu.au/>

**VCAL** Victorian Certificate of Applied Learning

**VCE Certificate** The certificate awarded to students who meet the requirements for graduation of the VCE. See also **Statement of Results**.

**VCE VET** Nationally recognised VET certificates developed into full programs of study within the VCE and contributing to satisfactory completion of the VCE under the same recognition arrangements as for VCE studies.

**VCE** Victorian Certificate of Education

**VET** Vocational Education and Training

**Victorian Certificate of Applied Learning (VCAL)** An accredited senior secondary school qualification undertaken by students in Years 11 and 12.

**Victorian Certificate of Education (VCE)** An accredited senior secondary school qualification.

**Victorian Tertiary Admissions Centre (VTAC)** Acts on behalf of universities, TAFEs and other providers facilitating and coordinating the joint selection system. VTAC calculates and distributes the **ATAR**.

**Vocational Education and Training (VET)** Nationally recognised vocational certificates. These certificates may be integrated within a VCE or VCAL program.

**VTAC** Victorian Tertiary Admissions Centre