

VCE and VCAL Administrative Handbook 2014

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Victorian Certificate of Education

The Victorian Certificate of Education (VCE) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). It is designed to be completed over a minimum of two years, and includes general education curriculum components (VCE studies) and programs from Vocational Education and Training (VET) qualifications.

Each VCE study is designed to provide a two-year program. Studies 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. In many studies there are multiple options for students to choose from, such as a choice of mathematics studies and histories. 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.

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 school, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements. The learning outcomes and associated assessment tasks are specified in accredited VCE study designs.

Levels of achievement for Units 1 and 2 are determined by schools and not reported to the VCAA. Levels of achievement for Units 3 and 4 sequences are assessed using School-based Assessment and external examinations. Each VCE study has three graded assessment components: either one School-based Assessment and two examinations, or two School-based Assessments and one examination. Each of the three graded assessment components contributes to a study score. Scored VCE VET studies have only two graded assessment components, comprising one School-based Assessment and one examination. Graded assessments are reported on an 11-point scale as grades A+ to E or 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 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 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.
- The Externally-assessed Task is specific to Music Style and Composition (2011–2015) and Extended Investigation (restricted study 2014) and assesses a student's level of achievement in accordance with the study design and published assessment criteria. It is assessed by a panel appointed by the VCAA.

1 VCE program components

1.1 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 and 2 in the second or final year and/or some Units 3 and 4 sequences in the first year.

VCE Units 1 and 2

Units 1 and 2 may be undertaken separately or as a pair. Schools may timetable Units 1 and 2 in a sequence that is suitable for their program. Students may enrol simultaneously in Units 1 and 2 of a study.

VCE Units 3 and 4

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. A student who has previously received an N for Unit 3 may complete the sequence provided the enrolment into Units 3 and 4 is received by the **ENROLMENT 2** date.

1.2 VET

The VCE can include components of nationally recognised VET qualifications from within the AQF. Training from a nationally recognised VET or Further Education (FE) qualification may contribute towards the VCE through the following recognition arrangements:

- enrolment in a VCAA-approved VCE VET program, or a School-based Apprenticeship or Traineeship
- enrolment in any other nationally recognised qualification at AQF level II or above (Block Credit Recognition).

1.3 VCAL units

The VCE can include Victorian Certificate of Applied Learning (VCAL) units if enrolment is transferred from VCAL to VCE before completing a VCAL certificate. Intermediate VCAL units may contribute to the satisfactory completion of the VCE at Units 1 and 2 level, and Senior VCAL units at Units 3 and 4 level. Foundation VCAL units do not contribute to the VCE. Combinations of VCAL Senior units may contribute as a VCE Units 3 and 4 sequence but no study score is given.

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.

2.1 Specific entry requirements for VCE studies

There are specific entry requirements for English as an Additional Language (EAL) and the VCE Second Language studies in Chinese, Japanese, Korean and Indonesian. See **Administrative advice: Students** for further details of these requirements.

VCE Second Languages

VCE Second Language studies in Chinese, Indonesian, Japanese and Korean cater for students who have learnt all they know of the language in an Australian school or similar environment. All enrolments in VCE Second Language studies Units 3 and 4 must be approved by the VCAA.

Chinese Second Language

A student is NOT eligible for Chinese Second Language if they have had one of the following:

- 12 months or more of education in a school where Chinese is the medium of instruction
- 36 months or more of residence in any of the VCAA-nominated countries or regions (China, Taiwan, Hong Kong and Macau).

Chinese Second Language Advanced

A student is eligible for Chinese Second Language Advanced if:

- they have had no more than seven years of education in a school where Chinese is the medium of instruction
- the highest level of education attained in a school where Chinese is the medium of instruction is no greater than the equivalent of Year 7 in a Victorian school.

Indonesian Second Language

A student is eligible for Indonesian Second Language if they have had no more than seven years of education in a school where Indonesian or Malay is the medium of instruction.

Japanese Second Language

A student is eligible for Japanese Second Language if they have had no more than seven years of education in a school where Japanese is the medium of instruction.

Korean Second Language

A student is eligible for Korean Second Language if they have had no more than seven years of education in a school where Korean is the medium of instruction.

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:

1. (a) They have been a resident in Australia or New Zealand or other predominantly English-speaking country for no more than seven years. (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.) or (b) They are a student of Aboriginal or Torres Strait Islander descent whose first language is not English.
2. 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.

Special circumstances

The following special circumstances could be considered by the VCAA in determining EAL eligibility for non-English-speaking-background students:

- minimal or no primary school education
- material interruptions to schooling during primary years, particularly if there were changes to the language of instruction
- material interruptions to schooling after arrival in Australia.

3 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 should be encouraged to attempt all graded assessments, wherever possible.

Study for the VCE is normally completed over at least two years, but students may accumulate units over any number of years. It is possible for students returning as adults, and students who have received credit equivalent to a full Year 11, to complete their VCE in a single year.

3.1 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, with at least one unit at Units 3 and 4 level
- at least three sequences of Units 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

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).

Students undertaking atypical programs may have their previous studies or experience counted towards the awarding of the VCE. These students are adult students with no Year 12 results, adult students with Year 12 results prior to the VCE, students with credit from interstate and overseas studies, and students with previously attained VET qualifications or credit from VCAL.

3.2 English requirement for the award of the VCE

The minimum English requirement is three units from the English group, with at least one at Units 3 and 4 level. English units may be selected from Foundation English Units 1 and 2, English Units 1 to 4, EAL Units 3 and 4, English Language Units 1 to 4, and Literature Units 1 to 4.

No more than two units at Units 1 and 2 level selected from the English group may count towards the English requirement. The English group at this level comprises English Units 1 and 2, English Language Units 1 and 2, Foundation English Units 1 and 2 and Literature Units 1 and 2. English Units 3 and 4 and EAL Units 3 and 4 are equivalent sequences and a student may not count both towards the award of the VCE.

Units from the English group may also contribute to the sequences other than English requirement. In calculating whether students meet the minimum requirements for the award of the VCE, the VCAA first calculates the student's English units. Once students have met the English requirement, or have satisfied an English sequence, any additional sequences from the English group will be credited towards the sequences other than English requirement.

Adult students, students with credit from interstate study, and students with credit from overseas study can use their previous studies and experience for the English requirement.

The following table provides examples of how the English requirement will apply for students who are not adults and have no credit from interstate or overseas study and have not previously attained their Intermediate or Senior VCAL.

Possible unit combinations from the English group

	English group Units 1 and 2 satisfactorily completed	English group Units 3 and 4 satisfactorily completed	English requirement met?	Sequences other than English	Units contributing to minimum 16-unit count	Notes
1	English Units 1 and 2	English Units 3 and 4	Yes	0	4	
2	English Units 1 and 2	Literature Units 3 and 4	Yes	0	4	
3	English Units 1 and 2	Literature Unit 3	Yes	0	3	Because there is no S for Literature Unit 4, there will be no study score and no ATAR.*
4	Literature Units 1 and 2	Literature Units 3 and 4	Yes	0	4	
5	English Language Units 1 and 2	English Language Units 3 and 4	Yes	0	4	
6	English Units 1 and 2	English Language Units 3 and 4	Yes	0	4	
7	English Units 1 and 2	English Units 3 and 4; English Language Units 3 and 4	Yes	1	6	The study score for both Units 3 and 4 sequences can be included in the primary four for the ATAR.*
8	Foundation English Units 1 and 2	EAL Unit 3	Yes	0	3	Because there is no S for EAL Unit 4, there will be no study score and no ATAR.*
9		English Units 3 and 4; English Language Units 3 and 4	Yes	1	4	The study score for both Units 3 and 4 sequences can be included in the primary four for ATAR.*
10		English Units 3 and 4; Literature Units 3 and 4	Yes	1	4	The study scores for both Units 3 and 4 sequences can be included in the primary four for ATAR.*
11	Literature Units 1 and 2; English Units 1 and 2		No	0	4	Only two of these units count towards the English requirement. The student needs at least one S from a Units 3 and 4 English study.
12		English Units 3 and 4; English Language Units 3 and 4; Literature Units 3 and 4	Yes	2	6	Only two study scores from Units 3 and 4 sequences can be included in the primary four for ATAR.* The third study score can contribute as an increment.
13	English Units 1 and 2	English Unit 3; English Language Units 3 and 4	Yes	1	5	
14	English Unit 1: Literature Unit 2	English Unit 3	Yes	0	3	Because there is no S for English Unit 4, there will be no study score and no ATAR.*

* VTAC advises that for the calculation of a student's ATAR, satisfactory completion of both Units 3 and 4 of an English sequence is required.

3.3 Equivalent studies

Some VCE studies consist of more than four units. There are no restrictions within these studies on the number or combinations of units that students may undertake. However, for units that are deemed to be equivalent there are restrictions on credit that may be gained towards satisfactory completion of the VCE. For example, students may obtain credit for Units 3 and 4 of both IT Applications and Software Development. However, to obtain credit for a sequence, students must satisfactorily complete both Units 3 and 4 from the one study.

Rules about combinations of studies or units satisfied before 2001 are not set out in detail in this document. Schools are expected to run a VCE Student Eligibility Report for all students and should contact the Student Records and Results Unit if there are any concerns arising from the report.

Australian and Global Politics

The Australian and Global Politics study design (accredited 2012–2016) replaced the previous study of VCE International Politics. There are two Units 3 and 4 sequences in Australian and Global Politics: Australian Politics and Global Politics. Students who have satisfactorily completed:

- Units 1 and/or 2 in International Politics cannot count Units 1 and/or 2 of VCE Australian and Global Politics towards satisfactory completion of the VCE
- Units 3 and 4 in International Studies cannot count Units 3 and 4 of Global Politics towards satisfactory completion of the VCE
- Units 3 and 4 in National Politics cannot count Units 3 and 4 of Australian Politics towards satisfactory completion of the VCE.

Classical Studies

VCE Classical Studies (accredited 2010–2014) replaced the previous study of Classical Societies and Cultures. Students who have satisfactorily completed Units 1 to 4 of Classical Societies and Cultures cannot count Units 1 to 4 of Classical Studies towards satisfactory completion of the VCE.

Information Technology

The VCE Information Technology study design (accredited 2011–2014) replaced all previous study designs for Information Technology.

Languages

There are 45 languages available for VCE enrolment. Students may study more than one language. However, students cannot count the same units of Chinese First Language, Chinese Second Language and Chinese Second Language Advanced, or Indonesian First Language and Indonesian Second Language, or Korean First Language and Korean Second Language, or Japanese First Language and Japanese Second Language towards satisfactory completion of the VCE. Students who are enrolled to study the same language in both a VCE Languages study and a Certificate II or III VET language qualification (either simultaneously or sequentially) will only receive credit for the VCE Languages study.

Mathematics

Students can count either Units 1 and 2 Mathematical Methods or Units 1 and 2 Mathematical Methods (CAS), but not both of these studies towards satisfactory completion of the VCE. Students can count either Units 3 and 4 Mathematical Methods or Units 3 and 4 Mathematical Methods (CAS), but not both, towards satisfactory completion of the VCE.

Music

The VCE Music study design (accredited 2011–2015) replaced the previous VCE Music study design (2006–2010). The study comprises 10 units: Music Performance Units 1 to 4, Music Investigation Units 3 and 4 and Music Style and Composition Units 1 to 4.

For Music Performance Units 3 and 4 and Music Investigation Units 3 and 4 students select to perform as a member of a group OR as a soloist for the end-of-year performance examination. The following equivalence rules apply for VCE Music. Students who have satisfactorily completed:

- Music Performance Units 1 and 2 in 2010 or earlier cannot count the revised Music Performance Units 1 and 2 towards satisfactory completion
- Music Performance Group Units 3 and 4 in 2010 or earlier cannot count Music Performance Units 3 and 4 towards satisfactory completion where the performance context for the end-of-year performance examination is as a member of a group
- Music Performance Solo Units 3 and 4 in 2010 or earlier cannot count Music Performance Units 3 and 4 towards satisfactory completion where the performance context for the end-of-year performance examination is as a soloist
- Music Performance Group Units 3 and 4 and/or Music Performance Solo Units 3 and 4 in 2010 or earlier may be able to count Music Investigation Units 3 and 4 towards satisfactory completion according to the rules outlined in the following table
- any of Music Styles Units 1 to 4 in 2010 or earlier will not be able to count the equivalent unit/s in Music Style and Composition towards satisfactory completion.

Summary of transition arrangements

Music 2006–2010	Music 2011–2015	Enrol in both?	Receive credit for both?	Sequence/s	Units contributing to 16-unit count
Music Performance Units 1 and 2	Music Performance Units 1 and 2	Yes	No	0	2
Music Performance Group Units 3 and 4	Music Performance Units 3 and 4, group context selected for performance examination	Yes	No	1	2
Music Performance Group Units 3 and 4	Music Performance Units 3 and 4, solo context selected for performance examination	Yes	Yes	2	4
Music Performance Solo Units 3 and 4	Music Performance Units 3 and 4, solo context selected for performance examination	Yes	No	1	2
Music Performance Solo Units 3 and 4	Music Performance Units 3 and 4, group context selected for performance examination	Yes	Yes	2	4
Music Performance Group Units 3 and 4	Music Investigation Units 3 and 4 either group or solo context selected for performance examination	Yes	Yes	2	4
Music Performance Solo Units 3 and 4	Music Investigation Units 3 and 4 either group or solo context selected for performance examination	Yes	Yes	2	4
Music Styles Units 1 and 2	Music Style and Composition Units 1 and 2	Yes	No	0	2
Music Styles Units 3 and 4	Music Style and Composition Units 3 and 4	Yes	No	1	2

Product Design and Technology

The Product Design and Technology study design (accredited 2012–2016) replaced the previous study of Design and Technology. Students who have satisfactorily completed Units 1 to 4 of Design and Technology cannot count Units 1 to 4 of Product Design and Technology towards satisfactory completion of the VCE.

Systems Engineering

The Systems Engineering study design (accredited 2007–2012) replaced the previous study of Systems and Technology. Students who have satisfactorily completed Units 1 to 4 Systems and Technology cannot count Units 1 to 4 of Systems Engineering towards satisfactory completion of the VCE.

3.4 Recognition within the VCE for VCE VET programs

VCE VET units only make a contribution towards satisfactory completion of the VCE if no significant duplication exists between a VCE VET program and VCE studies or other VCE VET programs. If significant duplication exists, students may enrol in the VCE VET program, VCE studies or other VCE VET programs identified, but a reduced VCE VET unit entitlement will apply. Schools should refer to VCE VET program booklets for further information on the duplication between VCE VET programs and VCE studies or other VCE VET programs.

Note: Duplication between VCE VET programs and other VET or FE qualifications available through Block Credit Recognition will be taken into account when determining the amount and level of credit towards the VCE.

3.5 Recognition within the VCE for Higher Education studies

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.

3.6 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.

4 Atypical VCE programs

Students may vary the usual VCE program requirements if they:

- are adult students returning to study
- have transferred from interstate or overseas
- have results from an incomplete VCAL
- are exchange students
- have previously been enrolled in the International Baccalaureate (IB).

4.1 Adult students returning to study

Students must meet two criteria to be enrolled as an adult:

- be at least 18 years of age on 1 January in the year of enrolment
- not have undertaken full-time secondary schooling for the full year preceding the first year of enrolment as an adult.

Examples of adult enrolment in the VCE

Schooling	Age requirement	VCE with adult status
No schooling for the whole of year preceding enrolment as an adult	18 years of age or over as at 1 January in the year of enrolment as an adult	Yes
No schooling for the whole of year preceding enrolment as an adult	Not yet 18 years of age as at 1 January in the year of enrolment as an adult	No
Part-time student in the year preceding enrolment as an adult*	18 years of age or over as at 1 January in the year of enrolment as an adult	Yes
Part-time student in the year preceding enrolment as an adult*	Not yet 18 years of age as at 1 January in the year of enrolment as an adult	No

* As a guide, a part-time student is a student who is enrolled in not more than seven units over a whole year. The units may be a combination of Units 1, 2, 3 and 4.

Adult students with no previous Year 12 results

To satisfy requirements for the award of the VCE these students must satisfactorily complete at least eight units including:

- two units from the English group at any level
- three sequences of Units 3 and 4 in studies other than English.

For these students, an English sequence will count as a sequence other than English when it is additional to a student satisfying two other units from the English group; see the following example.

Example of program for adult students with no previous Year 12 results

Total units satisfied	English requirement	Three sequences other than English	Satisfies VCE
Business Management Units 3 and 4 English Units 1 and 2 English Units 3 and 4 Accounting Units 3 and 4	English Units 1 and 2	Business Management Units 3 and 4 English Units 3 and 4 Accounting Units 3 and 4	Yes

Adult students with credit for interstate or overseas studies or Block Credit Recognition from VET/FE training

For these students, at least five of the eight units required for satisfactory completion must be VCE units or credit from nationally recognised VET/FE training, of which four must be at Units 3 and 4 level.

Adult students claiming results prior to the VCE

Students who wish to attain their VCE using VCE (HSC), VCE (TOP) or VCE (T12) results must accumulate satisfactory results for eight semester units, including two units from the English group, provided that all units are taken at Units 3 and 4 level (Year 12). These students are exempt from all requirements for sequences other than English. VET qualifications may contribute units to the award of the VCE.

4.2 Student transfer and credit from interstate studies

Credit is available at all unit levels for equivalent studies completed interstate. The requirements for satisfactory completion for students with credit for interstate studies are the same as the requirements for other VCE students, with two differences.

1. Students who have credit granted at any level for studies undertaken interstate must satisfy one of the following requirements for English:

- a Units 3 and 4 sequence from the English group, or the equivalent in credit
- three units from the VCE English group, with at least one at Units 3 and 4 level, or the equivalent in credit.

2. At least five of the minimum 16 units required for satisfactory completion must be VCE units or credit from nationally recognised VET/FE training, of which four must be at Units 3 and 4 level. The requirement for three sequences other than English may be met using credit granted at Units 3 and 4 level.

Students must apply to the VCAA through the Victorian school at which they are enrolled using the **Application for Credit Towards the VCE/VCAL** form. Credit will only be granted if students have completed a semester or a full year of study in one or more subjects. Partly completed subjects will not be considered for credit. Credit granted will specify the number and level of units, but will not state the titles of studies or subjects except for English. The VCAA is able to grant up to a maximum of 12 units of credit at Units 1 and 2 and Units 3 and 4 levels to each student.

At Units 1 and 2 level, schools will recommend the amount of credit to be granted on receipt of an interstate school or authority transcript and after consulting the equivalent qualification guidelines. Credit recommended by the school will be entered on the application form. The student's previous school reports and certificates should be attached. Decisions on the amount of credit to be granted at Units 3 and 4 level will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school on VASS.

All applications for credit must be accompanied by copies (certified by the principal) of statements of results or certificates. Original documents must not be submitted. Credit granted will be reported by the VCAA on the Statement of Results.

4.3 Student transfer and credit from overseas studies

Credit is not granted at Units 3 and 4 level for studies undertaken overseas. Credit from overseas is available at Units 1 and 2 level only.

The requirements for satisfactory completion for students from overseas who have been granted credit for equivalent study undertaken at Units 1 and 2 level will be the same as for continuing students, except that the student must satisfy one of the following requirements for English:

- a Units 3 and 4 sequence from the English group
- three units from the English group, with at least one at Units 3 and 4 level and up to two of which may be credited at Units 1 and 2 level.

Students must apply to the VCAA, through the Victorian school at which they are enrolled, using the **Application for Credit Towards the VCE/VCAL** form. Credit will be granted only if students have completed a semester or a full year of study in one or more subjects. Partly completed subjects will not be considered for credit.

Credit granted will specify the number and level of units, but will not state the titles of studies or subjects, except for English. The VCAA is able to grant up to a maximum of 12 units of credit to each student. Decisions on the amount of credit to be granted will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school on VASS.

All applications for credit must be accompanied by copies (certified by the principal) of statements of results or certificates. **Original documents must not be submitted.** All accompanying documentation must be in English, or have been translated into English by a recognised translation authority. Credit granted will be reported by the VCAA on the Statement of Results.

Overseas students who have not completed Year 11

If a student from overseas has not completed the equivalent of Year 11, yet wishes to undertake Year 12, the principal can make a recommendation on the student's readiness. The principal should ask to see the student's reports and other documentation from overseas and, based on this, recommend the number of units of credit to be awarded at Unit 1 and Unit 2 levels, including those for English. The VCAA may accept this advice and grant up to six units of credit. A signed statement from the principal, covering the matters described here, should be sent to the VCAA with the application for credit. This credit provision is primarily aimed at students who have suffered major disruption to their education.

4.4 Students enrolling in VCE with previous VCAL enrolment

Recognition for VCAL completion

Students who have successfully completed the VCAL at Intermediate or Senior level and who enrol in the VCE in a subsequent year will be eligible to complete the VCE if they satisfactorily complete:

- two units from the English group that have not been undertaken in the previous VCAL qualification
- three sequences of VCE Units 3 and 4 in studies other than English that have not been undertaken in the previous VCAL qualification.

Credit for VCAL units when a student transfers into VCE

If a VCAL student who has not yet completed a VCAL Intermediate or VCAL Senior certificate transfers to the VCE, they must meet the minimum VCE requirements for continuing students:

- three units from the English group, with at least one unit at Units 3 and 4 level
- at least three sequences of Units 3 and 4 in studies other than English.

They may count VCAL and VCE units successfully completed.

Studies completed as part of a VCAL learning program will contribute towards the VCE as follows:

- Intermediate VCAL units contribute towards satisfactory completion of the VCE at Units 1 and 2 level
- Senior VCAL units contribute towards the VCE at Units 3 and 4 level.

Senior VCAL units can be accumulated towards a VCE Units 3 and 4 sequence in the following ways:

- two Senior VCAL units from the Personal Development Skills Strand and Literacy and Numeracy Skills Strand
- a combination of any Senior VCAL Personal Development Skills/Literacy and Numeracy Skills unit and 90 nominal hours of appropriate FE training at AQF III and above that meet the Literacy and Numeracy Skills Strand
- two Senior VCAL units from the Work Related Skills Strand
- a combination of any Senior VCAL Work Related Skills unit and 90 nominal hours of appropriate VET training at AQF III or above .

4.5 Exchange students

Returning Victorian exchange students

Returned exchange students may apply to the VCAA for credit for study undertaken overseas. The procedure and level of credit available is identical to that described for students from overseas. If students have undertaken a full Year 12 course of study overseas and have been awarded a formal qualification, they may apply to the VCAA for a Statement of Equivalent Qualification to the VCE.

Overseas exchange students

Overseas exchange students may enrol in Unit 3, Units 3 and 4, or Unit 4 only. The final date for enrolling in Unit 4 is [ENROLMENT 3](#). These students may complete some or all graded assessments and have their grades reported, but a study score is calculated only if Units 3 and 4 are completed in the one year.

4.6 Credit from the International Baccalaureate (IB)

Students may transfer from the IB to the VCE. In general, students may not enrol in a mix of IB and VCE studies on the VCAA database in the same semester. However, if a curriculum area cannot be studied as part of the IB, students may enrol in a single VCE study. In such cases the school should write to Student Records and Results detailing:

- the student's current curriculum program within the IB
- the proposed VCE study to be enrolled in.

The letter needs to be written on school letterhead and signed by the principal. Following receipt, Student Records and Results will assess the request and enrol the student in the VCE study where appropriate.

IB students enrolled in Year 11 may transfer from the IB to the VCE at the end of Semester 1. These students will be eligible for credit towards their VCE based on their IB results in Semester 1 providing they have not undertaken any unapproved VCE units in that same semester. Students transferring from an IB program in Year 11 to the VCE in Year 12 may receive credit towards the relevant number of VCE units at levels 1 and 2 and levels 3 and 4 on the basis of their IB results (including any Year 12 IB subjects) obtained in Year 11.

Credit will be granted only if students have completed a semester or a full year of study in one or more subjects; partly completed subjects are not considered. Credit granted specifies the number and level of units, but will not state the titles of studies or subjects except for English. The VCAA is able to grant up to a maximum of 12 units of credit at Units 1 and 2 and Units 3 and 4 levels to each student.

Decisions on the amount of credit to be granted will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school via VASS. All applications for credit must be made on the **Application for Credit Towards the VCE/VCAL** form and be accompanied by copies (certified by the principal) of statements of results or certificates. Original documents must not be submitted. Credit granted will be reported by the VCAA on the Statement of Results.

Victorian Certificate of Applied Learning

The Victorian Certificate of Applied Learning (VCAL) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). The VCAL can include components of accredited Vocational Education and Training (VET) and Further Education (FE) qualifications from within the AQF, and VET and FE are an integral part of the VCAL. VET training is a compulsory requirement for completion of VCAL certificates at Intermediate and Senior level.

The VCAL is accredited and issued at three award levels:

- Victorian Certificate of Applied Learning (Foundation) – 21352 VIC Foundation VCAL
- Victorian Certificate of Applied Learning (Intermediate) – 21353 VIC Intermediate VCAL
- Victorian Certificate of Applied Learning (Senior) – 21354 VIC Senior VCAL.

The qualification aims to provide the skills, knowledge and attributes to enable students to make informed choices about pathways to work and further education. Personal development, students' interests and pathways for senior secondary students, in the context of applied learning, are underpinning principles of the VCAL. The VCAL acknowledges these principles by the development of:

- knowledge and employability skills that help prepare the individual for employment and for participation in the broader context of family, community and lifelong learning
- knowledge and skills that assist the individual to make informed vocational choices within specific industry sectors and/or to facilitate pathways to further learning.

The VCAL certificate at Intermediate and Senior level recognises completion of a senior secondary qualification and primarily prepares students for further studies at the next VCAL level, in the Victorian Certificate of Education (VCE) and in VET and/or employment. Students enrol in a VCAL learning program at the level that matches their skills and abilities. For example, a student may start at either Foundation level or Intermediate level in Year 11.

Nominal duration

Each of the three award levels has a nominal duration of 1000 hours. A typical VCAL learning program would be based on a full-time load of timetabled class time and independent learning totalling 1000 hours. However, particularly in non-school settings, the nominal hours (including both scheduled and unscheduled contact hours) may vary, when considering the specific needs of the student.

The three qualification levels provide flexible entry and exit points for a range of student abilities and interests and offer a clear progression for knowledge and skills.

The following table is provided as a guide to help VCAL practitioners determine the general focus and award level of training. It **must**, however, be used in conjunction with the 'Curriculum options' table in 3.3, which outlines the curriculum options for meeting VCAL strand requirements.

VCAL levels

Foundation	<p>Focus</p> <p>At Foundation level, knowledge and employability skills development is supported by a strong emphasis on literacy and numeracy skills and preparatory learning.</p> <p>Level</p> <p>The following components of training are recommended at Foundation level:</p> <ul style="list-style-type: none"> • VCAL Foundation units • VET Certificate I • FE Certificate I.
Intermediate	<p>Focus</p> <p>At Intermediate level, knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.</p> <p>Level</p> <p>The following components of training are recommended at Intermediate level:</p> <ul style="list-style-type: none"> • VCAL Intermediate units • VCE Units 1 and/or 2 • VET Certificate I, II • FE Certificate II.
Senior	<p>Focus</p> <p>At Senior level, knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership.</p> <p>Level</p> <p>The following components of training are recommended at Senior level:</p> <ul style="list-style-type: none"> • VCAL Senior units • VCE Units 3 and 4 • VET Certificate II and above • FE Certificate III and above.

Pathways

The VCAL is designed to develop and extend pathways for young people. On completion of a VCAL, students will be able to make informed choices about employment or education pathways. Meaningful pathways are created by linking student aspirations and future employment goals to the choice of accredited curriculum, as well as connecting VCAL learning programs to work and industry experiences and active participation in the community. The ability to include curriculum from VET and FE in VCAL learning programs connects students with broader options for work, further education and active community participation.

Successful partnerships in the VCAL involve building a culture of collaboration and crossing bridges between schools and other providers. Achieving the pathways that arise from these partnerships relies on strong cooperative relationships and commitment to:

- a shared understanding that ‘learning does not stop at the school gate’
- a shared understanding and working knowledge of cultures of technical and further education (TAFE) institutes, adult community education (ACE) organisations and schools, with easy movement between these sectors
- a ‘whole community’ approach, involving shared leadership, the pooling of resources and expertise, and the letting go of exclusive ownership of learning programs.

Pathways at each level of VCAL certificate completion can include the following.

Foundation

- Intermediate or Senior Level VCAL
- apprenticeships and traineeships (school-based or full-time)
- Certificate I (or above) VET courses
- Certificate I (or above) FE courses
- employment.

Intermediate

- Senior level VCAL
- completion of VCE
- apprenticeships and traineeships (school-based or full-time)
- Certificate II (or above) VET courses
- Certificate II (or above) FE courses
- employment.

Senior

- completion of VCE
- apprenticeships and traineeships (school-based or full-time)
- Certificate II (or above) VET courses
- Certificate III (or above) FE courses
- employment.

1 VCAL program components

A VCAL program must contain curriculum that can be justified against the purpose statements of each VCAL strand. A program must contain a minimum of two VCAL units and may contain curriculum components from:

- additional VCAL units
- VCE studies
- VET-accredited curriculum or training packages or FE-accredited curriculum.

1.1 VCAL units

A VCAL unit contains accredited learning outcomes that are generic by nature and enable content to be developed and/or planned at the local level to suit the individual needs of students. Locally developed non-accredited curriculum and activities or structured workplace learning programs can contribute to the achievement of learning outcomes in a VCAL unit.

Each VCAL unit is 100 nominal hours in length, and each unit successfully completed contributes one credit toward the VCAL at the appropriate award level. The nominal hours include both scheduled and unscheduled time. VCAL units are available at the three VCAL award levels (Foundation, Intermediate and Senior) to cater for the different needs, abilities and experiences of students. The following VCAL units are currently available (any additional units are announced in the *VCAA Bulletin VCE, VCAL and VET*):

- WRS011 Work Related Skills Foundation Unit 1
- WRS012 Work Related Skills Foundation Unit 2
- WRS021 Work Related Skills Intermediate Unit 1
- WRS022 Work Related Skills Intermediate Unit 2
- WRS031 Work Related Skills Senior Unit 1
- WRS032 Work Related Skills Senior Unit 2

- PDS011 Personal Development Skills Foundation Unit 1
- PDS012 Personal Development Skills Foundation Unit 2
- PDS021 Personal Development Skills Intermediate Unit 1
- PDS022 Personal Development Skills Intermediate Unit 2
- PDS031 Personal Development Skills Senior Unit 1
- PDS032 Personal Development Skills Senior Unit 2
- LIT011 Literacy Skills Foundation Reading and Writing
- LIT012 Literacy Skills Foundation Oral Communication
- LIT021 Literacy Skills Intermediate Reading and Writing
- LIT022 Literacy Skills Intermediate Oral Communication
- LIT031 Literacy Skills Senior Reading and Writing
- LIT032 Literacy Skills Senior Oral Communication
- NUM011 Numeracy Skills Foundation
- NUM021 Numeracy Skills Intermediate
- NUM031 Numeracy Skills Senior
- NUM032 Advanced Numeracy Skills Senior
- SFS031 Skills for Further Study Senior.

The assessment of the VCAL unit learning outcomes may be in the context of programs that include community-, school-, work- and sports-based projects and/or activities. More information about assessment is provided in the [VCAL Unit Assessment Planning Guide](#).

1.2 VCAL learning programs: appropriate curricula at award levels

VCAL learning programs must be designed to meet the VCAL course requirements, and so the curriculum selected is consistent with the purpose statement of the curriculum strand and the award level.

Each student should be enrolled in a learning program that includes curriculum for developing literacy and numeracy skills, industry specific skills, work related skills and personal development skills. Each learning program should be designed to allow students to achieve the required credits and to meet all course requirements, and be at the appropriate level.

To ensure that a student can receive a VCAL certificate, a provider should consult the 'Curriculum options' table in 3.3 and as soon as possible run the eligibility report in VASS.

Information on the four curriculum strands can be found on the [VCAA website](#). To ensure coherence in designing a VCAL learning program, selected curriculum components must closely align with the purpose statement of the appropriate curriculum strand.

Selecting curriculum for VCAL curriculum strands

Curriculum components for the VCAL can be selected from VCAL units, VCE units and accredited curriculum from VET and FE units of competency/modules. Locally developed non-accredited curriculum, structured workplace learning programs and community and youth programs provide the context for the achievement of VCAL units. Delivery strategies for units or modules should be consistent with the VCAL delivery principles and requirements outlined in accredited course documents, VCE study designs or VCAL curriculum planning guides on the [VCAA website](#).

2 Entry to VCAL studies

There are no formal entry requirements for VCAL studies. The VCAL has been designed to accommodate flexible entry and exit. Students can enter at the appropriate level of VCAL to suit their learning needs, abilities and interests. Parameters for entry and exit in schools will be determined by school regulations and enrolling guidelines. Where a provider that is not a school delivers VCAL, flexible entry and exit points will be determined by the policies and regulations of that educational provider.

There are no barriers to obtaining VCAL qualifications based on gender, age, social background or nationality. Students with particular needs may require additional resources to enable the successful completion of the learning program. Some students may require additional time to achieve outcomes. Students can gain more than one VCAL qualification in their post-compulsory education program, depending on their abilities and learning goals.

3 Eligibility for award of the VCAL

3.1 Course requirements

To be awarded the VCAL, students must successfully complete a learning program that contains a minimum of 10 credits and includes:

- curriculum components to the value of at least one credit, each of which can be justified against the purpose statement for each of the four VCAL curriculum strands
- a minimum of two VCAL units
- one credit for numeracy
- curriculum components to the value of six credits at the level of the VCAL award (or above), of which one must be for literacy and one credit must be for a VCAL Personal Development Skills unit. However, credits classified at Foundation level (VCAL Foundation units, VET and FE units at Level 1) cannot contribute to Senior level.

Students may carry credit forward from the previous award level into the level in which they are currently enrolled. VCAL providers can include additional curriculum, such as the VCAL Literacy Skills Oral Communication units and other VCE units in a VCAL learning program, to meet the requirement for a minimum of 10 credits. At the VCAL Intermediate and Senior levels, the learning program must also include accredited VET curriculum components to the value of a minimum of one credit in the Industry Specific Skills Strand. One credit is awarded on successful completion of 90 nominal hours of accredited VET curriculum. The VCAL program may also contain curriculum components drawn from VCE studies and FE accredited curriculum. One credit is awarded on successful completion of 90 nominal hours of accredited FE/VET curriculum.

3.2 Themed VCAL course requirements

The Themed VCAL learning program is intended to lead to informed choices for a broad range of occupations in the particular industry sector. To be awarded a Themed VCAL, a student must successfully complete an Intermediate or Senior VCAL learning program that is made up of:

- accredited curriculum components leading to a minimum of 10 credits
- curriculum components that can be justified against the purpose statement for each of the four VCAL curriculum strands
- curriculum components drawn from VCAL units and VCE units
- VET-accredited curriculum or training package qualification or FE-accredited curriculum (one credit is awarded on successful completion of 90 nominal hours of accredited curriculum).

The Themed VCAL learning program must include:

- a minimum of two VCAL units
- one credit for numeracy
- curriculum components to the value of seven credits at the award level or above, made up of:
 - one credit for literacy at the award level or above
 - one credit for a VCAL Personal Development Skills unit at the award level or above
 - a minimum of two credits in the Industry Specific Skills Strand made up of accredited VET curriculum components that are directly related to the industry theme designated in the learning program
 - a minimum of one credit for a VCAL Work Related Skills unit, which includes a structured work placement directly related to the industry theme designated in the learning program
 - two credits from the Personal Development Skills and/or Work Related Skills strands, which are directly related to the industry theme designated in the learning program (not including the VCAL Work Related Skills unit already mentioned).

Integration of the industry theme across curriculum strands other than those already mentioned is encouraged.

Enrolling students in a Themed VCAL program

VCAL providers delivering the Themed VCAL will be required to enrol students in Themed VCAL through VASS; however, before doing so providers must obtain approval from the VCAA to deliver a Themed VCAL program. Students must be enrolled at either Intermediate or Senior level, with an additional industry theme appellation. This industry theme appellation will be included on VASS enrolment screens and on the student's VCAL certificate.

3.3 Curriculum options for meeting the VCAL strand requirements

Satisfactory completion of the following curriculum options is the minimum VCAL strand requirement.*

Curriculum options

Strand	Foundation	Intermediate	Senior
Literacy Skills	VCAL Literacy Skills Reading and Writing units VCE units: <ul style="list-style-type: none"> EAL English English Language Foundation English Literature selected FE reading and writing modules [†] ***	VCAL Literacy Skills Reading and Writing Intermediate/Senior units VCE units: <ul style="list-style-type: none"> EAL English English Language Foundation English Literature selected FE Certificates II/III Literacy/reading and writing modules [†] ***	VCAL Literacy Skills Reading and Writing Senior unit VCE Units 3 and 4: <ul style="list-style-type: none"> EAL English English Language Literature selected FE Certificate III Literacy/reading and writing modules [†] ***
Numeracy Skills	VCAL Numeracy Skills units VCE units: <ul style="list-style-type: none"> any Mathematics units Chemistry Environmental Science Physics selected FE numeracy and mathematics modules [†] ***	VCAL Numeracy Skills Intermediate units VCE units: <ul style="list-style-type: none"> any Mathematics units Chemistry Environmental Science Physics selected FE numeracy and mathematics modules [†] ***	VCAL Numeracy Skills Intermediate/Senior units VCE units: <ul style="list-style-type: none"> any Mathematics units Chemistry Environmental Science Physics selected FE Certificate II/III numeracy and mathematics modules [†] ***
Industry Specific Skills	VET certificates*** VCE units: <ul style="list-style-type: none"> Accounting Industry and Enterprise Technology Studies Visual Communication Design Studio Arts 	VET certificates***	VET certificates II or above***
Work Related Skills	VCAL Work Related Skills units VET certificates *** VCE units: <ul style="list-style-type: none"> any Technology studies[†] Industry and Enterprise (Unit 1 only) Outdoor and Environmental Studies selected FE certificates/modules***	VCAL Work Related Skills units VET certificates *** VCE units: <ul style="list-style-type: none"> any Technology studies[†] Industry and Enterprise (Unit 1 only) Outdoor and Environmental Studies selected FE Certificates II/III certificates/modules***	VCAL Work Related Skills Intermediate/Senior units VET certificates II or above*** VCE units: <ul style="list-style-type: none"> any Technology studies[†] Industry and Enterprise (Unit 1 only) Outdoor and Environmental Studies selected FE Certificates III certificates/modules ***
Personal Development Skills	VCAL Personal Development Skills unit	VCAL Personal Development Skills Intermediate/Senior unit	VCAL Personal Development Skills Senior unit

- * Themed VCAL providers should refer to the Themed VCAL course requirements when considering curriculum options for learning programs.
- † For example, Certificates in General Education for Adults.
- ‡ In most VCE technology studies, students are required to plan and design in Unit 3 and develop/make products in Unit 4. Therefore it is recommended that students undertake both Units 3 and 4.
- *** While individual VET/FE units of competency/modules may be selected for inclusion in a VCAL learning program, it is not necessarily intended that the student would achieve the entire VET/FE qualification. The relevant registered training organisation (RTO) will provide advice on selection of appropriate accredited units of competency/modules in accordance with the selected training package or curriculum document requirement.

Individual student eligibility can be checked on VASS when students are enrolled in the learning program.

Upon successful completion of the requirements for a VCAL, students will receive a VCAL certificate and a Statement of Results. Successful completion will be certified in July or December in each enrolment year. Additional Statements of Attainment or certificates will be provided (by the RTO) for successful completion of VET or FE curriculum. Students who commence a VCAL program but do not complete it will receive a Statement of Results at the completion of each year of study.

General credits

VCE units that are included within a student's VCAL program but do not meet the purpose statement of any of the VCAL curriculum strands may contribute towards the overall minimum total credits required and/or minimum credits required at the award level.

3.4 Award of the correct certificate

Students who successfully complete the requirements for a VCAL will be awarded the certificate at the level in which they are enrolled, and they may also be eligible to be awarded the VCAL at another level. If a VCAL student has satisfied the requirements for the VCAL in which they were not enrolled and is seeking the award of that certificate, the VCAL provider should contact Student Records and Results for advice.

4 Atypical VCAL programs

4.1 Students with credit from VCE

Accredited study that is successfully completed within the VCE and meets VCAL design rules will contribute to the award of a VCAL. If a student has a previous enrolment in VCE or VCAL, or other Victorian qualifications, the studies completed will form part of their current year VCAL record.

4.2 Adult students returning to study

There are no formal VCAL entry requirements for adult students returning to study, and there is no variation in course requirements based on the age of a student.

4.3 Student transfer and credit from interstate studies

Nationally accredited studies that meet the VCAL qualification design rules, purpose statements and course requirements and have been completed by a student prior to their enrolment in VCAL may contribute to the award. Students must apply to the VCAA through the Victorian provider at which they are enrolled, using the **Application for Credit Towards the VCE/VCAL** form.

Vocational Education and Training

Recognition of Vocational Education and Training (VET) and Further Education (FE) within the Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) ensures that students who complete all or part of a nationally recognised VET or FE qualification may receive credit towards satisfactory completion of the VCE or VCAL.

1 VET programs

VET and FE qualifications have been coded on VASS as follows:

- VES (VCAA-approved VCE VET program) or NAP (VCAA-approved School-based Apprenticeship or Traineeship), which both provide credit towards the VCE in the form of VCE VET units and nominal-hour credit towards VCAL
- VFE (VET or FE programs, outside the suite of VCAA-approved programs), which offer Block Credit Recognition towards the VCE and nominal-hour credit towards VCAL.

Home schools must ensure that students are enrolled in the correct certificate type and that students receive accurate advice about eligibility for satisfactory completion of both the qualification and the VCE or VCAL. Some VCAA-approved programs are available as both a VCE VET (certificate type: VES) and a School-based Apprenticeship or Traineeship (certificate type: NAP) qualification.

All other VET and FE qualifications are classified as certificate type: coded as VFE on VASS. If the VET or FE qualification is not available on VASS, schools should contact Student Records and Results for further advice, or download the **Application for VET or Further Education Qualifications to be added to VASS** form and send it to the VCAA accompanied by any information requested in the form.

VET and FE programs appear on VASS in the following format: Certificate Code–Type–Description (for example, MEM20105–NAP–Certificate II in Engineering).

Summary of certificate types and contribution to VCE and VCAL

The following table provides details on each certificate type and the recognition available for each type of program.

Summary of certificate types

VASS certificate type	Credit arrangements
VES (VCE VET program)	<p>VCE</p> <ul style="list-style-type: none"> Units 1 to 4 level Generally includes one Units 3 and 4 sequence towards satisfactory completion of the VCE Automatic enrolment into VCE VET units through enrolments into units of competency/modules A study score may be available <p>VCAL</p> <ul style="list-style-type: none"> Credit awarded on satisfactory completion of 90 nominal hours of training
NAP (VCAA-approved School-based Apprenticeship or Traineeship)	<p>VCE</p> <ul style="list-style-type: none"> Units 1 to 4 level In most cases includes one Units 3 and 4 sequence towards satisfactory completion of the VCE Automatic enrolment into VCE VET units through enrolments into units of competency/modules <p>VCAL</p> <ul style="list-style-type: none"> Credit awarded on satisfactory completion of 90 nominal hours of training
VFE (VET or FE program)	<p>VCE</p> <ul style="list-style-type: none"> Contribution to VCE through Block Credit Recognition for attainment of units of competency/modules at AQF II and above <p>VCAL</p> <ul style="list-style-type: none"> Credit awarded on satisfactory completion of 90 nominal hours of training

1.1 VCE VET programs

VCE VET programs provide credit towards the VCE, typically at Units 1 to 4 level; however, some programs provide credit at Units 1 and 2 or Units 3 and 4 level only. VCE VET programs also provide credit towards VCAL.

However, a student may not be enrolled simultaneously in the VES and NAP version of the same program or within the same industry area.

VCE VET programs are constantly being developed or revised and schools are advised to refer to the VCAA website and *VCAA Bulletin VCE, VCAL and VET* for the most up-to-date information. Programs offering a study score at Units 3 and 4 level and programs with enrolment restrictions are indicated on individual VCE VET program pages on the VCAA website.

1.2 School-based apprenticeships and traineeships

In school-based apprenticeships or traineeships, students undertake a vocational training program within a part-time employment arrangement. Each student is required to enter into a formal training contract. The school-based apprenticeship or traineeship comprises:

- enrolment in the VCE or VCAL at school
- enrolment with a registered training organisation (RTO) in a structured vocational training program that leads to a vocational qualification
- part-time, paid work under an industrial agreement that recognises school-based apprenticeships and traineeships
- at least one timetabled day spent on the job or in training during the normal school week
- at least seven hours of employment and six hours of training undertaken per week.

Schools should only enrol a student in a school-based apprenticeship or traineeship if the following conditions are met:

- The student is 15 years of age or over.
- The student is an Australian citizen or a permanent resident.
- The student is in relevant employment.
- The principal, or principal's delegate, has signed the training plan and the student is enrolled in a nationally recognised qualification that can be undertaken as a School-based Apprenticeship or Traineeship.

Students who undertake an apprenticeship or traineeship that is not integrated into their learning program and study timetable will be undertaking a 'part-time apprenticeship or traineeship'. This type of arrangement will still provide credit for VCE or VCAL if it is recorded on VASS.

VCAA-approved School-based Apprenticeships and Traineeships (certificate type: NAP program)

School-based Apprenticeships and Traineeships typically have Units 1 to 4 level credit towards the VCE. For the level of credit in the VCE please refer to the Certificate UOC Structure Report on VASS. A number of nationally recognised qualifications not included in the suite of VCAA-approved programs (VASS certificate type: VFE) can be undertaken as a school-based apprenticeship or traineeship. If these arrangements exist, a student's enrolment in a VFE program needs to be flagged on VASS as being 'undertaken as SBA'.

1.3 VET and FE other than VCE VET programs

Students can use training in any nationally recognised VET/FE qualification as part of their VCE or VCAL program.

Block Credit Recognition in the VCE

Students are eligible for credit towards the VCE if they have completed, or are completing, training in a nationally recognised VET or FE qualification that is not included in the suite of approved VCE VET and school-based apprenticeship or traineeship programs. Credit towards the VCE will be available for full or partial completion of a nationally recognised qualification at AQF II and above. This credit is referred to as Block Credit Recognition. To be eligible for Block Credit Recognition the student must be enrolled in the VCE.

VCE VET programs and approved school-based apprenticeship and traineeship programs with full recognition in the VCE are not eligible for Block Credit. All other nationally recognised qualifications at and above AQF Level II are eligible.

Students with a current enrolment in VET/FE

Students completing training in a nationally recognised VET/FE qualification in 2014 should only be enrolled in the certificate and all units of competency/modules expected to be completed in the current year. These certificates are identified as certificate type: VFE on VASS. These students do not need to apply separately for Block Credit Recognition.

Students who have completed training in VET/FE prior to 2014

Students who have completed training in a nationally recognised VET/FE qualification prior to 2014 and have not previously had their details entered onto VASS, must apply to the VCAA through the Victorian school at which they are enrolled.

All applications for credit in this way must be made on the **Application for Credit Towards the VCE/VCAL** form and be accompanied by copies (certified by the principal) of Statements of Attainment and/or certificates. **Original documents must not be submitted.** Credit granted will be recorded at the VCAA and may be viewed by the school on VASS. Credit granted will be reported by the VCAA on the VCE Statement of Results.

2 Entry to VET programs

Transfer arrangements between certificate types

If a student wishes to transfer to a different certificate type for the same qualification (for example from the certificate type: VES for ICA3011.1 Certificate III in Information, Digital Media and Technology to the certificate type: NAP version), the following procedures should be followed:

- If the student is currently enrolled in the certificate type: VES program, the student should be withdrawn from the program before enrolment in the certificate type: NAP program.
- A statement from the RTO should be obtained, listing the units of competency/modules that the student has satisfactorily completed in the previous enrolment.
- The student can now be enrolled in the certificate type: NAP program and (previously completed) units of competency/modules and then given a result of S for these units of competency/modules completed in the certificate type: VES program.
- The student should then be enrolled in the remaining units of competency/modules expected to be completed in the current year.
- Students should be awarded S for any units of competency/modules completed and N for units of competency/modules not yet completed.

3 Satisfactory completion of VET programs

Certificate type: VES and NAP programs

The requirements for satisfactory completion of a VCE VET or VCAA-approved School-based Apprenticeship or Traineeship program are outlined in the relevant VCE VET program booklets or the Certificate UoC Structure Report on VASS.

Certificate type: VFE programs

Satisfactory completion of an individual certificate type: VFE program is not calculated or reported on VASS; however, any training completed may contribute towards the student's overall VCE or VCAL as described in the following section.

4 Contribution of VET to VCE

VCE VET (VES and NAP) programs and VET/FE contribute to the VCE in different ways.

4.1 Recognition within the VCE for VCE VET programs

For VES and NAP programs only, enrolment in units of competency/modules leads automatically to enrolment in VCE VET units. Schools will be unable to directly enrol students in, or withdraw them from, VCE VET units. This can only be done by enrolment in, or withdrawal from, units of competency/modules.

As units of competency/modules are completed, VCE VET unit completion is calculated automatically. The nominal hours for VCE VET units vary from program to program.

In VCE VET programs where a study score is available, the contents of the Units 3 and 4 sequence are prescribed. Completion of the VCE VET units is dependent on completion of the prescribed units of competency/modules in the Units 3 and 4 sequence.

Duplication

VCE VET units may only make a contribution towards satisfactory completion of the VCE where no significant duplication exists between a VCE VET program and VCE studies or other VCE VET program/s. Where significant

duplication exists, students may enrol in the VCE VET program, VCE studies or other VCE VET program/s identified, but a reduction in credit towards the VCE will then apply.

However, all satisfactorily completed VCE VET units will appear on the student's Statement of Results. Program coordinators should refer to VCE VET program booklets for further information on the duplication between VCE VET programs and VCE studies or other VCE VET programs.

Note: Duplication between VCE VET programs and other VET or FE qualifications available through Block Credit Recognition will be taken into account when determining the amount and level of credit towards the VCE.

4.2 Recognition of VET/FE within the VCE

Contribution towards the VCE for certificate type: VFE programs is calculated via Block Credit Recognition. Credit is to be awarded in the VCE on the basis of achieving units of competency/modules. The level of credit is determined by the AQF level at which the units of competency/modules are recognised. Students who aggregate results from more than one VET training program may be eligible for credit for all of their training, subject to completion of sufficient hours.

Rules for the award of credit in the VCE

- Attainment of units of competency/modules at AQF Level II provides credit at Units 1 and 2 level, subject to completion of a minimum of 90 nominal hours for each VCE unit.
- Attainment of units of competency/modules at AQF Level III and above provides credit at Units 3 and 4 level, subject to completion of a minimum of 90 nominal hours for each VCE unit.
- A Units 3 and 4 sequence will be awarded on satisfactory completion of a minimum of 180 nominal hours, according to the rules outlined in the previous points.

If students apply for credit for training completed prior to 2014, decisions about the amount of credit granted will be made and recorded by the VCAA, and may be viewed by the school on VASS. The award of credit will take into account issues of duplication with students' other VCE studies or VCE VET programs.

5 Contribution of VET to VCAL

VCAL strands

Nationally recognised VET will contribute to two of the four VCAL strands – Work Related Skills and Industry Specific Skills. Curriculum in the Literacy and Numeracy Skills Strand can include accredited units of competency/modules with a literacy or numeracy focus.

At the Intermediate and Senior VCAL levels, components of nationally recognised VET to the value of at least one credit must be included in the Industry Specific Skills Strand.

Credit towards VCAL

For all certificate types (VES, NAP and VFE), a credit towards VCAL is awarded on successful completion of 90 nominal hours of accredited curriculum or nationally recognised training.

6 VCE VET documentation

VET Quick Guide for VASS Administrators, *Certificate UOC Structure* and *VET Administrative Issues* can be downloaded from VASS. VCE VET program booklets are published by the VCAA for all VCE VET programs.

The following organisations have useful information:

- Training.gov.au is the database on Vocational Education and Training in Australia.
- The [National Skills Standards Council \(www.nssc.natase.gov.au\)](http://www.nssc.natase.gov.au) develops and maintains the national standards for regulation of vocational education and training.

- DEECD's [Higher Education and Skills Group \(www.education.vic.gov.au\)](http://www.education.vic.gov.au) has information on access to further education and training opportunities for Victorians.
- [Training Support Network](#) has links to Training Package Purchasing Guides, Victorian Accredited Curriculum documents and the Curriculum Maintenance Managers.
- [Department of Industry \(www.innovation.gov.au\)](http://www.innovation.gov.au) is responsible for developments and policy changes in national VET.

Administrative information: Schools and providers

Senior secondary registration

Schools (government and non-government) and other organisations that wish to offer the Victorian Certificate of Education (VCE) and/or Victorian Certificate of Applied Learning (VCAL) must be registered as a senior secondary education provider with the Victorian Registration and Qualifications Authority (VRQA; www.vrqa.vic.gov.au).

Single study provider registration

A school or organisation wishing to provide only a single VCE study or an accredited part of a VCAL program (such as the Personal Development Skills Strand or Literacy and Numeracy Skills Strand) must be registered as a senior secondary single course provider with the VRQA. Enquiries about registration should be directed to the VRQA Quality Assurance Schools Unit on (03) 9032 1546.

Allocation of a VASS identity

Once registration has been approved, the Victorian Curriculum and Assessment Authority (VCAA) oversees the allocation of a Victorian Assessment Software System (VASS; www.vass.vic.edu.au) identity and contacts the school or organisation to organise training if required.

1 Schools providing the VCE or VCAL

Schools offering the VCE or VCAL can be viewed on VASS.

School/provider name changes and school closures

Schools that change their name must advise the VCAA's Student Records and Results in writing and provide proof that the relevant registration body has endorsed the name change. Schools that no longer offer the VCE or VCAL should also notify Student Records and Results in writing.

School/provider address, telephone and coordinator changes

It is the responsibility of schools to ensure that their address, telephone, fax, email address and details of their principal and coordinators are correct and confirmed, using VASS. VASS Operations must be contacted to change the school email address.

Recognition as a VCAL provider

A VCAL provider may be either a registered school or a registered training organisation (RTO). All VCAL providers must meet the VRQA registration requirements for a senior secondary provider. An organisation that is not a registered school or an RTO but intends to offer the VCAL must contact the Manager, VCAL.

1.1 Registered training organisations

RTOs are responsible for the delivery, assessment and certification of VET and FE qualifications. An RTO may be a TAFE institute, group training company, industry training centre, enterprise or school.

School-RTO partnerships

A school may enter into a partnership with an RTO. If an agreement has been reached between a school and an RTO, the school may deliver components of the VET and FE qualification or a whole qualification, with RTO agreement. Schools may contract an RTO to deliver the whole qualification. Costs are incurred for each of these options. Advice on eligibility for funding is available from sector authorities (DEECD's Higher Education and Skills Group, Independent Schools Victoria and the Catholic Education Commission of Victoria). Schools should confirm that the RTO they enter an agreement with has the scope of registration to deliver the VET programs offered.

Schools as RTOs

Schools may apply to the VRQA to become an RTO for the delivery of specified qualifications. A school recognised as an RTO is responsible for delivery, assessment, certification and quality assurance. The school is also responsible for providing enrolment and results data to the training sector. Schools as RTOs may contract other providers for the delivery of training and assessment, but the school remains responsible for quality assurance and the validation of assessments. All RTOs must comply with the essential conditions for initial and continuing registration.

2 VCE and VCAL provider obligations to the VCAA

Principals of schools, and other VCE and VCAL providers, are the formal authorities for many important procedural and managerial requirements in the VCE and VCAL. These requirements are summarised in this section, although they appear in their specific contexts throughout this handbook.

Each year schools indicate to the VCAA, through student enrolments, the detailed programs they will offer. The principal undertakes to ensure that students are provided with access to adequate facilities and resources to complete any VCE or VCAL study they are offered.

2.1 Communication from the VCAA to school staff

The VCAA uses email, fax, Notices to Schools, the *VCAA Bulletin VCE, VCAL and VET* and its website for official communication with schools. Procedures must be in place so that official emails and all correspondence are forwarded to the appropriate school staff promptly.

VCE and VCAL coordinators and VASS administrators must have prompt access to copies of all official Notices to Schools. Teachers and VASS administrators must be kept informed of VCAA administrative and assessment requirements, including official notification of changes to VCE and VCAL procedures. Teachers must have access to copies of:

- relevant accredited VCE study designs
- relevant VCE assessment handbooks
- 2014 assessment criteria sheets and assessment advice for VCE School-assessed Tasks
- VCAL Curriculum Planning Guides
- relevant VCE VET program booklets
- the *VCE VET Assessment Guide*
- *VCE and VCAL Administrative Handbook 2014*
- *VCAA Bulletin VCE, VCAL and VET*
- Notices to Schools.

2.2 Integrity of VCE written examination centres and supervisors

Principals should ensure that all home school students are appropriately accommodated and correctly supervised for all of their VCE written examinations, including those undertaken at other schools and providers. Principals should appoint supervisors subject to the conditions set out by the VCAA and the procedures established by the school council or school board. VCE examinations must be conducted according to the guidelines provided by the VCAA in the current VCE Examination Manual and VCE and VCAL Administrative Handbook.

2.3 Endorsement from the principal

The signature of the principal, or a delegate of the principal, is required on some documents to certify that the information it contains is accurate and complete. These documents relate to:

- amendments to results
- confirmation of grades
- credits
- Derived Examination Scores (DES)
- International Baccalaureate (IB) students
- Interrupted Studies status
- late entry of data on VASS
- Second Language status
- Special Examination Arrangements.

Other documentation requiring their verification includes VCE Written Examination Centre Agreements, identification lists of full-fee-paying overseas students, forms for GAT and VCE written examination centres, the appointment of supervisors and delivery of all examination materials, partnership agreements, and endorsed lists of VCAL-eligible students at mid-year.

2.4 VASS

All VCE and VCAL providers are required to have access to VASS. The VCAA is notified by the registering authorities of schools eligible to offer VCE and VCAL. Schools can apply for a user ID and password by contacting VASS Operations, which will issue one upon approval.

The term 'school' refers to both VCE and VCAL providers, and schools registering Year 10 students without programs, as part of DEECD's On Track project.

VASS allows schools direct access to the VCAA central database to maintain student details, assessment information and school details. It is imperative that the accuracy, privacy and security of the data is maintained at all times.

RTOs that are not senior secondary qualification providers need to apply for read-only access to VASS, and are limited to viewing only the details of students to whom they offer training. RTOs should contact VASS Operations to initiate access.

Unique school view of data

Schools are responsible for respecting and protecting the confidentiality of students' personal and academic details. VASS system security is designed so schools can only view their own students' details. A student 'belongs' to a school if the school is their 'home school', or they are being assessed in at least one unit by the school.

VASS users

There are a number of school-based VASS-user types that allow the school to control and maintain the security of their student data. The VASS administrator has system control for their school and is responsible for setting up other school-based users.

The VASS administrator uses their high-level access to administer the VCE, VCE VET and VCAL for the school, including setting up the school's program, enrolling students, entering results and producing reports. While schools may have one or more VASS administrator, and they are appointed at the discretion of the principal, the VCAA recommends that each school should have no more than four VASS administrators. Schools may have many VASS users, for example every VCE and VCAL teacher could be given VASS teacher (restricted) status to enter their own results.

2.5 Data security and VASS

VASS has a three-layer security system: each user must have a username, password and valid Authentication Key to access it. When attempting to login for the first time, registered VASS users must have a USB flash drive/memory key available. This becomes their authentication device and is required every time they login.

Schools must contact VASS Operations to have new VASS administrators created or to modify existing VASS administrators, however VASS administrators can set up other VASS users. All users should change their own password on a regular basis. Other VASS user groups include Clerical (CL) and School Statistics and Results Group (SSRG).

If VASS administrators experience problems, including authentication device failures or password and login issues, they should contact VASS Operations.

2.6 Submission of data

Enrolment, unit completion and assessment data must be entered in accordance with the administrative requirements of the VCAA and must meet critical dates. Penalties apply for late data entry.

ENROLMENT 1 data is critical because it is used:

- to develop each year's VCE examination timetable
- for planning associated with the General Achievement Test (GAT) and October–November VCE examinations
- to identify schools for the School-based Assessment audit.

Schools are able to modify enrolment data after this date. Student transfers must be executed according to VCAA requirements.

Home schools

The home school is the student's main school. A student can have only one home school at a time, and each home school is responsible for ensuring its students' programs of enrolments are correct. This is achieved by printing and checking the Student Full Details report from VASS.

Only a student's home school may enter or amend their personal details. A student may be enrolled in a unit or units either by the home school or the assessing school on VASS.

The home school that is not the assessing school can enrol a student in a unit if the assessing school has indicated on VASS that it is offering the unit. If the home school is to enrol the student, the assessing school must complete the **Assessing School Enrolment Notification** form for that student and send it to the student's home school. The correct VCAA school code for the assessing school for each unit must be entered on VASS.

The home school may view a student's enrolments and results in all studies in all years. The assessing school may only view a student's details, enrolments and results for units in which the student is enrolled at that school. The home school is responsible for ensuring that all their students have been allocated an examination centre.

For VET and VCAL enrolments, the home school is always the assessing school, but the RTO code must be entered (if appropriate) against the enrolment. Regardless of delivery arrangements, the home school remains responsible for all enrolments and results data entry for VET and VCAL.

Assessing schools

The assessing school is the school responsible for providing the assessment for one or more units. A student may have one or more assessing schools. The assessing school is usually, but not always, the home school.

In order to ensure security of student data, an assessing school that is not the home school must have a student number and home school code before a student's details can be viewed for the first time. The assessing school may then enrol the student in units that it offers.

Timelines and summary of data requirements

Schools must adhere to published dates for entry of enrolments and results on VASS. Some dates are important for both school administration and the VCAA. Others are cut-off dates and the VASS system will not allow data entry after these dates. Due dates and warnings on the VASS home page are designed to prompt VASS users to meet scheduled dates.

There are four types of data required from schools:

- School program – providers must identify the units comprising their school's VCE and VCAL program prior to enrolling students in their programs.
- Student registrations for the year – these can be entered at any time but must be completed prior to enrolment of students in school programs.
- Student program enrolments – there are six **ENROLMENT** dates. The first of these is in February and the last is in November. Changes to student enrolments after the due dates require approval from the VCAA. Late fees will be charged, except for late withdrawals approved on compassionate grounds. Schools cannot change the enrolment status of students who are in VCE Units 3–4 and scored VCE VET Units 3–4 sequences and indicate that they no longer wish to continue with a unit after the relevant closing date for withdrawal.
- Student result data – there are several School Initial Assessment Return (SIAR) dates when schools are required to provide data.

Schools should set dates for students to complete School-based Assessment that take into account the way these dates affect the workload of students and teachers.

The list of completion dates can be entered on the database through VASS. The dates should be distributed to students accompanied by the rules for ensuring the dates are complied with. If students do not submit their work by the specified date, the school may decide to accept the work and assess it in the normal manner, or to refuse to accept it and award an 'NA', in accordance with school policy. Students should only be awarded 'O' if a task was submitted and does not meet any of the specified criteria for that task. VCAA submission dates cannot be varied.

Extensions of time to enter enrolment or results data

If a school does not meet an **ENROLMENT** or **SIAR** date and is unable to enter data due to unforeseen circumstances, permission may be sought from Student Records and Results for an extension of access to VASS for a short period of time beyond the published submission date. This service can only be made available to schools if the VCAA administrative processes are not compromised. An extension of time is not possible for **SIAR 3** and **SIAR 4**.

Special circumstances beyond the control of the school will be taken into account, otherwise the school will be charged a fee for this service (see the [Summary schedule of fees and charges](#) on the VCAA website).

2.7 Accuracy of students' personal and enrolment data

The accuracy of personal, enrolment and results data is a school's obligation to its students. Data may be entered into the VASS database manually or by data import.

Student data imports

Importing student personal details and program data is possible from other applications, including CASES21 for government schools. For advice on file formats, consult the VASS help screens and the VASS Import Document available as a download through VASS.

Student number errors

If a student has either two numbers in the current year of enrolment or multiple numbers across various years, schools should notify Student Records and Results immediately so these issues can be resolved.

If a student has not been enrolled prior to sitting an examination, the GAT or submission of School-based Assessment scores, schools are advised to register the student on VASS through the entry of student personal details so the student is assigned a student number. This will allow the student to use that number for their examination or other assessments.

Schools are advised that they should then fax the **Student Full Details** report, the **Late Enrolment Amendment** form (both on VASS) and any related School-based Assessment to Student Records and Results so the student can be enrolled in their required subjects.

Reporting the death of a student

Schools must communicate the death of a student or former student to the VCAA by sending a letter signed by the principal to the Manager, Student Records and Results. The student's record will be amended on the VCAA database accordingly.

Student enrolment data

The **Student Full Details** report on VASS is the key report for checking students' personal details and enrolments. As part of the school's audit procedures, this report must be printed and given to students for checking and signing at the beginning of the year and always when changes have been made to either a student's personal details or enrolment details.

VASS-generated class lists should also be produced and handed to class teachers at the beginning of each semester. Class teachers should confirm the list against the students they are teaching. When a student's enrolment changes, the relevant class lists should be produced and given to the class teachers for signing to confirm acknowledgment of the changes. These audit procedures are essential for ensuring the accuracy of student personal and enrolment data.

2.8 Accuracy of result data

Unit results for VCE, VCE VET and VCAL

Schools report students' results for completion of VCE units, VCAL units and VCE VET/FE units of competency/modules.

- VCE unit results are reported as S (satisfactory), N (not satisfactory) or J (discontinued a study without formal withdrawal).
- VCE VET/FE unit of competency/module results are reported as S (satisfactory) or N (not yet completed).
- VCAL unit results are reported as S (satisfactory) or N (not yet completed).

All VCE and VCAL unit results are due at the VCAA on **SIAR 4**. However, the VCAA recommends schools enter unit results for Semester 1 as they are received, to reduce the amount of data entry required in November.

Scores for School-based Assessment

Scores may be entered continuously until the relevant SIAR date. If a student withdraws before the first SIAR date, the school is advised to keep a paper record of any scores achieved by the student in that study. In the event that the student re-enrols in that sequence, these scores may then be re-entered.

Schools are advised that best practice supports the checking of all results before entry. An example of this is:

- VASS administrators distribute class lists to teachers for entry of School-based Assessment scores.
- Teachers return completed lists to the VASS administrator for data entry.
- Class lists that include the entered School-based Assessment score are distributed to teachers for checking.
- All teachers check the results, make any changes and return signed class lists to the VASS administrator.
- Any changes required are made and these class lists are distributed to the teacher for final sign off before collection.

Scores for Externally-assessed Task

Scores may be entered on VASS until date advised in the [2014 Important Administrative Dates](#). After this date VASS will not allow schools to enter scores for the Externally-assessed Task. If a student has withdrawn after the official VCAA closing dates then the school should enter an NA. Blank scores are not permitted.

Missing results and scores

VASS can be used to produce input, summary and missing result reports for all types of results. Schools must check these reports to ensure that all students' VCE and VCE VET/FE and VCAL results are entered. Failure to do so may lead to unit results not being awarded, a study score not being calculated for the student, or certificates not being awarded.

If results for a whole class are not available for entry by the scheduled **SIAR** submission date, the Manager, Student Records and Results, should be contacted for advice.

2.9 Data amendments and late fees

Amendments to enrolments after the ENROLMENT date

After the final date for enrolments in each cycle, data will be locked. Any errors that have occurred in entering VCE and VCAL unit data must be submitted to the Manager, Student Records and Results, as soon as they are detected. Schools are reminded that enrolment changes will not be accepted if students have indicated their intention to withdraw from the unit after a closing date or if the student has left school without formally exiting.

The acceptance of an application for amendment is at the discretion of the VCAA.

Procedures for making a request

Applications for amendments must be submitted on the appropriate form, available on VASS.

1. Enrolment amendment forms for VCE and VCAL:

- for the current year – **Application for Late VCE and VCAL Enrolment Amendments 2014**
- for the previous year – **Late Notification of Amendments to 2013 VCE and VCAL Unit**
- for years prior to 2013 – **Late Notification of Amendments to (____) VCE and VCAL Unit**.

All requests for changes to VCE VET and VET/FE units of competency/modules should be made on the **Late Notification of Amendments to 2014 Units of Competency/Modules** form, available on VASS.

Note: If the **SIAR** date has also passed, the result for the new enrolment must be included on the form.

2. If the request is made after the VCAA cut-off dates, the request must include:

- a letter from the school principal explaining the reason for the error
- evidence supporting the enrolment change, such as copies of a class attendance sheet, evidence of the student's intention to withdraw.

3. The application for amendment must be accompanied by the appropriate fee (see the *Summary schedule of fees and charges* on the website). No GST is payable on late fees.

Note: After **ENROLMENT 3** the VCAA will only withdraw a student from Unit 4 of a study if the student indicated their intention to withdraw prior to the cut-off date. Unit enrolments will not be withdrawn if the notification by the student was after the cut-off date or if the student has formally exited from the VCE or VCAL.

Amendments to School-based Assessment or Externally-assessed Tasks after the due date

After the final date for a **SIAR**, student results for that assessment period will be locked. Any errors that have occurred in entering the results must be submitted to the Manager, Student Records and Results, as soon as they are detected. The acceptance of an application for amendment is at the discretion of the VCAA.

Procedures for making a request

1. Applications for amendments must be submitted on the appropriate form, available on VASS. Unit results for VCE and VCAL:

- For the current year – **Unit Result Amendment Sheet** generated through VASS
- For the previous year – **Late Notification of Amendments to 2013 VCE and VCAL Unit** form
- For years prior to 2013 – **Late Notification of Amendments to (____) VCE and VCAL Unit** form.

All requests for scores for the VCE should be made on the **Score Amendment Sheet** (SAS) generated through VASS. All requests for VCE VET and VET/FE units of competency/modules should be made on the **Late Notification of Amendments to 2013 Units of Competency/Modules** form.

2. If the request is made after the final results have been released and the amendment will change the course result or a VCE study score, the request must include:
 - a letter from the principal explaining the reason for the error
 - evidence supporting the new result, such as copies of a class attendance sheet and/or teacher's mark book.
3. The application for amendment must be accompanied by the appropriate fee (see the *Summary schedule of fees and charges* on the VCAA website). No GST is payable on late fees.

3 School/provider obligations to students

Schools should:

- advise students in writing of the VCAA's rules and school responsibilities
- ensure that teachers use the accredited VCAA curriculum and assessment documents as the source of content for the teaching and learning programs
- provide comprehensive course advice to students, including the consequences of receiving an N or a J result for a unit
- provide a process for students to check their personal details stored on the VCAA database on an annual basis
- keep student personal details secure from unauthorised access
- ensure that there are established procedures for making School-based Assessments and that these procedures are applied consistently
- allow for student appeal on adverse school decisions
- ensure that students understand and have access to Special Provision for VCE studies
- issue examination timetables to students.

3.1 Provision of accredited curriculum and assessments

Teachers must provide learning experiences and assessment opportunities that are in accordance with the currently accredited VCE study designs, or the VCAL curriculum planning guides.

VCE advice

Students undertaking VCE units should be advised in writing:

- that initial school assessments may change following statistical moderation of School-based Assessment
- of procedures for requesting extension of time for School-based Assessments.

Placing students in the VCAL

The initial placement of a student in a VCAL learning program requires a decision by the VCAL provider about the appropriate award level. Once students are placed in the appropriate level they can progress at their own pace. If a student is placed in an inappropriate level, they can be re-enrolled in the appropriate level within VASS, in accordance with the schedule of dates provided by the VCAA.

3.2 Accuracy of student data

Student personal details

Students must submit a **Student Personal Details** form that includes their intended program for the year. The information on this form should be entered on VASS.

Each student's personal details (particularly their birth date), consent permissions, subject enrolment details and eligibility for the VCE and VCAL, must be periodically checked and signed by them and their teachers, using the **Student Full Details** report from VASS. Students should be provided with a new Student Full Details report to sign at the end of each enrolment cycle to ensure any requested changes have been made. Students should also be advised that the address on their Student Full Details report is the one their Year 12 results will be mailed to at the end of the year.

All full-fee-paying overseas students must be correctly identified

The onus is on VASS users to ensure that students' personal details are entered accurately on VASS. It is essential to include the correct date of birth. Without this, the system cannot accurately or efficiently match a student's academic history with their current enrolments. A student's date of birth should never be invented or guessed, because it cannot be changed later.

Student addresses

Only the preferred postal address for a student is stored on VASS. It is mandatory to enter an address line, suburb, state and postcode. For long addresses a second address line is provided. This second address line is not mandatory and should only be used if required.

If a student's address is not known, schools should enter the school address as the student's address. The postal address is used by the VCAA to mail final results. A student's address should never be invented, because it cannot be changed later.

To ensure the successful delivery of final results in December, the VCAA undertakes to validate the addresses of all students enrolled in at least one Units 3–4 study and all students who are claiming past results. This process is undertaken in conjunction with Australia Post. If an addressing error is detected, schools will receive an email in October listing the affected students. Schools should contact students to amend address information if necessary.

Changes to student personal details

Results will be printed using the student's name as entered on VASS. The results for students with enrolments in any VCE Units 3 and 4 sequence will be mailed to the student addresses as entered on VASS. All corrections to student names and addresses may be entered on VASS until [ENROLMENT 6](#). The VCAA cannot accept changes of address after this date because results processing will have already commenced. Students who have applied for tertiary studies through VTAC must notify VTAC directly of late changes to personal details occurring after [ENROLMENT 6](#).

Matching students with their previous results

Matching of student details is done on the basis of name, date of birth and gender. Slight differences in the spelling of a first or family name, an inaccurate birth date or a change of name may mean that a student who has attended more than one school may be assigned multiple student numbers, each having only part of the student's academic record.

As the matching process will occur as soon as a student is registered, it is essential that the system be able to match a student's academic history with their current details. If a match is found on the database for a particular student, the student is allocated their previous student number, and their previous results and enrolments for the current year are combined to make up a complete academic history for the student. Therefore, the personal details entered for the student must be accurate. Schools should not estimate dates of birth to enrol students. If all details are not correct, these matches cannot occur and the student will have two student numbers, with part of their academic history allocated to both. This may lead to the student not being awarded the certificate in which they are currently enrolled.

3.3 Security of student data

All VCE, VCAL and VET data on VASS must remain secure and the privacy of students' personal and academic details must be protected.

3.4 Security of 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. 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.

Students should have full confidence that the enrolment and result record maintained by the VCAA is accurate, complete and confidential. The confidentiality of a student record should be restricted to the student, administrative staff at their home school and assessing school, VCAA staff who have a specific role in the maintenance of that data, and VTAC for the purpose of calculating the ATAR. Any other access requires the informed consent of the student.

For these reasons, the privacy agreement between the VCAA and the student assumes that the enrolling school will maintain confidentiality of key student data. The **Student Full Details** report should be printed and distributed to individual students as the means of communicating the student number. Lists of student numbers and names should not be printed and published or displayed on school noticeboards or otherwise made available generally to members of the school community. Students should be advised that they 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.

3.5 Integrity of School-based Assessments

At the beginning of the school year, schools must provide students with clear written details of both the VCAA rules and the school's rules and procedures.

For the VCE, schools must specify the work that a student must do to satisfy a unit and the conditions under which the work is to be done. The school must inform each student in writing of the following:

- all work they need to complete to achieve an S for the unit
- all work they need to complete for graded assessment
- class attendance requirements
- how to submit work
- timelines and deadlines for completing work
- procedures for obtaining an extension of time
- internal school appeal procedures.

Principals are responsible for the administration of the VCAA's rules and instructions in their school. They must ensure that teachers are using only the currently accredited study designs.

To ensure the integrity of School-based Assessment, schools should:

- develop a process document that clearly states the school's expectations in relation to the development and delivery of School-based Assessment and the steps teachers must take to ensure the security of the content
- keep assessment tasks, including tasks in development, out of the reach, view or access of students until they are delivered
- where possible, avoid storing assessment tasks on open school networks and unsecured media such as USB sticks, or sending them by unsecured means such as emails
- when delivering the same School-based Assessment across several different discrete classes, minimise the time lag between classes.

Decisions about satisfactory completion of a unit are solely the responsibility of the school. Results for each unit must be based on a judgment of satisfactory or non-satisfactory achievement of outcomes.

School procedures for satisfactory completion and delay of satisfactory completion decisions for the VCE and VCAL must be established and applied consistently across studies and units.

- A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
- Each VCE unit result must be determined on the basis of work completed during the current academic year.
- Students should be informed of the timelines and conditions of School-based Assessment.
- Principals need to ensure that teachers use appropriate authentication procedures and that teachers and tutors do not provide undue assistance to students.

The teacher is responsible for judging satisfactory completion of a unit. By reporting satisfactory completion, the teacher is certifying that the student has achieved the set of outcomes for the unit according to the rules set out by the VCAA and the school.

3.6 Administration of Special Provision

Procedures must be established to identify students requiring Special Provision and, if relevant, to ensure consistent and fair decisions are made about appropriate assistance for students. Application procedures for Special Provision must be given in writing to all students and the school must retain the necessary documents to support decisions.

Students should apply to the school for Special Provision arrangements for School-based Assessment. It is the school's responsibility to make a Special Examination Arrangements application to the VCAA on behalf of a student for all external examinations; students must apply for a Derived Examination Score for VCE examinations, if required.

Right of appeal against adverse decision for school-based Special Provision

If a student's application for Special Provision for School-based Assessment is rejected, either in full or in part, the student should be advised in writing of the reasons for the decision within 14 days. The student has the right of appeal to the school within 14 days of receiving the decision.

3.7 VCE examination timetables

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

3.8 Languages and oral performance examination schedules

Each student presenting for VCE Languages examinations: oral component and performance examinations must be issued with an individual student advice slip with the date, time and location of their examinations. The student advice slip, along with additional examination information, is available through VASS and should only be printed after the release date for the October–November examination period.

4 When schools fail to meet their obligations to students

4.1 Teacher error

In exceptional cases the Executive Committee of the VCAA may consider an application by a principal that students have been disadvantaged because of a staff member's failure to teach a prescribed text or failure to teach and/or assess a significant part of the accredited VCE study design or VCAL unit. The VCAA will not investigate matters concerning teacher qualifications and/or quality of teaching staff. Only an application by the principal will be considered.

- The principal must write to the Senior Investigator, VCAA, to apply on behalf of students who may have been disadvantaged by teacher error and provide an outline of the alleged error.
- An investigation into the matter will be undertaken by the VCAA. This may include interviews of all parties involved.
- The VCAA may determine that there is no teacher error or that the school must provide additional opportunity for the student/s to complete assessment or may determine that the student/s should be treated as having obtained in the examination or other form of assessment a standard or result determined by the VCAA, or any other recommendation appropriate to the matter.

The VCAA will not enter into a dispute between a student and their school as to whether an error occurred. The process applies only to cases in which the principal believes an error may have been made, which may have disadvantaged students in terms of their VCE or VCAL results.

The application must be lodged at the VCAA by 31 December in the year in which the teacher error is believed to have occurred. There is no provision for late applications.

5 Partnerships

Schools that have classes with fewer than five enrolments in any VCE Units 3 and 4 study are required to form a partnership with another school or with a community-based organisation to enhance the curriculum provision or assessment arrangements for students. Normally these are formal arrangements:

- VCE Small-group Partnerships – for statistical moderation of School-based Assessment
- VCAL – for the extension of learning programs and resources.

5.1 VCE School-based Assessment: Managing Small-group Partnerships for the purposes of statistical moderation

Best practice

The VCAA expects that participating teachers will follow best practice when conducting partnerships:

- School principals should be informed of the initial formation of the partnership, the ongoing maintenance of the partnership and the resultant moderation of School-based Assessment scores.
- Teachers in the partnership should make contact as early in the school year as possible and keep written records of meetings, telephone calls, email and any other relevant interaction.
- School principals should be kept informed of any conflict that may arise and the measures taken to resolve any issues.
- There should be an initial meeting that covers the requirements of the study design for each of the chosen assessment tasks and the assessment criteria, and for coursework.
- Teachers are required to agree on the procedures for ensuring comparability of assessment tasks and the schedule and marking schemes of any tasks to be done in common.
- Teachers should be clear and consistent about the application of the mandated criteria and descriptors for the School-assessed Task.
- Each school should mark its own students' work and select student work for moderation.

- Each school should enter the scores for its own students on VASS.
- Each school should send a copy of the VASS printout of the scores for all School-based Assessments tasks to its partner schools to verify that scores have been entered correctly.

Producing a combined set of comparable School-based Assessment scores

- Participating teachers should discuss the requirements of the study design, the chosen assessment tasks for each outcome, the assessment criteria for each task or outcome, and the assessment program of each of the partnership schools. This communication should occur as early as possible and no later than the expected date of completion of the first piece of School-based Assessment for the unit.
- Teachers should establish agreement on the procedures to be followed to ensure comparability of assessments. This includes the scheduling and marking schemes of any tasks that are to be done in common.
- Each school assesses its own students' work. It is expected that schools with more than one teacher group for the study will apply their own procedures for moderation of student work to achieve comparability of assessments within their school.
- Each school selects student work for moderation. For Small-group Partnerships, this should include all work from the school with the small group, and at least an equivalent number from the partner school or schools. For other partnerships, teachers should agree on an appropriate number, preferably at least five pieces from each school. For each piece of work, the second marking should be 'blind', that is, made without any knowledge of the assessment given by the student's own teacher.
- Teachers then discuss both assessments for each piece of work and a final score is agreed on, by consensus. If the teachers cannot reach consensus, the two scores should be averaged or adjusted appropriately. As a result of the moderation exercise, it may be necessary to adjust the assessments of other work not included in the moderation.
- When all assessments have been finalised, the scores for each student on each task should be collated in a single list for the partnership. Each school must keep a copy of this list; the VCAA may request it for the purpose of analysis.

Reporting scores to the VCAA

Each school enters the scores for its own students on VASS, and sends a copy of the VASS printout of the assessments for all School-based Assessment tasks to the partner school to verify that the scores have been entered correctly. If a Score Amendment Sheet (SAS) is subsequently filed with the VCAA, it must be signed and dated by the principals of all schools in the partnership.

Schools must keep copies of the following documents at the school:

- a single list of the moderated scores for all students in the partnership (from all schools involved)
- a copy of the partner school's VASS printout of the assessments for all School-assessed Coursework tasks (to verify that the scores have been entered correctly)
- a **VCAA Partnership Agreement** form (available on VASS) signed by the school principal. Each school is required to keep their own copy of the partnership agreement, and each copy must be signed by the principal of each school. The agreement is to be retained at the school, and should **not** be forwarded to the VCAA; however, the VCAA may request it for audit purposes.

Once schools have formed partnerships, the details must be entered on VASS and need to be approved by each school in the partnership.

Schools that form partnerships for Unit 3 and 4 must first exchange partnership agreements, and then enter the partnership details directly onto VASS. Once partnership details are entered onto VASS, schools must re-enter VASS and check that all the schools in the partnership have checked ('ticked') the approval button. Partnerships cannot be considered 'valid' by the VCAA unless all schools in the partnership group have 'approved' their involvement; in addition, the statistical moderation process cannot run for those partnerships where one or more schools has the status 'unapproved'. Partnerships cannot be entered directly onto VASS after the closing date.

Schools can search for potential partner schools through VASS.

Exemption from partnership requirement

Exemption from the requirement to form partnerships may be granted following written application to the VCAA outlining why the formation of a partnership is impossible or undesirable in a particular circumstance. The exemption request letter must be endorsed by the school principal. Exemption requests can be accepted up until the end of October of any given year.

Exemption requests will be processed within 10 working days. The outcome of each request will appear in the status column on the VCE Partnerships screen on VASS. If an exemption request is unsuccessful, the principal will be notified in writing.

Schools with moderation groups that comprise fewer than five students at the time of moderation should retain all student work contributing to School-based Assessments and make this work available to the VCAA if requested.

Assistance for schools participating in small-group moderation

The VCAA provides a wide range of resources to support schools and teachers engaged in Small-group Partnerships, including, but not limited to, access to professional development, exemplars of best practice and, in circumstances where schools are geographically separated, limited financial assistance.

When a partnership should be dissolved

If a teacher in a partnership is not satisfied that the partnership is working satisfactorily, it is in the best interests of the students concerned that the partnership is dissolved. Unsatisfactory partnership can result when:

- regular and sufficient communication is not maintained
- teachers do not agree, or a compromise cannot be reached on the standard of tasks to be set, the standard of assessment, the outcomes of moderation, and the level and spread of student scores
- a teacher may feel pressured to agree to assessments they believe do not best reflect the students' ability.

How to dissolve a partnership

If a partnership is not working satisfactorily and teachers have tried to reach a resolution, the partnership can be dissolved up until the end of October in any given year. Requests for dissolution of a partnership must be submitted in writing and endorsed by the principal of each school involved. These requests are to be addressed to the Manager, Student Records and Results, and must list the reason or reasons for the request. The VCAA will then remove the partnership from the database and award an exemption if necessary (that is, for the school with less than five enrolments). Alternatively, the 'small school' can form a partnership with another school.

5.2 VCAL – the key role of partnerships

VCAL providers are encouraged to form cooperative partnerships between external education providers, businesses, community organisations and individuals. Partnerships will extend the learning program and resources available to VCAL providers.

Partnerships provide advantages such as:

- access to a wider range of opportunities to meet curriculum learning outcomes
- greater cost-effectiveness in delivery of VCAL learning programs
- better quality learning programs
- access to particular expertise
- provision of resources
- more innovative delivery and assessment strategies
- ready sources for structured workplace learning, excursions and guest speakers
- links to industry that focus on developing students' work readiness, mapping employment opportunities and identifying particular employment skills
- access to specialist organisations or individuals

- involvement in a regional focus that may provide opportunities for VCAL students.

Successful partnerships usually include:

- a common purpose and a shared vision
- open, clear communication from the beginning of discussions
- a culture of equality and cooperation
- clear understandings about how the partnership will be funded and what each partner will provide in terms of resources (such as time, money, materials, equipment)
- clear guidelines about the roles and responsibilities of each partner
- a recognition of the different cultures that may exist between partners
- a belief that partner representatives can respect each other and work together
- a formal agreement (such as a Memorandum of Understanding) that clearly sets out the obligations of each party.

Funding or resourcing partnerships is the responsibility of VCAL providers, for example, a VCAL provider arranging for:

- VET to be delivered by the local TAFE institute
- the delivery of the Certificate in General Education for Adults (CGEA) where the teacher is provided by the school, under the auspices of an ACE organisation.

The Australian Quality Training Framework (AQTF) standards for RTOs include requirements for partnerships. If a VCAL provider that is an RTO enters into a partnership with another organisation to provide training and/or assessment services on behalf of the RTO, for qualifications under its scope of registration, there must be a written agreement with which the partners comply. The agreement must specify how each party will discharge its responsibilities to ensure the quality of training and/or assessment conducted under the agreement, and the RTO must maintain a register of any agreements.

Where to start in building partnerships

The partnerships a VCAL provider may wish to pursue will be guided by the identified needs of VCAL students. Strategies that may assist providers to develop partnerships, if no existing relationship exists between the VCAL provider and an organisation or group, can include:

- contacting a local learning and employment network (LLEN; www.llen.vic.gov.au)
- canvassing support through letters or telephone calls
- inviting key personnel or organisations to open days or events
- identifying the community of support to which a student is already linked
- exploring the networks linked to the student's broader circle of relatives or support groups
- contacting group training companies
- joining a local VET cluster
- forming networks with other VCAL providers or other education providers.

LLENs are established across Victoria, and can provide support to VCAL providers, including:

- linking with industry and employers
- supporting partnerships and network arrangements
- supporting collaborative planning and delivery arrangements
- providing advice and information about post-compulsory initiatives.

[Group training companies](#) are not-for-profit organisations that employ apprentices and trainees and then host them to other employers. Many of these organisations are also RTOs that can provide training in nationally recognised VET qualifications. Most group training companies have close links with job networks and can provide assistance with contacting employers and arranging structured workplace learning programs.

6 Maintenance of school records

Procedures must be established to keep records and documentation of decisions relating to:

- unit completion and graded assessments (and initial School-based Assessments if appropriate)
- student appeals and resultant decisions
- applications and decisions relating to Second Language eligibility and English as an Additional Language (EAL)
- agreements to work in partnership with other providers in determining initial School-based Assessments
- applications for extensions of time, with supporting documentation
- applications for, and approvals of, Special Provision, with supporting documentation
- student absences, and whether or not these are approved
- any interviews with a student and resulting decisions.

It is expected that schools will advise students of the need to retain work completed for assessment until the end of the year in which the work was undertaken. Schools may wish to supervise the storage of student work for this purpose, but it is not required.

Work assessed as N, or which may be, for other reasons, the subject of dispute at a later date should be retained at the school. Such work may be retained in original or photocopied form.

6.1 Retention of School-based Assessments

The decision about whether or not to return School-based Assessments to students rests with the school. The VCAA will usually not request to see copies of student work.

However, as part of the School-based Assessment audit program the VCAA may request that a school submit copies of specific School-based Assessments completed by students. The VCAA will either nominate specific student work or ask the school to choose student work.

Advice on which studies will form part of the School-based Assessment audit program will be communicated to schools via email early in 2014. Schools involved in the Unit 3 School-based Assessment audit will be notified in late February/early March and schools involved in the Unit 4 School-based Assessment audit will be notified in early August.

6.2 Privacy

The *Information Privacy Act 2000* governs the responsible collection and handling of personal information in the Victorian public sector. Victorian government schools are bound by this Act.

The *Privacy Amendment (Private Sector) Act 2000* amended the *Privacy Act 1988* to regulate the way non-government schools handle personal information about students.

6.3 Access to student data

As a general rule, no information should be provided to parents by the school about a student without the student's written authority. However, the *Education and Training Reform Act*, s.1.2.1(f), s.5.10.1(2), and the Education and Training Regulations (Item 3 Schedule 2) require schools registered with the VRQA to ensure that parents of students have access to accurate information about their performance. This information must include at least two written reports relating to their performance. Schools should seek their own advice about fulfilling their obligations to provide information to parents – from DEECD or the relevant sectoral agency.

Students should be allowed to access their VCE or VCAL records during the course of their study and, at the discretion of the principal, after completion of the course.

6.4 Security and storage

Confidential student VCE and VCAL records held by the school should be kept under secure conditions, accessible only to persons authorised by the principal. Minimum secure conditions consist of a locked filing cabinet or cupboard within a locked storeroom.

School copies of results should be held separately from collections of student work. Duplicate master records should also be stored separately. Computer databases should be kept in such a way that records are not accessible to students or unauthorised persons.

6.5 Freedom of Information (FOI)

Under provisions of the *Freedom of Information Act 1982* students are entitled to access specific personal records held by schools. Requests for access to records related to School-based Assessment held by a school should be directed to the Manager, Freedom of Information and Privacy, DEECD, or emailed to: foi@edumail.vic.gov.au.

The VCAA holds specific records related to student personal details, enrolment and assessment. Requests for access to these records under the Freedom of Information Act must be directed to the Freedom of Information Officer, VCAA. No school should privately process such applications.

6.6 Maintenance and disposal of records

Note that the term 'schools' in this section refers to schools and other VCE and VCAL providers.

Advice for government schools

Government schools are obliged to keep school records and dispose of such records in accordance with the relevant record disposal authority (RDA) guidelines, which are established by the keeper under the *Public Records Act 1973* (<http://prov.vic.gov.au>). RDAs are publications that describe the major record categories of records kept by schools and specify the minimum period for which they should be retained.

These are the relevant government school [RDAs](#):

- PROS01/01 General Retention and Disposal Authority for School Records
- PROS10/09 Retention and Disposal Authority for Records of Education and Early Childhood Development Functions
- PROS08/10 Curriculum and Assessment Functions Records RDA.

Advice for non-government schools

Non-government schools may be guided by the retention periods specified for [government school records](#), or they may wish to use the 'Records Retention Schedule for non-Government Schools' produced by the [Australian Society of Archivists](http://www.archivists.org.au) (www.archivists.org.au). Alternatively, they may have their own internal records authority for school records.

Administrative information: The Victorian Curriculum and Assessment Authority

1 About the VCAA

The VCAA is a body corporate continued under the *Education and Training Reform Act 2006 (Vic)* ('the Act'; available from the [Victorian Legislation and Parliamentary Documents website](#)). The vision of the VCAA is to be a global leader in curriculum and assessment. The mission of the VCAA is to provide high quality curriculum, assessment and reporting that enables individual lifelong learning (from the VCAA Strategic Plan 2013–2017, available on the [VCAA website](#)).

The VCAA Board is responsible for the governance of the VCAA and it acts within the scope of the functions and powers conferred upon it by the Act and relevant legislation. The VCAA Board consists of not less than eight and not more than 15 members, one of whom is the Secretary to the DEECD or their representative. The remaining members are appointed by the Governor in Council on the nomination of the Minister. Schedule 2 of the Act sets out general provisions for authorities.

1.1 Responsibilities of the VCAA

As set out in s.2.5.3(1) of the Act, the VCAA is responsible for:

- developing high quality courses and curriculum and assessment products and services
- carrying out functions as a body registered with the VRQA
- providing linkages that will facilitate movement between those and other courses.

1.2 Functions and powers

The functions and powers of the VCAA are set out generally in Part 2.5 of the Act. Particular reference should be made to s.2.5.3 and s.2.5.5.

2 VCAA obligations to schools

2.1 Quality assurance: VCE Languages audit

The criteria for eligibility for English as an Additional Language (EAL) and for VCE Second Languages are independent from each other. The student must provide evidence of their eligibility in either case and the VCAA will audit the provided evidence of students who apply for both a VCE Second Language study and for EAL.

Auditing of the Second Language provision will be undertaken by the VCAA. The purpose of auditing is to:

- monitor school procedures
- monitor documentation that supports each student's application
- establish standards of best practice
- ensure that students are correctly enrolled in the appropriate study.

Schools may be asked by the VCAA to provide responses to questions presented in questionnaire format about school procedures and home school/assessing school communications.

2.2 Quality assurance: VCE School-based Assessment audit

As part of the VCAA's ongoing monitoring and quality assurance program for the VCE, samples of assessment tasks for School-based Assessment in each VCE study and scored VCE VET program can be requested for audit from schools.

The purpose of the School-based Assessment audit is to check that School-based Assessment is conducted in line with VCAA principles of assessment and the requirements of the relevant study design, using appropriately designed tasks. School-based Assessment generally works well, but quality issues do arise and the audit process can help identify and address these issues. For the VCAA the audit is a useful source of feedback about how curriculum and assessment are implemented in practice, especially when revisions are made to study designs. The outcomes of the audit also assist in planning the VCAA's assessment advice and professional development support for teachers.

The VCAA will draw any irregularities identified by the auditing process to the attention of the principal. In the event of serious irregularity, the Executive Committee of the VCAA will determine whether disciplinary or other procedures will apply and may alter schools' assessments in the light of evidence presented. A more detailed description of the process of the VCE School-based Assessment audit is provided in Assessment: School-based Assessment.

2.3 Quality assurance: VCE examination security audit and observer visits

Each school that operates as a VCE written examination centre is visited periodically by the VCAA. Visits can occur both prior to the GAT or the VCE written examinations to check the processes schools have in place for administering the examinations and to ensure VCAA examination security requirements have been met (audit visit). In addition, the VCAA may choose to visit a school during an examination period to observe the conduct and administration of the GAT or VCE written examinations (observer visit).

2.4 Quality assurance: VCAL

The quality assurance process ensures that there is a common understanding among teachers regarding assessment judgments and the design of assessment tasks for the VCAL levels. It also provides an opportunity for teachers to clarify their ideas about the appropriate VCAL level and tasks for students. The process is also an excellent opportunity for professional development, where discussion about education practices and assessment advice is encouraged.

A VCAL Quality Assurance Panel is set up in each VCAL quality assurance region to:

- establish regional benchmarks for consistency in assessment of VCAL levels and VCAL learning outcomes
- provide advice to VCAL providers that will enable them to confidently design VCAL unit assessment tasks and to make assessment judgments about successful achievement of the learning outcomes for VCAL units
- select and provide advice regarding exemplar models of VCAL tasks for VCAL units for circulation within the region.

Information about this process is circulated to VCAL providers by the VCAA in Term 1.

3 VCAA obligations to students

3.1 Collection of student enrolment data

The VCAA collects personal information from students for the purpose of managing their enrolment in the VCE, VCAL and VET. Personal information is collected from the individual through the school and input on the Victorian Assessment Software System (VASS), which retains information for all students enrolled in the State. A student record includes the student address and contact details, assessment details, and any other information concerning their VCE or VCAL status, for example Special Provision or breach of rules matters.

The VCAA keeps all information collected securely and confidentially. It is only accessed by relevant VCAA staff members, who deal with the specific processes for which the information was collected. Students' personal information is not disclosed to other persons or organisations without students' knowledge, and where relevant, consent, unless required or authorised by law.

The VCAA is a Victorian Government agency, so all student enrolment data is collected, managed and disposed of in accordance with the *Information Privacy Act 2000 (Vic)*.

3.2 Provision of student assessment records

The VCAA makes records of student results available to students or their nominated representatives according to Section 2.5.3(2)(o) of the Act. At the end of each year, the VCAA will provide a statement of results for VCE, VCAL and VET students.

Further copies of statements of results will be made available if requested by the student. Depending on the circumstances, a student may authorise a person to obtain a copy of their results on their behalf. Proof of identity of the student or of the nominated representative will be required at the time of collection. Fees will apply unless there are exceptional circumstances and the VCAA waives the fee. Any other request for student data will be referred to the VCAA for consideration.

3.3 Access under the Information Privacy Act

Under the *Information Privacy Act 2000 (Vic)*, students also have the right to request access to personal information held about them by the VCAA. Individuals seeking access to personal information held about them at the VCAA should email the Privacy Officer: privacy.vcaa@edumail.vic.gov.au. In some circumstances access may have to be sought under the *Freedom of Information Act 1982 (Vic)*.

3.4 Victorian Student Number

The Victorian Government has legislated and implemented a Victorian Student Number (VSN) for students in Victoria. The VSN is a student identification number that has been assigned by the Department of Education and Early Childhood Development to all students in government and non-government schools and to students below the age of 25 undertaking Vocational Education and Training with a TAFE, a registered training organisation or adult and community education (ACE) provider (referred to collectively as VET providers).

The VCAA is the business manager of the VSN and the associated Victorian Student Register (VSR). It works closely with educational providers to ensure that there is a unique identity assigned to each individual. If there is a misalignment with the data held on the system, the VCAA will endeavour to resolve the identity of the individual before a VSN is issued.

The VSN provides the capability to accurately detect patterns of student movement through, and departure from, the Victorian education and training system. It will greatly improve the collection and analysis of timely and accurate data about education in Victoria.

4 VCAA committees and terms of reference

4.1 Executive Committee

The Executive Committee is established under section 2.5.7 of the *Education and Training Reform Act 2006*, and has five members, of whom:

- one is the Chairperson of the VCAA Board
- one is the Chief Executive Officer of the VCAA
- three are members of the VCAA Board.

4.2 EY–10 Curriculum and Assessment Committee

The Committee provides expert advice and makes recommendations to the VCAA Board on:

- policies, standards and criteria for the development of curriculum and assessment programs for the Early Years to Year 10
- the implementation of the Australian Curriculum
- the relationship between the VEYLDF and the F–10 curriculum, and the F–10 curriculum and the post-compulsory pathways in education and training, including the VCE, VET in Schools and VCAL
- the administration of the NAPLAN program (Years 3, 5, 7 and 9)
- the monitoring and reporting of student participation and performance in Early Years to Year 10 assessment programs
- the provision of resources for schools and teachers to support the implementation of VCAA Early Years to Year 10 curriculum and assessment programs
- research on matters relating to Early Years to Year 10 curriculum, standards and assessment at a national and international level.

The Committee comprises members of the VCAA Board and co-opted members. A Board member chairs the Committee.

4.3 Senior Secondary Curriculum and Assessment Committee

The Committee provides expert advice and makes recommendations to the VCAA Board on:

- the development, evaluation and approval of curriculum for courses normally undertaken in the post-compulsory years
- policies, criteria and standards for curriculum, assessments and courses designed to be undertaken in the post-compulsory years
- policy and procedures for the design, delivery and evaluation of assessments and assessment products and services for the VCE, VCAL and other post-compulsory qualifications available to students
- patterns of participation and quality of outcomes relating to courses of study in the post-compulsory years
- the provision of material for schools, and of professional development for teachers, to support the implementation of post-compulsory curriculum and assessment programs
- research on matters relating to post-compulsory curriculum and assessments.

The Committee comprises members of the VCAA Board and co-opted members. A Board member chairs the Committee.

4.4 Audit Committee

The primary functions of the VCAA Audit Committee are to:

- in conjunction with senior management and the VCAA Board, foster an ethical culture within the VCAA
- monitor compliance with relevant Acts and regulations and with any agreements negotiated with funding bodies
- provide advice to the VCAA Board on governance matters
- monitor, improve and maintain the credibility and objectivity of the accountability process (including financial reporting)
- provide a formal forum for communication between the VCAA Board and senior financial management
- improve the effectiveness of the internal and external audit functions, providing a forum for communication and reporting between the VCAA Board and the internal and external auditors
- monitor the quality of internal and external reporting of financial and non-financial information
- respond to the VCAA Board on matters referred by the VCAA Board to the Audit Committee for further consideration or advice.

4.5 Review Committees

Review Committees are responsible for:

- hearing student appeals against penalties imposed by schools on students for breaches of assessment rules relating to School-assessed Tasks and School-assessed Coursework
- hearing charges alleging serious breaches of rules relating to examinations and to impose penalties
- cancelling or altering student results if required.

Review Committees comprise three persons who are either members of the VCAA Board or senior staff of the VCAA or DEECD. A Board member chairs Review Committee hearings.

Administrative information: Students

1 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. The accuracy of student details should be audited against information provided on a student's form, and schools should check the following details.

1.1 General declaration

Before undertaking any studies all students must sign an agreement to abide by VCAA regulations, which is part of the **Student Personal Details** form (on VASS).

1.2 Consent to disclosure to other organisations

Students are invited to give permission for their data to be forwarded to newspapers and other government bodies for the calculation of awards and prizes and for the DEECD [On Track survey](#). This must be done for each year of enrolment.

1.3 Permission for use of student work

Students are asked to grant copyright permission for the use of their work in publications and productions approved by the VCAA.

1.4 Students with past results

A past result is a result in Matriculation, HSC, TOP, T12, STC, VCE or in VCAL in a previous year (unless the result was achieved in the year immediately prior to the current year and the student is continuing at the same home school).

Students with past results will need to provide sufficient personal details to enable their records to be matched to their database records. The VCAA database matches a student's records based on their student number or all the following data: date of birth, first name, family name and gender. Students who have past results and who know their student number should indicate this on their **Student Personal Details** form (on VASS).

If a student's records are not matched, the student may not be awarded the certificate in which they are currently enrolled. Home schools can view on VASS all past results for VCE, VCE VET and VCAL achieved by students, including results from a student's previous school.

1.5 Full-fee-paying overseas students

Overseas students wishing to undertake the VCE, VCAL or International Baccalaureate (IB) must indicate whether they are a full-fee-paying student when completing their **Student Personal Details** form (on VASS).

2 VCE enrolment

There are no restrictions on the VCE studies in which a student may enrol except for English as an Additional Language (EAL) and VCE Second Languages. The following VCE studies consist of more than four units:

- History
- Information Technology (IT)
- Australian and Global Politics
- VCE Languages
- Mathematics
- Music.

Except for units that are deemed to be equivalent, there are no restrictions within a study on the number or combinations of units that students may undertake or for which credit may be gained towards satisfactory completion of the VCE. For example, students may obtain credit for Units 3 and 4 of both IT Applications and IT Software Development. However, to get credit for a sequence, students must satisfactorily complete both Units 3 and 4 from the one study. See Qualifications: Victorian Certificate of Education for full details.

2.1 Students seeking EAL status

Enrolment in EAL is available only to students with approved EAL status. Students applying for EAL status (including deaf and hearing-impaired students, and Aboriginal and Torres Strait Islander students whose first language is not English) should indicate this on their **VCE Student Personal Details** form or **VCAL Student Personal Details** form (on VASS). Identifying a student as having EAL status does not automatically enrol the student in EAL.

Students from a non-English-speaking background

As the satisfactory completion of an English study is a compulsory requirement for achieving the VCE, students who are unfamiliar with the English language because they are from non-English-speaking backgrounds or who are hearing impaired, may have access to enrolment in EAL. This provision is also available for Aboriginal and Torres Strait Islander students whose first language is not English and who meet eligibility criterion 2.

To apply for EAL status, each student is required to submit an **Application for Enrolment 2014 English as an Additional Language Units 3 and 4** (on VASS) to the school. This is designed to assist schools in evaluating a student's EAL status. Schools should maintain a record of all completed applications. Schools should not enrol a student in EAL unless they have received all documentation verifying that the student meets the EAL eligibility criteria.

If the student clearly meets the conditions, the principal has the authority to grant this provision. Such applications should not be sent to the VCAA but should be retained on the school file.

If the decision is not clear, the principal may apply to the VCAA for a determination using the **Application for Enrolment 2014 English as an Additional Language Units 3 and 4** form (on VASS). Only if a determination is sought from the VCAA should the completed application form, together with all supporting documentation, be forwarded to the Student Records and Results Unit before the end of Term 1 in the year of application.

A student may be eligible for EAL status if they meet both of the following conditions:

1. (a) The student has been a resident in Australia or New Zealand or other predominantly English-speaking country for no more than seven years, that is, their date of arrival was on or after 1 January 2007 for students who are in a Units 3 and 4 program in 2014 (**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. This calculation of time should not include time spent out of Australia during school vacations.) or (b) the student is an Aboriginal or Torres Strait Islander student whose first language is not English.
2. 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. Schools must sight the student's overseas school reports to confirm that the language of instruction was not English during this period.

Special circumstances

There are special circumstances that may be considered by the VCAA in determining a student's eligibility for EAL status, including:

- minimal or no primary school education
- material interruptions to schooling during primary years, particularly if there were changes to the language of instruction
- material interruptions to schooling after arrival in Australia.

The following are not grounds for a special application for EAL status:

- the language spoken in the student's home
- the standard of the student's spoken and written English
- the failure of the student's school to provide EAL assistance to the student.

Students who have resided and studied in Singapore or India

VASS disables EAL approval for students whose country of origin is Singapore or India, even though the student may have resided in Australia for less than seven years. A message on VASS will appear, stating 'EAL eligibility for this country of origin can only be approved by the VCAA'. The school must forward the applications to the VCAA for a thorough assessment. These applications need to include supporting school documentation and passport stamp and/or International Movement Records, to determine whether the student is eligible for EAL. If the application is reviewed by the VCAA, and the approval granted, it will be entered on VASS and the school will be able to enrol the student in EAL.

Hearing-impaired students

Students seeking EAL status on the grounds of hearing impairment must:

- produce evidence of a hearing test administered by the Australian Government Hearing Services Program or an equivalent body, not more than two calendar years prior to 1 January of the year of enrolment in a Units 3 and 4 sequence. The audiogram and accompanying report submitted must show that the student has a hearing loss of 60 decibels or greater in their better ear. Other aspects of hearing loss such as issues relating to sound frequencies should be noted in the report. The report should be written in an accessible language, with the implications of the audiogram results clearly explained.
- have been ascertained by the Visiting Teacher Service as being eligible for assistance on the basis of hearing impairment, or be enrolled in a school for the hearing impaired, or a recognised unit or facility for the hearing impaired attached to a regular school.

Schools can make decisions about the eligibility of a hearing-impaired student for EAL status on the basis of these criteria. If necessary, advice may be sought from Student Records and Results.

If the principal has approved the student's application, their status can be entered on VASS. If the principal is uncertain about a student's eligibility, they should apply to the VCAA using the **Application for Enrolment 2014 English as an Additional Language Units 3 and 4** (on VASS). All evidence as described in the eligibility criteria must be supplied with the application.

To satisfy the requirements of English Unit 3, students may undertake an alternative assessment task to the one specified in the English study design. For those students who are hearing impaired and have a limited capacity for oral communication, an alternative may be a data presentation (using Microsoft PowerPoint, for example) or a presentation using signing, which is translated into speech by an interpreter.

School-based arrangements for EAL

Studies have been designed so teachers can develop courses appropriate to the needs of their students. The flexibility in the study design should be used to take account of a student's comparative unfamiliarity with the English language.

2.2 Students seeking enrolment in VCE Second Language studies

There are specific entry requirements for VCE Second Language studies in Chinese, Indonesian, Japanese and Korean. They are designed to cater for students who have learnt all they know of the language in an Australian school or similar environment.

All enrolments in VCE Second Language studies Units 3 and 4 must be approved by the VCAA. The home school is responsible for submitting applications form **VCE Second Language studies Units 3 and 4** (on VASS). Enrolment in VCE Second Language studies Units 1 and 2 does not need to be approved by the VCAA. The home school should submit applications for enrolment in VCE Second Language Units 3 and 4 studies and relevant supporting documentation in September of the year before the student wants to enrol.

Schools should meet this deadline so that students are aware of their Second Language status at the beginning of the year in which they want to study. If this is not possible, schools should enrol students who may have difficulty meeting the required Second Language criteria into a First Language class until approval is granted. If the school does not offer the relevant First Language, then the student should be enrolled in Distance Education at the Victorian School of Languages (VSL).

The student must provide sufficient evidence to support their application. The home school principal or their delegate must then make an initial assessment using criteria and advice provided by the VCAA, and complete the Principal's Declaration section of the relevant VASS forms. All accompanying documentation must be in English or have been translated into English by a recognised translation authority.

The responsibility for providing supporting documentation rests with the student. The VCAA may not permit enrolment in the study if forms are not complete or the supporting documentation is incomplete or is deemed insufficient.

Eligibility

The criterion for eligibility for a VCE Second Language study is the number of years the student has been educated in a school where the language is the medium of instruction. Students who have learnt all they know of the language in an Australian school are eligible for VCE Second Language enrolment.

Chinese Second Language

A student is NOT eligible for Chinese Second Language if they have had one of the following:

- 12 months or more of education in a school where Chinese is the medium of instruction
- three years (36 months) or more of residence in any of the VCAA-nominated countries or regions (China, Taiwan, Hong Kong and Macau).

Chinese Second Language Advanced

A student is eligible for Chinese Second Language Advanced if:

- they have had no more than seven years of education in a school where Chinese is the medium of instruction
- the highest level of education attained in a school where Chinese is the medium of instruction is no greater than the equivalent of Year 7 in a Victorian school.

Indonesian Second Language

A student is eligible for Indonesian Second Language if they have had no more than seven years of education in a school where Indonesian or Malay is the medium of instruction.

Japanese Second Language

A student is eligible for Japanese Second Language if they have had no more than seven years of education in a school where Japanese is the medium of instruction.

Korean Second Language

A student is eligible for Korean Second Language if they have had no more than seven years of education in a school where Korean is the medium of instruction.

Applying for VCE Second Language studies (Units 3 and 4 only)

Student enrolment responsibilities include:

- completing the **Application for Enrolment 2014 English as an Additional Language Units 3 and 4** form (on VASS), giving details of their language background
- ensuring that all requested information is correctly provided and that the 'Certification by student and parent or guardian' section is completed
- providing the school with relevant documents in English (or translated into English by a recognised translation authority) to support their applications.

The responsibility for providing supporting documentation rests with the student. Students should contact the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) on 1300 557 470 or (03) 9642 3301. The VCAA will not permit students to enrol in the study if the application form is not complete, or the supporting documentation is incomplete or deemed insufficient to allow eligibility to be determined. The following information may also need to be provided as supporting documentation to the VCAA:

- Students who have Australian citizenship must provide a copy of their birth certificate or passport showing their date of arrival in Australia and country of residence.
- Students who have attended school overseas must provide reports from the school showing languages studied and years of attendance.
- Students who have had non-attendance at school in any year, or part year, from the age of six years must provide official relevant documentation. Acceptable documentation may be an official letter from the school in the country concerned, a report from a medical officer in that country, or a statement from the education authority in that country.
- Students who have lived overseas must provide passport entry and exit dates that detail international movement. Students who have misplaced their passports may obtain this information from the [Department of Immigration and Border Protection \(www.immi.gov.au\)](http://www.immi.gov.au).

The principal of the home school, or their delegate, must make an initial assessment using criteria and advice that's provided by the VCAA, and complete the Principal's Declaration section of the application form.

The home school must:

- certify that the information provided in the form and supporting documentation are true and correct before submitting them to the VCAA
- inform the student and their assessing school if the student is deemed to be ineligible. The application forms of these students should only be forwarded to the VCAA if endorsement of the school's recommendation is required
- forward application forms and a copy of relevant supporting documentation to the Student Records and Results Unit
- check the student's eligibility approval on VASS
- enrol students onto VASS if their eligibility for VCE Second Language study is approved
- notify the assessing school of the VCAA's decision concerning a student's eligibility (by forwarding a Student Full Details report).

Schools seeking advice about student transfers or students arriving from overseas at the commencement of the school year, or advice about criteria for eligibility or enrolment procedures, should contact Student Records and Results.

Exceptional circumstances

If a principal considers that a student who does not clearly satisfy the criteria should be allowed to enrol in the study due to exceptional circumstances, an application detailing the circumstances and supported by appropriate documentation should be sent to Student Records and Results for consideration.

Difficulty in obtaining documents to explain non-attendance at school is not an exceptional circumstance. Appropriate documentation must be provided.

Approval for Second Language status will not be granted because of a student's standard of writing, speaking or listening in the language.

3 VCAL enrolment

There are no restrictions on the VCAL studies students may enrol in. The decision about the level in which a student enrolls should be made by the VCAL provider in consultation with the student and should take into account the student's preparation and degree of readiness.

4 VET enrolment

There may be restrictions on the VET training students can undertake because of industrial arrangements and/or regulatory requirements. The decision about the contents of the training program will be made by the RTO in consultation with the student and/or school.

Students should be enrolled in the certificate and all units of competency/modules they expect to complete in the current year only. If a student does not complete a unit of competency/module and wishes to complete it in a following year, they must be re-enrolled in the following year.

After enrolments have been finalised a VCE or VCAL Student Eligibility report should be run.

Schools are required to have unit of competency/module enrolments from VCE VET scored Units 3 and 4 sequences finalised by [ENROLMENT 2](#). For all other VET enrolments schools should also endeavour to have units of competency/module enrolments for any students undertaking any certificate type (VES, NAP or VFE) entered by [ENROLMENT 2](#).

Additions and alterations to enrolments (other than units of competency/modules from a VCE VET scored Units 3 and 4) are permissible until [ENROLMENT 5](#).

The Assessment Plan information for VCE VET scored Units 3 and 4 sequences does not have to be finalised until [ENROLMENT 4](#).

Note: Some sectoral authorities will use VET data entered by the [ENROLMENT 2](#) deadline to determine their funding arrangements.

5 International Baccalaureate registration

IB students need to be identified as such on VASS and the same attention to detail should be given to their personal details as required for VCE and VCAL students.

All Australian Year 12 IB students are required to sit the GAT for the calculation of a notional Australian Tertiary Admission Rank (ATAR). These students should complete the **GAT/IB Personal Details** form (on VASS). All international Year 12 IB students are required to be enrolled on VASS by [ENROLMENT 2](#) so that this information can be forwarded to VTAC. The GAT is optional for international students (and at the school's discretion); however, if they do not sit the GAT an ATAR will not be calculated (they will, however, receive a notional ATAR statement).

There is an administrative fee for each IB student sitting the GAT (see the *Summary schedule of fees and charges* on the VCAA website). The VCAA invoices students through their school. Each school is responsible for the collection of VCAA payments from its students. Schools are required to submit one cheque to cover all IB students included on the invoice.

6 Year 10 students without a program

Schools are required to identify Year 10 students on VASS whether or not they are enrolled in a VCE, VCAL or IB program. If a student does not have a VCE, VCAL or IB program, the VASS course type is Personal Details Only (PDO). This information is collected for the purposes of the On Track project. The **PDO Student Personal Details** form (on VASS) must be completed by such students. The school should hold these forms until the following year.

7 Atypical enrolment (VCE or VCAL)

There are some students who do not start and finish their VCE or VCAL at the one school or within a continuous timeframe, including those who:

- transfer from one school to another within Victoria
- transfer from another state system to the VCE or VCAL
- transfer from another country to the VCE or VCAL
- require a break in their VCE studies due to personal circumstances (Interrupted Studies).

There are some students who combine their VCE studies with Higher Education Studies at university. The records of all such students need to be appropriately managed.

7.1 Students transferring within Victoria

If VCE or VCAL students transfer from one Victorian school to another, schools use VASS for the transfer procedure. When a student transfers to another school, the school that the student is leaving is required to transfer the student on VASS, so they can be enrolled at the new school. If this is not done, the new school must contact the student's former school and request the transfer. Students should not be transferred until the new home school is known.

A student must not be enrolled at the new school until correct transfer procedures have been completed, to ensure that a second student number is not created. Multiple records in the same year for the one student may lead to the student not being awarded their VCE or VCAL.

Students who transfer during the school year must have results for units or School-based Assessment recorded on VASS at the time they transfer.

If a VCE student transfers:

- very early in the year and completes all outcomes at the receiving school the receiving school determines satisfactory completion for both Units 3 and 4
- very late in Term 4, having completed all outcomes at the original school but sitting examination/s at the receiving school, satisfactory completion of Units 3 and 4 is determined by the original school
- midway through the year and completes Unit 3 at the original school, that school determines satisfactory completion of the unit, while the receiving school determines satisfactory completion for Unit 4
- part way through a semester, the original school enters all information on its assessments for any outcomes completed prior to transferring the student to the receiving school, while the receiving school determines satisfactory completion of the remaining outcomes and the unit.

The scheduling of assessment tasks at the receiving school may mean that a student would not have the opportunity within the normal teaching program to complete their remaining tasks for the unit. The receiving school should provide support for the student to complete any missing tasks, including the necessary teaching and preparation for the task. The scheduling of other tasks for the unit may prevent this, or the student would be disadvantaged by an overload of work in comparison with other students in the class. In such cases the principal may award an S for the unit on the advice of the teacher of that study, if the student has completed sufficient work overall for a valid decision to be made.

If a VCAL student transfers:

- very early in the year and completes all learning outcomes at the receiving school, the receiving school determines satisfactory completion for any VCAL units
- midway through the year and has completed a unit/s at the original school, that school determines satisfactory completion of the unit/s. The receiving school determines satisfactory completion of any other units
- part way through a semester, the original school provides any information on learning outcomes completed prior to transferring the student to the receiving school. The receiving school will determine satisfactory completion of the remaining learning outcomes and the unit.

7.2 Students transferring from interstate or overseas

Students transferring from interstate or overseas on exchange programs may have late enrolments approved. Written applications should be made to the Manager, Student Records and Results, VCAA.

Students transferring from interstate during Year 11

How schools deal with students who transfer from interstate during a semester in Year 11 will depend on the time of year that the student transfers. The following examples describe the varying procedures.

Case 1: Student arrives before the end of Term 1

The school to which the student transfers should:

- request documentation of the student's progress from the previous school
- enrol the student in VCE units for Semester 1 in the usual way
- determine a reasonable expectation for completion of work in each VCE unit in which the student enrolls, taking into account the time remaining in Semester 1
- assess the student's satisfactory completion of units in Semester 1 on the basis of the expectations established in the previous steps and the information provided by the student's former school.

Students cannot at this stage be credited with completion of a unit by virtue of work completed at their previous school.

Case 2: Student arrives before the end of Term 2

The school to which the student transfers should:

- request documentation of the student's progress from the previous school
- determine what would constitute a reasonable work program for the student for the remainder of Semester 1
- apply for credit for Semester 1 on the basis of work undertaken at the interstate school, taking into account work completed at the Victorian school if appropriate
- enrol the student in VCE units for Semester 2 in the usual way.

Case 3: Student arrives before the end of Term 3

The school to which the student transfers should:

- request documentation of the student's progress from the previous school
- apply for credit the student should receive for Semester 1
- enrol the student in VCE units for Semester 2 in the usual way
- determine a reasonable expectation for completion of work in each VCE unit in which the student enrolls, taking into account the time remaining in Semester 2
- assess the student's satisfactory completion of units in Semester 2 on the basis of the expectations established above and the information provided by the previous school.

Case 4: Student arrives after the end of Term 3

The school to which the student transfers should:

- request documentation of the student's progress from the previous school
- determine a reasonable work program for the student for the remainder of Semester 2
- apply for credit for studies undertaken interstate, taking into account work completed at the Victorian school if appropriate.

Students arriving in a Victorian school during this period will have to enrol in Semester 1 of 2015 because enrolments for Semester 2 of 2014 close on [ENROLMENT 5](#).

Students transferring from interstate during Year 12

The way in which schools deal with students who transfer from interstate during a semester in Year 12 will depend on the time of the year that the student transfers. The following cases describe the procedures schools should follow.

Case 1: Student arrives before [ENROLMENT 2](#)

The school to which the student transfers should:

- request documentation of the student's progress from the previous school
- enrol the student in VCE units for Semester 1 in the usual way
- determine a reasonable expectation for completion of work in each VCE unit in which the student enrolls, taking into consideration the time remaining in Semester 1
- assess the student's satisfactory completion of units in Semester 1 on the basis of the expectations established in the previous procedures and the information provided by the previous school
- apply for credit for units completed at Year 11 and/or Year 12 level.

Case 2: Student arrives before [ENROLMENT 3](#)

The school to which the student transfers should:

- request documentation of the student's progress from the previous school
- determine a reasonable work program for the student for the remainder of Semester 1
- apply to the VCAA for credit for Semester 1 for studies undertaken interstate, taking into account work completed at the Victorian school, if appropriate.

Students who receive credit at Units 3 and 4 level will be permitted to enrol in Unit 4. Wherever possible, it is expected that students enrolling in Unit 4 only will enrol in VCE studies that are related to the interstate subjects on which the credit granted for Unit 3 level is based. Requests to enrol interstate students directly into Unit 4 must be made in writing to the Manager, Student Records and Results.

Students who are awarded credit for Unit 3 of a study completed interstate in 2014, and who complete Unit 4 of a similar VCE study and two or more graded assessments, will have a study score calculated. This only applies to the current year of enrolment. Students who obtain an N for Unit 4 cannot return in the following year to satisfy the unit and have a study score calculated.

Students who obtain an N for Unit 4 may return in the following year, but must enrol in the Units 3–4 sequence. An S for Unit 4 will satisfy the sequence. A study score will only be calculated if the student satisfactorily completes Units 3 and 4 in the one year.

Case 3: Student arrives after [ENROLMENT 3](#)

Students transferring from interstate during Year 12 after [ENROLMENT 3](#) will not be permitted to enrol in Unit 4 for 2014.

7.3 Students from overseas

Students arriving from overseas during Year 11

How schools deal with students transferring from overseas will depend on the time of year the student arrives. The procedures outlined for interstate transfers during Year 11 also apply to overseas transfers.

Students arriving from overseas during Year 12

Overseas students may complete the VCE in one year if the VCAA awards them credit at Units 1 and 2 level. For overseas students transferring during Year 12 in the period before [ENROLMENT 2](#), schools should follow the same steps as those described for interstate students under Case 1. Students transferring from overseas after [ENROLMENT 2](#) will not be permitted to enrol in Units 3 and 4 for 2014.

Students transferring from interstate or arriving from overseas on exchange programs who wish to enrol in a VCAL program may have late enrolments approved. Written applications should be made to the Manager, Student Records and Results. Providers of such students should consider the following:

- Some of a student's prior studies may contribute to either one or more of the VCAL strands or as a general credit towards the VCAL. Providers should contact the VCAL Unit on email: vcaa.vcal@edumail.vic.gov.au.
- Providers should ensure that a student's VCAL program is a valid program – see the VCAL section of Qualifications.
- Students may be eligible for Recognition of Prior Learning (RPL) for some VCAL units. Further information on VCAL RPL can be found in Section 4 of the [VCAL Unit Assessment Planning Guide](#).
- Students arriving after a VCAL unit has commenced may not be able to successfully complete all the learning outcomes in the time allocated to the unit.
- The [VCAA website](#) provides information on overseas qualifications and their credit into the VCE. This information may also be useful in determining credit into the VCAL at the appropriate level.

7.4 Interrupted Studies students

Interrupted Studies status enables students to complete VCE Units 3 and 4 and have a study score calculated over two calendar years. The principal or principal's delegate, on behalf of the student, applies to the VCAA once the [Interrupted Studies Status Application](#) form has been completed.

The Interrupted Studies provision is primarily designed as a means to manage a student's program to ensure access to the full range of assessments. Schools will need to demonstrate a student's eligibility in the application documentation, the action taken so far in managing the student's circumstances, and the arrangements being made by the school to ensure that the student can complete their studies when they return to study in the following year.

Eligibility for Interrupted Studies

Students who are enrolled in Units 3 and 4, and undertake a recognised overseas exchange program or experience serious illness or other major adverse personal circumstance during the course of the year, may apply for Interrupted Studies status and withdraw from Unit 4 of a sequence. Students may apply for Interrupted Studies status for their whole program of studies or for only part of their program (for example, interrupting two studies of an enrolment of five studies).

Students who will be unable to satisfactorily complete Unit 3 in a study in the year of departure should consider Compassionate Late Withdrawal from the study, encompassing both Units 3 and 4.

Interrupted Studies status is not granted to students who wish to enrol in an alternative course of study or participate in activities of personal interest. Schools may consider making specific arrangements for a student who chooses to participate in sporting events either interstate or overseas and who will be absent from school for a brief period. These arrangements should focus on allowing students to achieve satisfactory completion of outcomes.

Students who take up full employment or a full-time apprenticeship, but maintain their commitment to the VCE by continuing enrolment in at least two sequences of Units 3 and 4, may be considered eligible.

Australian Defence Force personnel may apply for Interrupted Studies status. Schools should contact Student Records and Results for advice.

There is no specific date by which the VCAA must receive applications. However, Interrupted Studies status will not be granted to students who satisfy the outcomes for Unit 4 but were unable to sit the examinations in the October–November period. In these cases the student may be eligible to apply for a Derived Examination Score.

Sample program structures

Eligible students may vary their program to suit their circumstances. The following table outlines two examples. The first student has required a complete break from study. The second student has continued with two of their five studies and taken a complete break in three studies, then chosen to repeat one of the continued studies the following year, repeat Unit 3 of the two interrupted studies, and complete Unit 4 of one study.

Returning to complete Unit 4 studies

	First year	Second year		Third year	
		Semester 1	Semester 2	Semester 1	Semester 2
Student 1	English Units 1 and 2	English Unit 3			English Unit 4
	Mathematical Methods Units 1 and 2	Mathematical Methods Unit 3			Mathematical Methods Unit 4
	Chemistry Units 1 and 2	Chemistry Unit 3			Chemistry Unit 4
	Media Units 1 and 2	Media Unit 3			Media Unit 4
	Literature Units 1 and 2	Literature Unit 3			Literature Unit 4
Student 2	English Units 1 and 2	English Unit 3	English Unit 4	Mathematical Methods Unit 3	Mathematical Methods Unit 4
	Mathematical Methods Units 1 and 2	Mathematical Methods Unit 3	Mathematical Methods Unit 4	Literature Unit 3	Chemistry Unit 4
	Chemistry Units 1 and 2	Chemistry Unit 3		Media Unit 3	Media Unit 4
	Media Units 1 and 2	Media Unit 3			Literature Unit 4
	Literature Units 1 and 2	Literature Unit 3			

A student is not automatically flagged as a returning Interrupted Studies student when they resume their studies the following year. The VCAA requires notification in writing that the student has returned and has been enrolled in the relevant studies.

Arrangements for a student's return to school after Interrupted Studies

In preparation for a student's return to undertake Unit 4 of a study commenced in 2012, schools are strongly advised to check the curriculum content to ensure continuity of the sequence. If there are significant curriculum changes, teachers should ensure students receive advice and additional preparatory work.

Students who return to a different school after Interrupted Studies

A student who returns to a different school after Interrupted Studies should inform their new school that they have Interrupted Studies status to ensure enrolment in Unit 4 of the studies for which they were granted this status.

Inability to return to school after Interrupted Studies

If a student is unable to return to school to complete Unit 4 at the agreed time, the school may apply on their behalf for an extension of Interrupted Studies for a further 12 months. Applications for extension must be in writing from the school principal and include current medical or other professional documentation to support the application.

Repeating studies

It is not intended that students who are granted Interrupted Studies status repeat Unit 3, but they may do so if they wish to use it as an opportunity to improve assessment results. If a student was awarded an N for Unit 3 because of illness or other serious cause, they should repeat the unit. They must complete all set tasks in accordance with the study design to assess learning outcomes in the school year of their return.

Reporting studies with combined Units 3 and 4 School-based Assessment grades

For studies with a combined Unit 3 and 4 School-based Assessment grade, the coursework grade reported in each year is calculated from the available scores for that year. Students may request a statement of grade, estimated from all available scores for the coursework, from the Manager, Student Records and Results.

7.5 Higher Education Studies in the VCE

The Higher Education Studies in the VCE program is offered by higher education institutions and is designed for independent, high-achieving VCE students. Two types of study, Extension and Advanced Standing, are offered through this program.

An Extension study:

- is equivalent in content and assessment in every respect to one or more current first-year university studies and constitutes at least 20 per cent of a full-time first-year university course
- is of a level for a high-achieving student and therefore is a clear advance on an identified linked VCE Units 3–4 sequence and commensurate in workload with an additional VCE study
- is of a level that will normally allow the student, on successful completion, to proceed to second-year study at the higher education institution in that discipline.

An Advanced Standing study:

- is equivalent in content and assessment in every respect to one or more current first-year university studies and constitutes at least 20 per cent of a full-time first-year course
- comprises curriculum not available in any current VCE studies and therefore is not linked to any current VCE Units 3–4 sequence
- is of a level that will normally allow the student, on successful completion, to proceed to second-year study at the higher education institution in that discipline.

Schools wishing to join the program should discuss their participation directly with the higher education institution concerned. They also have the responsibility of ascertaining from the relevant higher education institution the prerequisites for each Higher Education Study.

Schools recommend students for participation in the program. The principal of the school will certify that selected students meet the guidelines provided by the higher education institutions, which may include specific tests.

If students have completed the VCE preparatory study, and /or any other prerequisite of the Higher Education Study, in a previous year, they are required to have an active enrolment, and satisfactorily complete at least one Units 3–4 sequence towards the VCE, in the same year in which they enrol in the Higher Education Study. Usually, for enrolment in Extension studies, students will have demonstrated high achievement across all studies and have a VCE study score of 41 or more in the preparatory study, if applicable. In some instances, however, students are allowed to enrol in the preparatory VCE study concurrently with the Higher Education Study.

Advanced Standing studies do not necessarily have a prerequisite or co-requisite structure in relation to current VCE studies.

Students may count only one Higher Education Study towards satisfactory completion of the VCE.

Reporting Higher Education Studies

Student enrolments in a Higher Education Study can be viewed through the Student Full Details report on VASS in the week after [ENROLMENT 2](#). For information on student results, schools should contact the higher education institution at which the student is enrolled.

Students who successfully complete a Higher Education Study have the title of the study and the year of enrolment reported on their VCE Statement of Results. A Higher Education Study may contribute towards satisfactory completion for the award of the VCE as an unscored Units 3–4 sequence.

ATAR increment

VTAC advises that if a student successfully completes a Higher Education Study, and if applicable co-requisite or prerequisite conditions were met, and subject to the restricted combinations outlined in Victorian Tertiary Entrance Requirements (VICTER), the study can contribute to the student's ATAR as a fifth or sixth study.

VTAC further advises that there will be 'grading' of the increment contributing to the calculation of the ATAR for any result of pass or above. Students will have an increment of between 3.0 and 5.0 points according to their level of achievement. Schools should note that if a student undertakes two Higher Education Studies, VTAC will count only one study towards the increment.

If a student withdraws from, or fails to satisfactorily complete, the VCE preparatory study, either as a prerequisite or concurrently, which is a requirement of the Higher Education Study, they will not be eligible for a Higher Education Study increment in their ATAR calculation regardless of their performance in the Higher Education Study.

8 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.

8.1 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. This provision is designed to assist students who have made a genuine attempt to continue with their VCE studies while suffering major adverse circumstances, but find that they cannot complete their studies. If the exceptional circumstances claimed are for medical reasons, evidence from a qualified person, for example a general practitioner or psychologist, is required as part of the application. No fees apply for Compassionate Late Withdrawal.

Compassionate Late Withdrawal from a Units 3 and 4 study will not be approved if a student has a final, reported grade for an examination or School-based Assessment. If the student has scores for an examination or School-based Assessment associated with Unit 3 only, and wishes to continue with that study the following year, the school may apply for Interrupted Studies status on the student's behalf.

8.2 Total withdrawal from the VCE or VCAL

Students wishing to withdraw from the VCE or VCAL must first complete a **Student Exit** form (on VASS). It is not possible for schools or individuals other than the student to withdraw a student's enrolment without the student's written permission. The Student Exit form should be incorporated into the school's exit procedures and documentation and should be stored at the school; the withdrawal must be entered on VASS.

9 Full-fee-paying overseas students

Full-fee-paying overseas students are those students seeking to enrol in the VCE, VCAL or IB who are not Australian citizens, who do not have permanent or temporary resident status, and who are not in a recognised overseas

exchange program. Overseas students wishing to undertake the VCE, VCAL or IB must indicate whether they are a full-fee-paying student when completing their **Student Personal Details** form (on VASS).

Full-fee-paying overseas students can be identified by a code on their Student Entry Visa. The Visa Class Code for full-fee-paying overseas students begins with an S or a P and the second numerical digit following this is a '4', as per the following example:

CLASS TU STUDENT **P542**
 SUB CLASS 571
 CONDITIONS.MIG.REGS.SCHED.8

9.1 Administration fee for full-fee paying overseas students

The administration fee invoiced to full-fee-paying overseas students covers the cost of enrolment, assessment and examination procedures, printing and delivery of results and the forwarding of results to VTAC. The VCAA invoices students through their schools, following the date for [ENROLMENT 2](#) data. No payments should be sent until invoices have been received. A tax invoice for the school will not be issued. If the accounts department at the school requires a tax invoice in order to issue a cheque, the control report and student invoices may be photocopied before distributing to the students.

The fees for full-fee-paying overseas students are listed in [Summary schedule of fees and charges](#) on the VCAA website. These fees are GST exempt.

As fees are dependent on unit enrolments, it is essential that student enrolments are correct at the time of invoicing. Students must be enrolled in their complete program for both semesters before [ENROLMENT 2](#). Schools should pay particular attention to the enrolments of students who are studying units at other assessing schools, for example VCE Languages providers.

Students with enrolments only in Semester 2 at Units 1 and 2 level should not be enrolled until [ENROLMENT 3](#). After [ENROLMENT 3](#) there will be a further round of invoices for those students enrolled in Semester 2 only and for any students who were not flagged correctly at the time of the first round.

First-, second- and third-round invoice and payment due dates for 2014 full-fee-paying overseas students are listed in [Important Administrative Dates](#) (on the VCAA website). Schools are required to distribute invoices, collect payments and submit only one cheque to cover all students invoiced. Please note that payments made by students directly to the VCAA will not be accepted. Such payments will be returned to the schools.

Full-fee-paying overseas students should be made aware that failure to pay all full-fee-paying overseas student invoices received over the period of their enrolment in the VCE program (which may be over one or more years) may result in final results being withheld from the student, the school and VTAC, as per the following table.

Full-fee-paying overseas students (FFPOS) and fees

Student	2012 FFPOS Invoice	2013 FFPOS Invoice	2014 FFPOS Invoice (Year 12)	Final Results on Completion of VCE in 2014
Student 1	Paid	Not paid	Paid	Withheld
Student 2		Paid	Not paid	Withheld
Student 3	Not paid	Paid	Paid	Withheld
Student 4		Paid	Paid	Final Results released

Principals are required to ensure that the list of full-fee-paying overseas students provided by the VCAA is a complete record of all VCE and VCAL students with this status in the school. The list, which needs to be certified by the principal as correct, must be returned to Student Records and Results.

If any student's status needs to be amended, either to or from full-fee-paying status, the required amendment is to be made on VASS and the Student Full Details report forwarded to Student Records and Results with a brief explanation.

9.2 Refund policy

If fees have been received for students who were incorrectly flagged as full-fee-paying overseas students or who have formally withdrawn prior to the [ENROLMENT 2](#) date, the VCAA will refund the school. A student who is granted residency status after the [ENROLMENT 2](#) date must still pay fees already invoiced.

10 Student observance of assessment and attendance 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 assessment.

Students must also sign a declaration that they will abide by their school's policies and rules relating to the appropriate use of the internet.

10.1 VCE attendance

All VCE units require 50 hours of class time. A student needs to attend sufficient class time to complete work. The school sets minimum class time and attendance rules. If a student has completed work but there has been a substantial breach of attendance rules and the school therefore wishes to assign an N to the unit, the school must assign an N for one or more outcomes and thus the unit.

A school policy and set of procedures to cover absence from assessment tasks should be published and made available to staff, students and parents. 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.

10.2 VCAL attendance

Within a school setting, a VCAL learning program would normally be based on a full-time load of scheduled and unscheduled learning (1000 hours). Attendance in a school setting is determined by school regulations. In other educational settings the nominal hours may vary, taking into consideration the specific needs of the student.

11 Rules for School-based Assessment: 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 if necessary. For advice on School-based Assessment, refer to 'Work completed outside class' and 'Strategies for avoiding authentication problems' in *Assessment: School-based Assessment*, and the [VCAL Unit Assessment Planning Guide](#).

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.

11.1 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 examination rules, where relevant. Schools should have a policy and procedures for managing allegations of breaches of these rules, dealing with matters including: the delegation of responsibility for investigations, communicating with students and parents or guardians reporting investigation outcomes to the school administration. Further guidance on school investigation of alleged breaches of rules for School-based Assessment is provided below.

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.

Unacceptable forms of assistance include:

- use of, or copying, another person's work or other resources without acknowledgment
 - corrections or improvements made or dictated by another person.
5. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
 6. A student must not knowingly assist another student in a breach of rules.

11.2 Investigation of breaches of School-based Assessment rules

Teachers who believe that a breach of rules (including authentication rules) has occurred in a School-based Assessment should report the incident in accordance with the school's policy and procedures. The school principal, or an authorised member of the principal class, must be notified of the allegations immediately.

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 may be advised of the nature of the allegations, depending on the school's policy in relation to reporting discipline matters. 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.

11.3 Hearings

If, following its preliminary investigation, the school believes that there is evidence that the allegations against the student have substance, the student should be asked to attend a hearing in which they will have the opportunity to respond to the allegations against them. This hearing must be conducted using the following guidelines.

Establishing a hearing panel

The hearing panel must consist of at least two, but no more than three, teachers (the study teacher and up to two representatives of the principal).

All members of the panel must understand the purpose of the hearing and, if applicable, have sufficient knowledge of the study to allow full participation in the discussion and decisions.

Informing students of the need for a hearing

The principal, VCE/VCAL coordinator or other relevant coordinator should give the student at least 24 hours' written notice of the hearing. This notice should state:

- the allegations against the student
- the purpose of the hearing
- the date, time, place and expected length of the hearing
- the composition of the panel
- advice that a parent or friend may accompany the student to the hearing in a support role (though not as an advocate)
- the name of the person with whom the student may clarify procedures
- if applicable, advise that the student look at the copy of their work prior to the hearing and an instruction to take their copy of the work to the hearing. (The school should still be in possession of the original work.)

Preparing for the hearing

The panel should prepare for the hearing by familiarising themselves with the allegations against the student and the available evidence. They may also prepare questions for the student and any witnesses involved.

Setting and length of the hearing

The hearing should be conducted in an environment in which the student feels comfortable. The length of the hearing will depend on the individual case. In general it is expected that most hearings will extend for as long as is necessary for the student to respond to the allegations and the panel to be satisfied it has heard all the evidence.

Conducting the hearing

The panel must:

- explain clearly to the student the purpose of the hearing, the rules allegedly breached and the possible outcomes
- present any necessary evidence collected earlier to support the case
- give the student an opportunity to respond to the allegations against them
- pose questions and conduct the hearing in a way that allows the student to feel as comfortable as possible in the circumstances.

Outcome of the hearing

The panel should report to the principal on its findings and may recommend to the principal what penalty, if any, should be imposed on the student. If the school is satisfied, on the basis of evidence, that there has been a breach of rules, the principal has the power to determine what action should be taken (see Penalties and appeals).

Evidence that must be kept by the school

The evidence required to substantiate a breach of rules may include the following:

- name of the student/s involved
- study and task involved
- documentation that was provided to students by the teacher that clearly indicates the conditions under which the task was to be completed (and therefore why a breach of rules is under investigation)
- time and date of incident
- nature of breach
- if the allegations involve unauthorised use of notes, copies of those notes
- any work submitted by the student, including work that was not their own
- evidence of the breach, including any confiscated material
- names of any other students affected or involved
- statements related to the allegations that have been made by witnesses, including other students
- work that is by other students and is similar or identical to that of the student under investigation
- a record of the outcome of any hearing or discussion, supplementary assessment task or test
- a record of student attendance
- the teacher's record of authentication, for example the Authentication Record for School-assessed Tasks
- a record of the teacher's or teachers' judgment about the authenticity of particular work
- the original, final version of the piece of work identified as breaching the rules
- samples of other work produced by the student to provide a comparison of the work the school has been able to authenticate with the work it is unable to authenticate
- a copy of relevant source material from which unacknowledged work was obtained.

11.4 Penalties and appeals

If the principal is satisfied on the balance of probabilities that the allegations against the student are proven, there are a number of possible outcomes, according to the gravity of the student's conduct. The principal may do one of the following:

- reprimand the student
- if there is sufficient time before the due submission dates set by the VCAA, give the student the opportunity to resubmit work for satisfactory completion
- refuse to accept the part of the work that infringes the rules and decide whether to award the outcome an N or an S based upon the remainder of the work, and submit a score for the School-based Assessment based on an assessment of the remainder of the work
- refuse to accept any part of the work if the infringement is judged by the principal to merit such a decision: an N will be awarded for the outcome, and an NA will be submitted for the School-based Assessment.

If work was accepted for assessment and a breach of assessment rules was discovered after the work had been assessed, the penalty should be applied and, where necessary, the student's records adjusted. For example, the original outcome result may change from an S to an N. If an N is awarded for an outcome, an N will be awarded for the unit concerned. Similarly, the detected breach of assessment rules may result in a score change. This score change should be communicated to the VCAA through the completion of the **Score Amendment Sheet (SAS)** extracted from VASS.

Other outcomes may be appropriate where, for example, the breach of rules relates to the student's conduct in disrupting a School-based Assessment task conducted under test conditions.

Notification of penalty to the student

If a decision is made to impose a penalty, the principal must notify the student in writing within 14 days of the decision being made. This notification must include:

- the nature of the breach of rules by the student
- the reasons for making the decision and the supporting evidence
- the penalty that will be imposed
- advice about the student's right to appeal to the VCAA
- advice that the appeal must be lodged within 14 days of receipt of notification from the principal.

12 Student appeals against school decisions about breaches of rules

Section 2.5.21 of the *Education and Training Reform Act 2006* provides that a student may appeal to the VCAA against a decision by the school, and any penalty imposed by the school, in respect of a contravention of the assessment rules (including the authentication rules) of the VCAA relating to School-based Assessments. This right of appeal does not apply to decisions about the satisfactory completion of a course arising from a student's attendance, or other disciplinary decisions of a school not arising from a contravention of VCAA assessment rules.

An appeal against a school decision must be made in writing to the Chief Executive Officer of the VCAA not later than 14 days after the student receives written notice of the decision from the school. On receipt of a notice of appeal from a student, the Chief Executive Officer of the VCAA will nominate an officer of the VCAA to interview the parties to the appeal and attempt to resolve the matter.

Notice

Not later than seven days after the interview conducted by the VCAA, the school must, by notice in writing, advise the student and the VCAA that in relation to the student:

- it has rescinded its decision and any penalty imposed, or it has rescinded the penalty imposed; or it has reduced the penalty imposed; or
- it confirms both the decision and the penalty imposed.

School decision

If the school rescinds its decision and any penalty imposed in relation to the student, the student's appeal to the VCAA is taken to have been withdrawn. On receipt of a notice from the school that contains one of the following decisions, the VCAA must ask the student to either withdraw the appeal or confirm that the appeal is to proceed:

- The school has rescinded the penalty imposed.
- The school has reduced the penalty imposed.
- The school confirms both the decision and the penalty imposed.

Appeal

If a student elects to proceed with an appeal, the Chief Executive Officer of the VCAA must refer the appeal to a Review Committee for hearing and determination. An appeal of this nature is conducted as a re-hearing.

If the Review Committee is satisfied on the balance of probabilities that the student has contravened the assessment rules of the VCAA relating to School-based Assessments, it may:

- reprimand the student; or
- if practicable, permit the student to resubmit to the school work required for:
 - assessment in the study or the course
 - satisfactory completion of the study or the course; or
- refuse to accept part of the work and ask the school to assess the student on the remainder of the work submitted; or
- amend the student's School-based Assessment.

13 Student breach of examination rules

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.

Principals and chief supervisors are responsible to the VCAA for the conduct of examinations. Any alleged breach of these examination rules and any alleged cheating, dishonesty or obtaining assessments by fraudulent, illegal or unfair means in relation to the GAT and VCE examinations should be reported to the VCAA, and serious cases will be referred to a VCAA Review Committee. The Review Committee will conduct a hearing at which it will consider the circumstances of the alleged breach and determine any appropriate penalty.

All supervisors of examinations are issued with directions for the administration of the examinations and are required to report all alleged breaches of rules to the VCAA.

Identification of an alleged breach of examination rules

If an alleged breach of rules relating to the conduct of the GAT and VCE examinations is detected, the student must be permitted to complete the examination and any discussion considered necessary must be conducted when the examination has finished. The student must be informed that an incident report is being forwarded to the VCAA.

When completing the incident report, it is important to include the student's details. The exact nature of the breach, any relevant circumstances leading up to it, and details of what occurred afterwards, should be stated. It is important that all matters associated with the incident, no matter how insignificant they may have appeared at the time, are included. A student who refuses to obey a supervisor's instructions must be informed at the end of the examination that an incident report is being forwarded to the VCAA.

Initial investigation

Upon receipt of the incident report, the VCAA may conduct an investigation into:

- a suspected breach of its examination rules
- an allegation that a student's assessment by the VCAA was obtained by fraudulent, illegal or unfair means.

In conducting an investigation, the VCAA may nominate a person on its behalf to interview any student enrolled in an accredited course.

A person nominated to interview a student must give no less than 24 hours' notice of the interview to the student and this notice:

- need not be in writing
- may nominate a time and place for the interview
- must give particulars of the matter under investigation.

In addition to any other matter discussed at the interview, the student must be informed of possible further action by the VCAA and possible consequences to the student.

The person who conducts the interview must submit a written report of the interview to the Chief Executive Officer of the VCAA as soon as practicable after the interview.

Decision to proceed to hearing

The Chief Executive Officer of the VCAA may, after considering a report submitted, request that a Review Committee conduct a hearing.

Review Committee

A Review Committee consists of three people who are either members of the VCAA Board or staff of the VCAA. The Chair of the Review Committee must be a Board member.

Assessment may be withheld pending a decision

The VCAA may withhold the assessment of a student who is required to attend a hearing before a Review Committee until the later of:

- the decision of the Review Committee and the expiry of the period of 14 days after the day on which the Review Committee gave its decision verbally at the hearing
- or
- if the student applies to an Appeals Committee for review of the decision, notification to the VCAA by the Appeals Committee of its determination of the application.

Notice of hearing

The Chief Executive Officer of the VCAA must give a student who is required to attend a hearing before a Review Committee:

- written notice of the hearing not less than seven working days before the hearing is due to commence
- copies of the information and documents on which the VCAA intends to rely at the hearing not less than five working days before the hearing is due to commence.

Procedure of the Review Committee

At a hearing:

- subject to the Education and Training Reform Act, the procedure of a Review Committee is at its discretion
- the proceedings must be conducted with as little formality and technicality as the requirements of the Education and Training Reform Act and the proper consideration of the matter permit
- a Review Committee is not bound by rules of evidence but may inform itself in any way it thinks fit
- a Review Committee is bound by the rules of natural justice.

Cross-examination of witnesses

The cross-examination of witnesses in a hearing before a Review Committee is at the discretion of the Review Committee. An exercise of this discretion must be consistent with the rules of natural justice.

Legal representation for the student

A student may be represented by a legal practitioner at a hearing before a Review Committee. A Review Committee may be assisted by a person nominated by the VCAA.

A person assisting a Review Committee under this section:

- is entitled to be present during the whole of the proceedings
- must ensure that all relevant information is put before the Review Committee but must not act as prosecutor
- must advise the Review Committee on any matter on which it seeks to be advised but must not adjudicate on the matter.

Decision of Review Committee

If a Review Committee is satisfied on the balance of probabilities that a student has contravened VCAA examination rules or obtained a VCAA assessment by fraudulent, illegal or unfair means, the Review Committee may do one of the following:

- reprimand the student
- amend or cancel the student's grade for the examination in which the contravention occurred
- amend or cancel the student's grade for the examination in which the contravention occurred, and also amend or cancel any or all of the student's assessments in the same study, including cancellation of satisfactory completion of the study
- amend or cancel the student's grades for examinations or other assessments in one or more other studies, including cancellation of satisfactory completion of a study
- cancel all the student's grades for examinations and other assessments conducted by the VCAA during the year in which the contravention occurred or the assessment was obtained, including cancellation of satisfactory completion of the course.

Notification of decision

A Review Committee must give its decision:

- verbally at the hearing
- in writing to the student concerned not later than seven days after the hearing.

A Review Committee must set out in its written decision:

- the reasons for its decision
- the findings on material questions of fact that led to the decision.

A Review Committee must notify the VCAA without delay of its decision.

Review by Appeals Committee

A student affected by a decision of a Review Committee may apply for review of the decision by an Appeals Committee on one or both of the following grounds:

- the decision was unreasonable
- the penalty imposed was too harsh.

An application must be made by notice in writing to the Chief Executive Officer of the VCAA not later than 14 days after the day on which the Review Committee gave its decision verbally at the hearing. The Chief Executive Officer of the VCAA must refer an application to an Appeals Committee for determination.

A student may make a written submission to the Appeals Committee but is not entitled to be heard in support of the written submission or to appear before the Appeals Committee.

An Appeals Committee must review a decision made by a Review Committee having regard to all the documents before it, the written decision of the Review Committee and any written submission made by the student.

In determining an application for review of a decision made by a Review Committee, an Appeals Committee may:

- affirm the decision under review
- vary the decision under review
- set aside the decision under review.

An Appeals Committee must notify the VCAA without delay of its determination of an application for review under this section.

Appointment of Appeals Committee

An Appeals Committee consists of three members appointed by the Minister to determine applications for review. The Minister may appoint more than one Appeals Committee at any time.

A member of an Appeals Committee must not be a member of the VCAA, a member of a committee of the VCAA or an employee of the VCAA and the members must have between them knowledge of the assessment programs of the VCAA, knowledge of the Education and Training Reform Act and knowledge of the field of secondary education.

Notification of alteration of record of student assessment

If a student's assessment is amended or cancelled, the VCAA:

- must give written notice to the student concerned
- may give written notice to any other person to whom a copy of the student's record has previously been provided, that the record of assessment has been so amended or cancelled, as the case requires.

Assessment: Satisfactory completion of units

1 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 for the unit as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's assessment of the student's overall performance on assessment tasks designated for the unit. Satisfactory performance on these tasks is sufficient evidence to award an S for the unit. The decision to award an S for the unit is distinct from the assessment of levels of achievement.

1.1 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 on time
- submit work that is clearly their own
- observe Victorian Curriculum and Assessment Authority (VCAA) and school rules.

1.2 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.

1.3 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 work previously submitted, provided it meets the requirements. A teacher may permit a student to submit further work to meet satisfactory completion requirements of a unit. However, students may not submit further tasks for the reconsideration of School-based Assessment scores awarded by the school.

Students usually complete work for a unit during the semester in which the unit is undertaken. The school may decide to delay the decision about satisfactory completion to allow a student to complete or submit further work.

1.4 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.

1.5 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 of the circumstances. The statement must be signed and dated. Schools must keep a record of the loss or damage, but should not report it to the VCAA (unless it is a School-assessed Task). The principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student.

Note: This does not apply to work lost or damaged due to computer misuse or malfunction.

1.6 Care in the use of computers

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

- there is an alternative system available for producing assessable work in case of computer or printer malfunction or unavailability
- hard copies of the work in progress are produced regularly
- each time changes are made, the work is saved as a backup file, which should not be stored on the computer.

2 Satisfactory completion of VCAL units

2.1 Satisfactory VCAL unit result

A student will receive an S (satisfactory achievement) for a unit in the Work Related Skills, Personal Development Skills, Skills for Further Study – Senior, and some Literacy Skills units when they have demonstrated achievement in **all** learning outcomes for the unit.

The exceptions to this rule are:

- VCAL Numeracy Skills units – students need to achieve five out of six learning outcomes for the Foundation and Intermediate levels and six out of the seven learning outcomes for the Senior level in order to receive an S.
- VCAL Senior Literacy Skills, Reading and Writing unit – students need to achieve seven out of the eight learning outcomes to receive an S.

Satisfactory completion of VCAL units

All VCAL assessment activities should be assessed by the teacher to verify their successful completion. The elements (in the [VCAL Curriculum Planning Guide](#)) are provided to further describe the learning outcomes and are intended as a guide for teachers in the design of assessment tasks to ensure consistency in how learning outcomes are interpreted and assessed.

The curriculum components in a VCAL learning program must be assessed in accordance with the requirements and guidelines outlined in the curriculum documents for the units of competency/modules delivered in the learning program.

The VCAL provider coordinates the assessment and collection of results for all curriculum components within the VCAL learning program. Students will receive a 'satisfactorily completed' (S) or 'not yet complete' (N) result for each VCAL unit.

Teachers assessing students who have particular needs must maintain the validity and reliability of assessment. Flexible assessment methods should be used to allow students to demonstrate the successful completion of learning outcomes without disadvantage.

Students should be observed demonstrating competence on more than one occasion and, wherever possible, in a range of contexts to make sure that the assessment is as consistent, fair and equitable as possible.

2.2 Recording of VCAL learning outcomes

VCAL providers who record an N for a VCAL unit can record an S for individual unit learning outcomes that have been achieved (existing credit). The entry screen for the recording of individual learning outcomes is located in: VASS > Results Admin > VCAL Results Entry > Unit.

Providers can also produce a number of relevant reports:

- Results Admin > Unit results > by class
- Results Admin > Unit results > by student.

VCAL students with existing credit will only be required to complete the outstanding VCAL unit learning outcomes that were not achieved to record an S for the unit. There is a two-year period for recognition of individual VCAL learning outcomes. These changes will assist VCAL students who have interruptions to their studies, including students who:

- have a significant illness
- have significant personal hardship
- are returning to VCAL after changes to their career pathway, for example a student has left VCAL to take up employment but then lost their job
- have other interruptions to their study, for example a student has become disengaged and left school
- have taken a long time to achieve their VCAL.

Recognition of existing credit is not intended for students who have participated in activities of personal interest that led to their exit from the original educational program.

3 Satisfactory completion of VET units

3.1 Satisfactory VET unit of competency result

Students receive an S for a unit of competency if they have demonstrated competence as assessed by their registered training organisation (RTO). Students receive an S for a module if they have demonstrated achievement of all the learning outcomes as assessed by the RTO.

Satisfactory completion of VCE VET units is calculated automatically as students satisfactorily complete units of competency/modules. Most VCE VET programs consist of four VCE VET units containing one Units 3–4 sequence.

3.2 Not Yet Competent VET unit of competency/module result

Students will receive an N for a unit of competency if they have not yet demonstrated competence. Students receive an N for a module if they have not yet demonstrated achievement of all learning outcomes. If a student has not satisfied sufficient units of competency/modules to be awarded satisfactory completion of a VCE VET unit, the result is left blank.

Assessment: School-based Assessment

School policies and procedures, including the conditions and rules under which School-based Assessment will take place, must be communicated to students and parents at the beginning of the academic year or when a student enrolls in a VCE unit at the school.

1 Authentication

Principals are responsible for the administration of VCAA rules and instructions in their school. One of these rules is that 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.

1.1 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).

1.2 School-assessed Tasks and the Externally-assessed Task

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.

1.3 Strategies for avoiding authentication problems

To reduce the possibility of authentication problems occurring, or being difficult to resolve, the following strategies are useful:

- Teachers should ensure that tasks are kept secure prior to administration, to avoid unauthorised release to students and compromising the assessment. They should not be sent by mail or electronically without due care.
- A significant amount of classroom 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.
- Students should document the specific stages of the development of work, starting with an early part of the task, such as the topic choice, list of resources and/or preliminary research.
- Copies of each student's written work should be filed at given stages in their development.
- Topics from year to year should be regularly rotated to ensure that students are unable to use other student work from the previous year.
- Where there is more than one class of a particular study in the school, the VCAA expects the school to apply internal moderation and/or cross-marking procedures to ensure consistency of assessments between teachers. Teachers are advised to apply the same approach to authentication and record keeping, as cross-marking sometimes reveals possible breaches of authentication. The early liaison on topics, and sharing of draft student work between teachers, enables earlier identification of possible authentication problems and the implementation of appropriate action.
- Encourage students to acknowledge tutors, if they have them, and to discuss and show the work done with them. Ideally, liaison between class teachers and tutors can provide the maximum benefit for students and ensure that tutors are aware of the authentication requirements. Similar advice applies to students who receive regular help from a family member.

2 Scheduling assessment tasks

Teachers are advised to give students the dates for completion of assessment tasks in advance, taking into account the **Important Administrative Dates**, which are available on the VCAA website. The [2014 Assessment Schedule](#), formerly titled School-based Assessment Dates in the VCE and VCAL Administrative Handbook, has the dates by which schools must submit results to the VCAA and should be used in conjunction with the Important Administrative Dates.

Schools should take into account the issues of authentication and student workload in deciding when specific details of tasks are given to students.

An extension may be needed to account for circumstances in which an individual student or group of students has not been given appropriate time to undertake or complete School-based Assessment.

2.1 Rescheduling assessment tasks for an entire class

If teachers wish to reschedule a task because their students are not ready to be assessed, or due to other circumstances, they should provide adequate notification to all students in the class or classes.

An extension of time for all students in a class should 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.

2.2 Rescheduling an assessment task for an individual student

Extension of time for an individual student to complete a task should only be granted in special circumstances.

Schools are required to have a policy outlining conditions under which an extension of time for individuals may be granted. It should be common across all VCE units within a school and should contain procedures including:

- a formal process for applying for an extension of time
- the rules of eligibility
- the maximum period for an extension
- conditions under which the extension will be allowed.

An extension of time may extend into the next semester, but not into the next school year.

Note: Extensions for tasks related to units of competency/modules contributing to scored VCE VET sequences cannot be permitted beyond the date for **SIAR 4**. Unit completion is essential for finalising study scores, which must be calculated at the same time for all VCE studies.

3 Determining initial School-based Assessments

Each school should have established procedures for making School-based Assessments and should apply these procedures consistently. There should be consistency in the decisions made by teachers of individual studies and in the decisions made by multiple teachers of one study.

3.1 Determining initial School-based Assessments where there is more than one class in the school

If there is more than one class in a study, teachers should engage in consultation to arrive at a school assessment. Schools have considerable experience in assessment, but the following suggestions will assist schools to review their arrangements or establish new practices.

Approach 1

- Teachers meet to discuss assessment criteria, topics and the approaches used for the task.
- Teachers grade the work from their own classes.
- Teachers swap samples and carry out blind marking.
- If necessary, teachers mark further work or reassess their own class work.
- Difficult cases are further discussed before results are entered.

Approach 2

- Teachers combine and distribute the student work among themselves for assessment.
- The results are returned to the class teacher, who reassesses all the work or the work of students who have unexpected results.
- Unusual cases are considered by all teachers concerned.

Approach 3

- Samples from all classes are distributed.
- All teachers assess the same pieces of work.
- Differences in results are discussed to gain a clearer and more consistent understanding of the application of the criteria.
- When all teachers are confident they have a consistent understanding of the application of the criteria, each teacher assesses their own class.

3.2 Determining initial School-based Assessments in partnership with another school

If the consultation is taking place between teachers in different schools, initial discussion may occur over the telephone, by email, or by using teleconference or telematics facilities, with any written material sent by facsimile.

In many cases there will be considerable time between the student completion date and the date for submission of results to the VCAA. Posting of material between schools will reduce the time required for meetings.

Where results of different schools are combined to increase the size of the assessment group, it is useful to swap some drafts of typical work early in the process of completing the School-assessed Task. The earlier a common understanding between teachers is established, the more smoothly the process will be completed.

Teachers in schools that are combining their individual assessments will find it useful to discuss, and come to an agreement on, student completion dates.

Producing a combined set of comparable scores for a School-based Assessment

1. Participating teachers should discuss the requirements of the study design, the chosen assessment tasks for each outcome, the assessment criteria for each task or outcome, and the assessment program of each of the partnership schools. This communication should occur as early as possible, and no later than the expected date of completion of the first specific task for the unit.
2. The teachers should establish agreement on the procedures to be followed to ensure comparability of assessments. This includes the scheduling and marking schemes of any tasks to be done in common.
3. Each school assesses its own students' work. It is expected that the schools with more than one teacher group for the study will apply their own procedures to achieve comparability of assessments within their school.
4. Each school selects student work for cross-marking. For small-group partnerships, this should include all of the work from the school with the small group, and at least an equivalent number from the partner schools. For other partnerships, teachers should agree on an appropriate number, preferably at least five pieces from each school. For each piece of work, the second marking should be 'blind', that is made without any knowledge of the assessment given by the student's own teacher.
5. Teachers then discuss both assessments for each piece of work and a final score is agreed to by consensus. If the teachers cannot reach consensus, the two scores should be averaged or adjusted appropriately. As a result of the cross-marking exercise, it may be necessary to adjust the assessments of other work not included in the cross-marking.
6. When all assessments have been finalised, the scores for each student on each task should be collated in a single list for the partnership. Each school must keep a copy of this list, as the VCAA may request it for analysis purposes.

4 VCE School-assessed Coursework

School-assessed Coursework consists of a set of assessment tasks that assess each student's level of achievement in VCE Units 3 and 4 outcomes.

4.1 Preparation of work for School-assessed Coursework

Assessment handbooks

A VCE assessment handbook is published for each accredited VCE study. VCE assessment handbooks contain assessment information about Units 3 and 4 School-assessed Coursework and administrative details of examinations for individual studies. Advice is provided on how to construct and incorporate assessment tasks and how to grade these tasks using performance descriptors. VCE assessment handbooks are not published annually. When a VCE study enters a new accreditation period, a new assessment handbook is published. Assessment handbooks are available from the VCE study pages on the VCAA website. Notification of any changes to assessment advice during the course of study will be made available to teachers via the *VCAA Bulletin VCE, VCAL and VET* and VCAA website.

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 the 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.

4.2 Initial assessment

Schools are responsible for the initial assessment of School-assessed Coursework. The basis for this is the teacher's rating of the performance of each student on the tasks specified in the study design. The assessment handbook for each VCE study provides advice on the assessment of School-assessed Coursework tasks.

Schools should not attempt to apply an 'additional' ranking process after assessments have been completed. This approach is unnecessary and schools should not try to determine individual rankings for students as a separate part of the assessment process.

4.3 Feedback to students

After work is submitted and marked, teachers should provide feedback to students.

Appropriate feedback includes:

- advice on particular problem areas
- advice on where and how improvements can be made for further learning
- reporting S or N decisions and/or written comments on students' performance against each outcome.

Schools may choose this as a basis for reporting to parents. In providing this feedback, teachers may give students their marks on individual School-assessed Coursework tasks. Schools are strongly recommended to include in student VCE handbooks advice about the 'conditional' nature of any School-assessed Coursework marks given to students, and also advice that their total scores for School-assessed Coursework may change as a result of statistical moderation. When providing the marks, teachers must advise students that their total School-assessed Coursework scores may change following statistical moderation.

Although schools may permit students to submit further work for satisfactory completion of a unit, students may not submit further tasks for the reconsideration of School-assessed Coursework scores awarded by the school.

4.4 Lost, stolen or damaged School-assessed Coursework

If a teacher or student has lost a coursework assessment task, or it has been stolen or damaged, they must complete a written statement explaining the circumstances. The statement must be signed, dated and filed at the school. The principal will determine an initial score for the assessment task, acting on advice from the teacher and on the basis of records kept.

5 VCE School-assessed Tasks

This section applies to the School-assessed Tasks for the following studies:

- Art (AR03)
- Food and Technology (FY03)
- Media (ME03)
- Product Design and Technology (DT03)
- Studio Arts (SA03)

- Systems Engineering (SE03)
- Visual Communication Design (VC03).

School-assessed Tasks are used to measure, in accordance with published criteria, a student's level of achievement in completing a task.

5.1 Topic selection

The study designs set out the details of the School-assessed Tasks to be completed for assessment purposes. Schools should select topics in accordance with these details. Any additional information for the School-assessed Tasks will be published in the *VCAA Bulletin VCE, VCAL and VET*. The responsibility for the selection of appropriate topics lies with schools.

Schools may share advice and information. Teachers are encouraged to discuss the selection of topics among themselves, but to obtain advice from the VCAA if doubts arise.

5.2 Advice on developmental stages

Teachers are required to provide feedback to students on work in progress. At least one set of comments should be in written form (refer to the **Authentication Records for School-assessed Tasks** form on VASS).

All changes made in the various stages of development of a School-assessed Task must represent the student's own work. It is appropriate in the developmental stages of the work for the teacher to ask questions and to offer general advice, for example, about alternative strategies. However, the teacher must not dictate or make changes that might lead to uncertainty about the student's authorship or ownership of the work.

For Visual Communication Design, the teacher's formal written comments should be made on only one draft of the written component of the School-assessed Task. Where written comments are made, the draft containing the teacher's comments must be initialled and dated by the teacher and made available to the VCAA if required. There is no drafting requirement for the other School-assessed Tasks.

The following forms of teacher assistance are not appropriate:

- providing detailed advice on, corrections to, or actual reworking of, students' drafts or productions or folios
- providing structured outlines with detailed suggestions or instructions for completing work that may constitute undue assistance
- providing or interpreting data and providing content or concepts not already mentioned by the student in draft work or in their design briefs.

5.3 Assessment of School-assessed Tasks

Schools are responsible for the assessment of School-assessed Tasks. The sole basis for this assessment is the set of criteria for the award of scores, published each year by the VCAA on the VCE study pages of its website. The VCAA provides detailed descriptors of levels of performance for each criterion. These criteria are mandated and schools must use the descriptors when making assessment judgments.

Further advice may be provided from time to time for particular studies, details of which are announced in the *VCAA Bulletin VCE, VCAL and VET* and published on the relevant study page of the VCAA website. Teachers should use this advice and attend any relevant professional development activities that may be available.

Principals are responsible for ensuring that teachers receive all relevant assessment material and that they use the current year's assessment criteria and advice published in the *VCAA Bulletin VCE, VCAL and VET* to accurately assess their students' work.

Assessment sheets for School-assessed Tasks

The VCAA provides assessment sheets, specifying the criteria for the awarding of grades, to all schools, which are available on the VCAA website and published annually. Schools must use the current year's assessment sheets. They must not use assessment sheets from previous years.

Each criterion has a numerical scale of 0–10 and schools award a score for each criterion. Each criterion score is to be entered in VASS and must be submitted by the relevant [SIAR](#) date. Schools are advised to retain their copies of assessment sheets until the final results date in 2014.

Submitting results to the VCAA

The assessing school should enter School-assessed Tasks by the due date for the **SIAR** specified for each study in the [2014 Assessment Schedule](#). If the assessments from a school are not received on time, all School-assessed Tasks from that school for that **SIAR** are likely to be reviewed.

5.4 Feedback to students

Schools may provide feedback on School-assessed Tasks. It must be made clear to students that initial school assessment may change as a result of the statistical moderation process.

5.5 Lost, stolen or damaged School-assessed Tasks

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 **Lost/Stolen/Damaged School-assessed Tasks** form, enter an estimated score on VASS, and send the form to the VCAA.

The principal, acting on advice from the teacher and on the basis of records kept, will determine an initial assessment. The initial assessment may be adjusted as a result of the review process.

If the School-assessed Task is required for review, the **Study Record** form for that student must be annotated as Lost/Stolen/Damaged (LSD) by the school. This procedure does not apply to work lost or damaged due to computer misuse or malfunction (see Assessment: Satisfactory completion of units).

5.6 Student transfers after SIAR date

If a student transfers after the due date for the **SIAR** for the study in which the School-assessed Task is scheduled, the student's School-assessed Task must stay with the assessing school until after the return of student work.

6 VCE Externally-assessed Task

The Externally-assessed Task, which is specific to Music Style and Composition (2011–2015) and Extended Investigation (restricted study in 2014), assesses a student's level of achievement in accordance with the study design and published assessment criteria. An initial assessment is provided by the school. The Externally-assessed Task is then assessed by a panel appointed by the VCAA.

For more detailed information about the Externally-assessed Task refer to the *VCE Music Assessment Handbook 2011–2015* and the VCAA website. Future changes will be announced in the [VCAA Bulletin VCE, VCAL and VET](#).

7 VCE VET School-assessed Coursework

In order to be eligible for a study score, students must demonstrate competency in the units of competency or modules that make up the Units 3–4 sequence. Students must also satisfy all the requirements of scored assessment.

Each scored VCE VET program requires the satisfactory completion of three School-assessed Coursework tasks that are integrated into the delivery of the VET training program. An assessment plan is required for each VCE VET scored program. Full details of the assessment process for scored VCE VET programs are published in the [VCE VET Assessment Guide](#).

8 Managing score amendments

When the SIAR date for assessments has passed, student results that have been entered on VASS for that cycle will be locked. Any administrative errors in entering the results must be amended using a **Score Amendment Sheet** (SAS), which is generated through VASS. The completed SAS must be signed by the principal or principal's delegate, and forwarded to the Manager, Student Records and Results, with:

- a written explanation of the reason for the alteration to the score, signed by the principal
- a copy of the original assessment sheet.

If an SAS is received after the final grade has been allocated, the VCAA will determine the final grade.

9 VCE School-based Assessment audit

As part of the VCAA's ongoing monitoring and quality assurance program for the VCE, samples of assessment tasks for School-based Assessment in each VCE study and scored VCE VET program can be requested for audit from schools.

The School-based Assessment audit is in two stages for both units. Stage 1 (Unit 3) and Stage 3 (Unit 4) are a study-specific survey completed by schools and reviewed by the VCAA. The purpose of this initial audit submission is to collect information on the planned approach to assessment. Although assessment planning may not be complete at this early stage, the submission will still provide useful information about assessment practice.

For Stage 2 (Unit 3) and Stage 4 (Unit 4) schools may be asked to forward evidence of any aspect of the assessment, including assessment information provided to students, tasks, marking schemes or criteria, moderation processes and outcomes, or samples of student work selected by the VCAA.

Schools should have a process for collecting and storing the required material for submission by the VCAA due date. Submission of any teacher-generated material must be done electronically. If the VCAA has requested copies of student work, the school can photocopy the work and send it by post to the address specified on the study-specific audit cover sheet (available for each study in Stages 2 and 4 and located on the VCAA website under the individual study pages).

The audit will examine School-based Assessments for irregularities, for example, instances where the VCAA's requirements have not been followed. The audit process will be undertaken by the relevant State Reviewer and VCAA Curriculum Manager. The outcomes of the audit will assist in planning the VCAA's assessment advice and professional development support for teachers. Schools will receive initial feedback on the outcomes of the audit by email.

A more detailed overview of this process is provided in the document [General administrative information for the audit and review of School-based Assessment for all VCE studies Units 3 and 4](#), available on the [VCAA website](#).

If a school is being audited for a VCE VET study, the supporting documentation from teachers of scored VCE VET programs should include:

- the three scored tasks set by the teacher or trainer
- a copy of the assessment plan for the identified VCE VET program.

Scored assessment: VCE examinations

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.

Throughout this section the term 'VCE examination' refers to any VCE examination or the General Achievement Test (GAT). The home school is the school responsible for the administration of all student data and course enrolments through VASS, and responsible for ensuring that all their students have been allocated to an examination centre/room. A student can have only one home school at a time.

1 Eligibility to undertake VCE examinations

Students who sit VCE examinations must be living in Victoria, except where one of the following special circumstances applies:

- the student is a bona fide resident of Victoria but is temporarily interstate or overseas
- the student has completed a substantial part of their course of study in Victoria and has moved temporarily or permanently interstate or overseas. These students must sit their examinations in the year of their departure from Victoria.

Students living outside Victoria who wish to sit VCE examinations must attend a school or institution that is recognised by the VCAA as a VCE provider (the **Application to Sit Examinations Interstate or Overseas** is available on VASS).

2 Examination timetables

The VCAA determines the timing of VCE examinations. The major scheduled VCE written examination period is in October–November. Schools should issue students with an individual Student Assessment Timetable after the release date for the October–November examination periods. The following dates for VCE examination periods in 2014 have been approved. The October–November VCE written examinations timetable will be released in May.

2014 VCE written examinations and the GAT

General Achievement Test (GAT)	Wednesday 11 June
October–November Performance/VCE Languages oral	Monday 6 October–Sunday 2 November
October Languages examination–CCAFL	Tuesday 21 October
Auslan examination	Tuesday 28 October
October–November examinations	Wednesday 29 October–Friday 21 November

2.1 2014 VCE examinations with a performance or VCE Languages oral component

The following studies have examinations with a performance or oral component:

- Dance
- Drama
- Music Investigation
- Music Performance
- Theatre Studies
- VET Dance
- VCE Languages examination: oral component (except Classical Greek; Classical Hebrew; Indigenous Languages of Victoria: Revival and Reclamation; and Latin)
- VET Music.

The assessment period for these examinations begins on the first day of Term 4. The specific dates, times and venues for individual student examinations are reported to schools through VASS. Schools must notify their students of the time and location of their performance/oral examination. In some cases students in regional and rural areas will be required to attend examination venues in Melbourne.

2.2 Students with three examinations timetabled on one day

All schools that have students with three examinations timetabled on any day during an examination period will be notified by the VCAA, which will update these students' timetables in VASS to reflect this policy and provide schools with advice slips about the special arrangements outlined here.

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.

2.3 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.

2.4 Early starts

Principals can apply to the VCAA (with supporting evidence) for permission to begin examinations up to 30 minutes earlier than stated in the official timetable. Approval to begin examinations at the earlier times will be confirmed by the VCAA in writing to the principal. The principal must notify students and parents in writing of the new times.

2.5 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.

2.6 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.

3 VCE examination administration

VCE providers must meet the VCAA requirements for administering and conducting VCE examinations, irrespective of where their home school students complete their examinations. Principals must certify that they will comply with these requirements as outlined in the **2014 GAT and VCE Examinations Agreement**, which will be sent to schools in early 2014 as a Notice to Schools. Principals are required to complete and sign-off on this Agreement as part of the requirements of this notice.

Specific security and logistical requirements for schools approved to host VCE written examinations are outlined in this Notice to Schools and also in the *VCE Examinations Manual 2014* (distributed to schools in Term 2).

3.1 VCAA examination rules

Students attending VCE examinations are required to observe the rules for VCE examinations conducted by or on behalf of the VCAA as well as the day-to-day rules of the institution hosting the examination. VCAA examination rules shall apply with appropriate and reasonable modifications to students who have disabilities or other impairments. The rules are available on the [VCAA website](#) and are included in the *VCE Examinations Manual 2014* and relevant publications for students, such as the 2014 GAT brochure (distributed in Term 2) and *VCE Exams Navigator 2014* (distributed in Term 3).

3.2 Student numbers and identification requirements for VCE examinations

Students must identify themselves by writing their VCAA student number on the response materials used for VCE written examinations. Student numbers are provided to students by the VCAA through their home school's access to VASS. Students undertaking the oral component of the VCE Languages examination will be required to identify themselves by stating their student number in English.

All students undertaking a VCE Languages examination: oral component and/or performance examination during the October–November examination period will be required to provide personal identification at the registration point

for their examination. The personal identification must consist of a clear photograph of the student and their full name. Most existing student identification cards or personal documents, for example a school ID card, public transport ID card, passport or driver's licence are sufficient.

Students completing a VCE written examination at a location other than their home school may also be required to provide personal identification prior to entering their examination.

3.3 Materials authorised for use in examinations: calculators and other technology

Materials authorised by the VCAA for use in the GAT and VCE examinations are listed on the [VCAA website](#) and are included in the *VCE Examinations Manual 2014*, the 2014 GAT brochure and *VCE Exams Navigator 2014*.

4 Performance examinations

4.1 Student personal timetable (advice slips)

Schools and students are advised of the date, time and location of VCE Languages examinations: oral component and performance examinations on the Student advice slip. Advice slips will be available for printing on VASS and should only be printed after the release date for the October–November examination period. Advice slips must be distributed to students.

Further information for VCE Languages examinations: oral component and performance examinations should be downloaded from VASS and distributed to students as outlined in the following table.

Performance examinations: VASS downloads

Subject	VASS downloads required
Dance	Advice slip Information booklet Statement of Expressive Intention (components 1 and 2) form
Drama	Advice slip Information booklet Statement of Intention form
Music Investigation	Advice slip Information booklet Performance Program Sheet (solo or group) Focus Statement
Music Performance	Advice slip Information booklet Performance Program Sheet (solo or group)
Theatre Studies	Advice slip Information booklet Statement of Intention form
VCE First Language	Advice slip Information booklet
VCE Second Language	Advice slip Information booklet
VCE Second Language Advanced	Advice slip Information booklet
VET Dance	Advice slip Information booklet Performance Program Sheet (components 1 and 2)
VET Music	Advice slip Information booklet Performance Program Sheet Statement of Intention form

5 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.

5.1 Indicative grades and the anomalous grades check

Indicative grades for all VCE examinations are to be submitted prior to the October–November examination period. The primary purpose of these indicative grades is in the quality assurance procedures for marking the examinations. They assist in identifying possible anomalous marking of individual scripts. Indicative grades will also be used in the calculation of the DES.

The indicative grade is the prediction of a student's actual level of achievement on the examination. Indicative grades are a letter grade from A+ to E/UG (ungraded) or NA (not assessed); note that plus (+) can be used but minus (-) is not available for input. Class teachers of the same study at the school should confer on the comparability of the indicative grades given to the individual students in their classes.

The rank order and the level of spread of the indicative grades for the school cohort in the study are of prime importance. The indicative grades for the school cohort are moderated by the VCAA to ensure that they are statistically reliable. If they are not statistically reliable, they will not be used.

Strategies for arriving at an indicative grade

The VCAA has no preferred position on how a school arrives at a set of indicative grades except to advise that there should be coherence in the process. All teachers at the school should be provided with advice by the principal on the definition and purpose of the indicative grade, and a suitable means of arriving at a set of indicative grades for the school cohort.

Some strategies used by schools are:

- setting practice examinations, which must be held at a time that allows entry of the indicative grade on VASS by the due date
- ranking the students by performance in School-based Assessment and then applying an appropriate grade
- basing the grade on prior knowledge of the relative ability of the student in the study.

The VCAA recommends that schools use the indicative grades feedback report on VASS to assist with determining indicative grades. This report shows whether the school's indicative grades for the previous year were generally aligned with the final grades. The indicative grades feedback report is on VASS at: School Admin > School Statistics > Indicative Grades Feedback.

Anomalous grades check process

For all written examinations, VCE Languages examinations (both oral and written) and performance-based Music examinations, an anomalous grade check is undertaken prior to issuing the results. Indicative grades provided by the school, on the condition that they are statistically reliable, are used to identify students with anomalous scores. These students' scripts are identified and reconsidered by the relevant Chief Assessor's panel.

The scripts include those where the student's examination assessment is substantially different from that predicted from one of the following:

- the school's indicative grade
- the student's GAT component scores
- for studies with more than one external assessment, the other examination assessment in the study.

In each case, the differences must be statistically significant.

In the interests of the students, teachers should be as accurate as possible in their estimation of an indicative grade. If the teacher is accurate, that is, allocates indicative grades with a similar order and spread to examination performance of their students, any possible anomalous marking will be detected, and the examination assessment can be referred to the Chief Assessor for checking. If the teacher allocates indicative grades that are different in order and spread to the examination performance of their students, some anomalous assessments may not be detected. If the teacher consistently under- or over-assesses indicative grades for all students, anomalous performance from the pattern given by the school can still be detected. Thus, within the constraints of the grade structure, a school need not be overly concerned about submitting indicative grades with exactly the correct level, but teachers should try to order and spread students' grades as accurately as possible.

Schools may run a report through VASS that lists those students whose scripts/recordings were forwarded to the Chief Assessor's panel for final determination. The principal may make a written request to the VCAA for confirmation that the anomalous examination grades procedures have been correctly applied to a student's examination assessments.

The anomalous grades check is not applied for Dance Performance Examination, Drama Solo Performance Examination, Further Mathematics Examination 1, Theatre Studies Stagecraft Examination, and VCE VET Dance Performance Examination.

Scored assessment: VCE and VET assessment summary

1 VCE studies and assessment in 2014

The results of School-based Assessments and examinations contribute towards a student's study score in each Victorian Certificate of Education (VCE) study and ultimately towards their Australian Tertiary Admission Rank (ATAR). All VCE studies have three graded assessments in each Units 3–4 sequence, and include at least one examination. In the following table, revised studies for implementation in 2014 are asterisked. Unless otherwise noted, examinations are held in November.

Study	Graded assessment	Type of assessment	Contribution to study score (%)
Accounting AC03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Agricultural and Horticultural Studies AH03	1	Unit 3 School-assessed Coursework	33
	2	Unit 4 School-assessed Coursework	33
	3	Written examination (1.5 hours)	34
Art AR03	1	Units 3 and 4 School-assessed Coursework	20
	2	School-assessed Task	50
	3	Written examination (1.5 hours)	30
Australian and Global Politics PS03 – Australian Politics PS05 – Global Politics	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Biology BI03	1	Unit 3 School-assessed Coursework	20
	2	Unit 4 School-assessed Coursework	20
	3	Written examination (2.5 hours)	60
Business Management BM03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Chemistry CH03	1	Unit 3 School-assessed Coursework	20
	2	Unit 4 School-assessed Coursework	20
	3	Written examination (2.5 hours)	60
Classical Studies CS03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Dance* DA03	1	Units 3 and 4 School-assessed Coursework	25
	2	Performance examination (October, 2.5–5 minutes!)	50
	3	Written examination (November, 1.5 hours)	25
Drama* DR03	1	Units 3 and 4 School-assessed Coursework	40
	2	Solo performance examination (October, 7 minutes maximum)	35
	3	Written examination (1.5 hours)	25

Study	Graded assessment	Type of assessment	Contribution to study score (%)
Economics EC03	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
English EN01 – English EN09 – English as an Additional Language	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (October or November, 3 hours)	25 25 50
English Language EL01 EL01	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
Environmental Science EV03	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
Extended Investigation XI03 (restricted study 2014)	1 2 3	Unit 3 School-assessed Coursework Critical thinking test (70 minutes) Externally-assessed Task	30 10 60
Food and Technology FY03	1 2 3	Units 3 and 4 School-assessed Coursework School-assessed Task Written examination (1.5 hours)	30 40 30
Geography GE03	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
Health and Human Development* HH03	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
History HI08 Australian History HI16 Renaissance Italy HI13 Revolutions	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
Industry and Enterprise IE03	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
Information Technology IT02 IT Applications IT03 Software Development	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
Legal Studies LS03	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
Literature LI01	1 2 3	Unit 3 School-assessed Coursework Unit 4 School-assessed Coursework Written examination (2 hours)	25 25 50
Mathematics MA07 Further Mathematics	1 2 3	Units 3 and 4 School-assessed Coursework Written examination 1 (1.5 hours) Written examination 2 (1.5 hours)	34 33 33
Mathematics MA11 Mathematical Methods (CAS) MA09 Specialist Mathematics	1 2 3	Units 3 and 4 School-assessed Coursework Written examination 1 (1 hour) Written examination 2 (2 hours)	34 22 44

Study	Graded assessment	Type of assessment	Contribution to study score (%)
Media ME03	1	Units 3 and 4 School-assessed Coursework	18
	2	School-assessed Task	37
	3	Written examination (2 hours)	45
Music Investigation MC05	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Performance examination (October, 25–40 minutes maximum ²)	50
Music Performance MC04	1	Units 3 and 4 School-assessed Coursework	30
	2	Performance examination (October, 25–40 minutes maximum ³)	50
	3	Aural and written examination (1.5 hours)	20
Music Style and Composition MS03	1	Units 3 and 4 School-assessed Coursework	30
	2	Externally-assessed Task (October)	30
	3	Aural and written examination (2 hours)	40
Outdoor and Environmental Studies* OS03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Philosophy PL03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Physical Education PE03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Physics PH03	1	Unit 3 School-assessed Coursework	16
	2	Unit 4 School-assessed Coursework	24
	3	Written examination (2.5 hours)	60
Product Design and Technology DT03	1	Units 3 and 4 School-assessed Coursework	20
	2	School-assessed Task	50
	3	Written examination (1.5 hours)	30
Psychology PY03	1	Unit 3 School-assessed Coursework	20
	2	Unit 4 School-assessed Coursework	20
	3	Written examination (2.5 hours)	60
Religion and Society RE03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Sociology SO03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50
Studio Arts SA03	1	School-assessed Task 1	33
	2	School-assessed Task 2	33
	3	Written examination (1.5 hours)	34
Systems Engineering SE03	1	Units 3 and 4 School-assessed Coursework	20
	2	School-assessed Task	50
	3	Written examination (1.5 hours)	30
Texts and Traditions TT03	1	Unit 3 School-assessed Coursework	25
	2	Unit 4 School-assessed Coursework	25
	3	Written examination (2 hours)	50

Study	Graded assessment	Type of assessment	Contribution to study score (%)	
Theatre Studies* TS03	1	Units 3 and 4 School-assessed Coursework	45	
	2	Stagecraft examination (October, 7 minutes maximum)	25	
	3	Written examination (1.5 hours)	30	
VCE Languages: LO01 Classical Greek	1	Unit 3 School-assessed Coursework	25	
	2	Unit 4 School-assessed Coursework	25	
	3	Written examination (October–November, 3 hours)	50	
VCE Languages LO51 Classical Hebrew	1	Unit 3 School-assessed Coursework	25	
	2	Unit 4 School-assessed Coursework	25	
	3	Written examination (October–November, 3 hours)	50	
VCE Languages LO17 Latin	1	Unit 3 School-assessed Coursework	25	
	2	Unit 4 School-assessed Coursework	25	
	3	Written examination (October–November, 2 hours)	50	
VCE Languages LO02 Arabic LO39 Chinese Second Language LO48 Chinese Second Language Advanced LO09 French LO10 German LO22 Greek LO40 Indonesian Second Language LO14 Italian LO46 Japanese Second Language LO47 Korean Second Language LO27 Spanish LO31 Vietnamese	1	Unit 3 School-assessed Coursework	25	
	2	Unit 4 School-assessed Coursework	25	
	3	Exam: oral component (October, 15 minutes)	12.5	
		Exam: written component (2 hours) ⁴	37.5	
	VCE Languages LO04 Chinese First Language LO13 Indonesian First Language LO15 Japanese First Language LO37 Korean First Language	1	Unit 3 School-assessed Coursework	25
		2	Unit 4 School-assessed Coursework	25
		3	Exam: oral component (October, 10 minutes)	10
			Exam: written component (November, 2 hours) ⁴	40

Study	Graded assessment	Type of assessment	Contribution to study score (%)
VCE Languages (CCAFL) ⁵	1	Unit 3 School-assessed Coursework	25
LO44 Armenian	2	Unit 4 School-assessed Coursework	25
LO50 Bosnian	3	Exam: oral component (October, 15 minutes)	12.5
LO05 Croatian		Exam: written component (October, 2 hours and 50 minutes) ⁴	37.5
LO07 Dutch			
LO45 Filipino			
LO11 Hebrew			
LO36 Hindi			
LO12 Hungarian			
LO16 Khmer			
LO20 Macedonian			
LO21 Maltese			
LO32 Persian			
LO23 Polish			
LO33 Portuguese			
LO49 Punjabi			
LO42 Romanian			
LO24 Russian			
LO25 Serbian			
LO34 Sinhala			
LO28 Swedish			
LO43 Tamil			
LO29 Turkish			
LO30 Ukrainian			
LO52 Yiddish			
VCE Languages	1	Unit 3 School-assessed Coursework	25
LO03 Auslan	2	Unit 4 School-assessed Coursework	25
	3	Interactive sign examination (October, approximately 10 minutes)	15
		Sign comprehension and sign production examination (October, 2 hours) ⁶	35 ⁴
VCE Languages	1	Unit 3 School-assessed Coursework	30
LO38 Indigenous Languages of Victoria: Revival and Reclamation	2	Unit 4 School-assessed Coursework	30
	3	Written examination (2 hours)	40
Visual Communication	1	Units 3 and 4 School-assessed Coursework	25
Design	2	School-assessed Task	40
VC03	3	Written examination (1.5 hours)	35

¹ Each dance.

² Music Investigation: groups of one assessed performer – maximum 25 minutes; groups of two or three assessed performers – maximum 30 minutes; groups of four assessed performers – maximum 35 minutes; groups of five or six assessed performers – maximum 40 minutes, solo performers – maximum 25 minutes.

³ Music Performance: groups of one assessed performer – maximum 25 minutes; groups of two or three assessed performers – maximum 30 minutes; groups of four assessed performers – maximum 35 minutes; groups of five or six assessed performers – maximum 40 minutes, solo performers – maximum 25 minutes.

⁴ A single grade is awarded for exams with separate oral and written components.

⁵ Collaborative Curriculum and Assessment Framework for Language

⁶ A single grade is awarded for the Auslan exams.

2 VCE VET programs with scored assessment in 2014

All VCE VET programs with scored assessment have two graded assessments. Unless otherwise noted, examinations are held in November.

Program	Graded assessment	Type of assessment	Weighting of study score (%)
Business (BU18) BSB20112	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Community Services (CT17) CHC20112	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Dance (DN04) CUA20111	1 2	Units 3 and 4 School-assessed Coursework Performance examination (October, two performances of 2–5 minutes each)	50 50
Engineering Studies (EG07) 22209VIC	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Equine Industry (EQ04) 21908VIC	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Furnishing (FN16) LMF20309	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Hospitality (HS13) SIT20207	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Hospitality (HS14) (Kitchen Operations) SIT20307	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Information Technology (IN21) ICA30111	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Integrated Technologies (ET11) 22071VIC	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Interactive Digital Media (MU05) CUF30107 Media	1 2	Units 3 and 4 School-assessed Coursework Computer-based examination (2 hours)	66 34
Laboratory Skills (LB20) MSL30109	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34
Music (MI13) CUS30109	1 2	Units 3 and 4 School-assessed Coursework Performance examination (October, duration varies) ⁷	50 50
Music – Technical Production (MI15) CUS30209	1 2	Units 3 and 4 School-assessed Coursework Aural and written examination (1.5 hours)	66 34
Sport and Recreation (SR27) SIS30512 Certificate III in Sport and Recreation	1 2	Units 3 and 4 School-assessed Coursework Written examination (1.5 hours)	66 34

⁷ VCE VET Music: Solo performer – maximum 25 minutes; two or three performers – maximum 30 minutes; four or five performers – maximum 35 minutes; six or more – maximum 45 minutes.

Assessment: General Achievement Test

The General Achievement Test (GAT) is conducted in June. 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 their students' GAT results on VASS at the end of the year when results are released. Students cannot apply for a derived examination score (DES) for the GAT.

1 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.

2 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.

2.1 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.

2.2 Examinations and the GAT

The GAT is used as part of a final check on examination scores. If the final examination score is significantly different from the score predicted by the GAT, school indicative grades and other examination scores for the study, the examination 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.

2.3 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 the examination provided by the school and the GAT component scores. For each approved application for a specific examination, 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 examination 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 examination score for all students who have not applied for a DES. For all examinations 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 examination score, the highest predictor is chosen as the final score for the student in the relevant examination.

2.4 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
- review school assessments of School-assessed Tasks
- calculate a DES
- check the accuracy of examination marking.

A student is eligible for exemption from the GAT if they are:

- vision impaired, or have an impairment for which arrangements cannot reasonably be made, given the format of the GAT (Special Examination Arrangements for the GAT can be provided for hearing-impaired students)
- prevented by accident, illness or other serious cause related to personal environment from sitting the GAT*
- employed and cannot be absent from work (evidence from the employer is required).

Students representing Australia for an official duty may apply to sit the GAT interstate or overseas by completing the **Application to Sit Examinations Interstate or Overseas** form.

If a student's circumstances are deemed to meet the eligibility requirements for an exemption from the GAT, the school may apply to the VCAA using the **Application for Authorised Absence from the General Achievement Test (GAT)** form.

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.

* A medical certificate must be provided if the student was absent from the GAT due to illness or injury.

2.5 VCAL and/or VCE VET and the GAT

Students who are enrolled in a VCAL certificate in 2014 but are not enrolled in any VCE Units 3 and 4 and/or VCE VET Units 3 and 4 with scored assessment are not required to sit the GAT.

Students who are enrolled in 2014 in a VCAL certificate that includes any VCE Units 3 and 4 enrolments and/or VCE VET Units 3 and 4 with scored assessment are required to sit the GAT.

Note: Each VCAL enrolment entered on VASS requires the 'Primary Purpose' to be set for either VCAL or VCE.

Reporting results: Score aggregation

1 Study scores

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, the Externally-assessed Task, which only applies to Music Style and Composition and Extended Investigation (restricted study 2014), 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. The following table demonstrates how these requirements are met.

Study score scenarios

	2012		2013		Sequence requirement met	2013 study score
	Unit 3	Unit 4	Unit 3	Unit 4		
Study A	N	S	S	Withdrawn	Yes	No
Study B	S	N	N or J	S	Yes	No
Study C	S	N	S	S	Yes	Yes

1.1 Study score calculation

The final score for each graded assessment is standardised. This is done by subtracting the state mean for a graded assessment from the student's final score for that graded assessment, and dividing the result by the state standard deviation for the graded assessment, as per the following formula:

$$\text{Standardised score} = (\text{final score} - \text{state mean}) / \text{state standard deviation}$$

The standardised score for each graded assessment is multiplied by its percentage contribution to the study score. In some studies the graded assessments are equally weighted, while in others they are weighted differently. For English, the formula is as follows:

$$(\text{Standardised Unit 3 coursework score} \times 0.25) + (\text{Standardised Unit 4 coursework score} \times 0.25) + (\text{Standardised November examination score} \times 0.50)$$

Students' weighted standardised scores are summed. For the VCE studies, up to three weighted standardised scores are added together. The weighted totals are ranked in descending order. When students have the same total they are given the highest rank of the group; for example, in a study of 1500 students, if three students have the equal highest total, each will be assigned the rank of 1500. The next highest total will be assigned the rank of 1497.

The ranks are then normalised using an inverse normal function. The scores resulting from this transformation are distributed normally, with a mean of 0 and a standard deviation of 1. The normalised scores are then converted to a scale with a mean of 30 and standard deviation of 7, truncated at 0 and 50. This produces a possible study score ranging from 0 to 50, with most study scores between 23 and 37. Further adjustments are made to studies having small numbers of students.

1.2 Calculating a VCE VET study score

Some VCE VET programs include scored assessment. In these programs students receive a score and a grade for each of two components:

- School-assessed Coursework – a set of tasks students undertake in the Units 3 and 4 sequence of their program
- an examination based on the Units 3 and 4 sequence, set by the VCAA.

The statistically moderated School-assessed Coursework score and the examination score are used to calculate study scores by the same procedures as for other VCE studies.

1.3 Study score calculation for students with Interrupted Studies status

Students who have been granted Interrupted Studies status will have their study scores calculated using graded assessments across two distinct years, provided they have achieved two or more graded assessments in the study and received S for both Units 3 and 4. The best results for each graded assessment across the two years of study are used when the study score is calculated. Contact Student Records and Results for clarification of these calculations. The following table demonstrates how these requirements are applied.

Examples of study scores for interrupted studies

	2014		2013		Sequence requirement met	2014 study score
	Unit 3	Unit 4	Unit 3	Unit 4		
Interrupted Study	S	Overseas study/illness	Overseas study/illness	S	Yes	Yes

1.4 Interstate credit and study scores

A student awarded credit at Units 3 and 4 level for interstate studies will have a study score calculated only if they have credit for Unit 3 and receive an S result for Unit 4 in a similar VCE study, and have attempted at least two graded assessments in the VCE study.

2 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 and VCE VET 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.

- For VCE VET programs with scored assessment, the typical moderation group is the cohort of students enrolled with a specific registered training organisation (RTO) for the VCE VET program. In some circumstances schools may apply to the VCAA to be identified for statistical moderation purposes as the assessment provider.

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 examination and the VCAA will use the examination score in each study as the basis for statistical moderation of schools' assessments. In studies with two examinations, scores from both examinations 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](#).

Internal comparability of assessments

For statistical moderation, each school's assessments in a study are treated as a single group, not as separate teaching classes. Each school should have established procedures for making School-based Assessments and should apply these procedures consistently. There should be consistency of decisions made by teachers of individual studies and consistency of decisions made by multiple teachers of one study.

2.1 Small-group partnerships

Schools with moderation groups comprising fewer than five students, or schools that might expect such groups to occur as a result of circumstances arising during the year, are required to form partnerships with other schools of their own choosing, as early in the year as possible.

Schools with moderation groups comprising from five to nine students are encouraged to form partnerships, as students may withdraw during the year.

Formation of small-group partnerships

Schools with small groups must initiate the formation of the partnership and ensure that it operates effectively. If problems are encountered, contact Student Records and Results for advice.

It is preferable for a small group to combine with as large a group as possible, rather than combining with one or more other small groups. Partnerships involving more than three schools are not recommended unless necessary to achieve more than five students in the moderation group, because they are likely to present inordinate organisational and workload difficulties for teachers and school administrators.

An important aspect of the successful implementation of the small-group partnership process is the level and consistency of interaction between schools. Schools may utilise any method of interaction that is appropriate. These include telephone, fax, post, email and face-to-face meetings.

2.2 Transfer students: assessment and moderation

For each transferring student, the VCAA will make a separate decision on how the student's School-based Assessment is moderated for each study. The decisions will be based on the following conditions.

1. Students who transfer very early in Term 1 and complete all assessment tasks at the receiving school:
 - The receiving school is the assessing school and the moderation group.
 - The student's School-based Assessment scores and examination scores are treated in the usual way in the moderation process for the receiving school.

2. Students who transfer very late in Term 4, having completed all assessment tasks at the original school, but sit the examinations at the receiving school:
 - The original school remains the assessing school.
 - The student's examination score is treated as belonging to the original school.
 - The student's School-based Assessment scores and examination scores are treated normally in the moderation process for the original school.
3. Students who complete all the assessment tasks for Unit 3 at their original school and the assessment tasks for Unit 4 at their receiving school (in the study of English in this example):
 - The student transfers at the end of Semester 1, having completed all assessment tasks for the Unit 3 School-based Assessment at the original school. The student completes all tasks for the Unit 4 School-based Assessment at the receiving school.
 - The student's School-based Assessment will be handled as follows:
 - The original school is the assessing school for Unit 3 coursework.
 - The receiving school is the assessing school for Unit 4 coursework.
 - Because the student's School-based Assessment preparation for the examination has been completed at two different schools, the student's scores are removed from the moderation process for both schools.
 - At the completion of the moderation process for both schools, the student's moderated School-based Assessment score for Unit 3 will be calculated using the moderation parameters for the original school, and the moderated School-based Assessment score for Unit 4 will be calculated using the moderation parameters for the receiving school.
4. Students who complete some assessment tasks for the School-based Assessment at their original school and the remainder of the tasks at the receiving school:

Example for Mathematics

- The student transfers at the end of Semester 1, having completed the Unit 3 tasks of the Units 3 and 4 School-based Assessment at the original school.
- The student completes the Unit 4 tasks of the School-based Assessment at the receiving school.

Example for English

- The student transfers early in Term 2, having completed two of the three assessment tasks for the Unit 3 School-based Assessment at the original school.
- The student completes the remaining task for Unit 3 School-based Assessment at the receiving school.
- In both examples the student's School-based Assessment will be handled as follows:
 - The original school will enter the scores for the tasks assessed at that school on VASS prior to transferring the student to the receiving school.
 - The receiving school will enter the scores for the tasks assessed at that school on VASS.
 - The student's School-assessed Coursework and examination scores will be removed from the moderation process for both schools.
 - At the completion of the moderation process for both schools, the VCAA will calculate a moderated 'partial' score for the School-assessed Coursework completed at the original school, using the moderation parameters for that school, and will also calculate a moderated 'partial' score for the School-assessed Coursework completed at the receiving school, using the moderation parameters for the receiving school.
 - The moderated partial scores from each school will then be added to produce the moderated total score for the student.

If a student arrives at the receiving school having completed only some of the assessment tasks for the School-based Assessment, and those tasks have been done in a different sequence to that of the receiving school, the receiving school should provide support for the student to complete any missing tasks. This support should include the necessary teaching and preparation for the tasks, and scheduling of tasks for the student.

Schools should seek advice from the Manager, Student Records and Results, if they are unsure of appropriate measures to take in any of these situations.

2.3 Final grades

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. VCAL units do not have graded assessments.

Levels of performance in graded assessments are reported as 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. All VCE studies include at least one examination and all except Studio Arts have School-assessed Coursework for either a combined Units 3 and 4, Unit 3 and Unit 4, or Unit 3 only. Some studies have School-assessed Tasks; Music Style and Composition and Extended Investigation (restricted study in 2014) have an Externally-assessed Task.

The Performance in Senior Secondary Certificate Assessment, which includes distribution of grade ranges for all assessment components in each study, is published on the VCAA website.

2.4 Final grades for VCE and VCE VET School-based Assessment

The minimum score required for each grade for each School-based Assessment in a VCE study and a VCE VET scored program is determined by the VCAA following statistical moderation of schools' initial scores.

2.5 Final grades for the VCE Externally-assessed Task

The minimum score for each grade is determined by the VCAA at the completion of marking of the Externally-assessed Task.

2.6 Final grades for VCE examinations

The minimum score for each grade is determined by the VCAA at the completion of marking of the examination.

Final results: Reporting to schools

1 School access to final results of students

Schools can access the final results of students for VCE, VCAL, VCE VET, VET/FE and the GAT on VASS. The final results for the October–November examinations and all School-based Assessment are released in December.

2 Confirmation of grades

The principal may, after considering a student's grades for an examination, ask the VCAA to confirm the student's final grade. The request for Confirmation of Grades can be made if a discrepancy exists of **at least two** grade levels from that which the school expected the student to attain. A Confirmation of Grades involves a clerical and computational check of all procedures used in finalising the student's grade. These processes do not involve reassessment or re-marking.

The principal can request Confirmation of Grades by using the **Confirmation of Grades Request** application form on VASS. It is important to ensure that all requested information is provided and endorsed by the principal before submitting the application. Refer to the 2014 [Important Administrative Dates](#) on the VCAA website for the final day for principals to submit requests for Confirmation of Grades for examinations.

Note: A Confirmation of Grade cannot be requested for School-based Assessments grades. Statistical moderation reports for School-based Assessments are available to each school through VASS.

3 VCE Data Service

School staff can use the VCE Data Service to analyse the performance information of their VCE students. It can:

- identify the strengths and weaknesses in the performance of groups of students across VCE programs offered by a school
- provide information for professional discussions around improving student performance.

There are a variety of ways that school staff can analyse the school's performance using the VCE Data Service, for example, using the VASS menu: School Admin > VCE Data service > Reporting (data availability for 2013 VCE results is mid-January 2014).

4 VCE Examinations Results Service

Teachers can use the VCE Examinations Results Service to analyse the performance of their VCE classes. In particular, the service can be used to:

- identify strengths and weaknesses in the performance of a class against certain criteria
- consider the effectiveness of current teaching practices
- inform professional learning discussions with fellow teachers that lead to improved teaching practices.

For all examinations (written, oral and performance) teachers can use the VCE Examination Results Service to analyse class performance:

- at the overall examination level
- at the question or criterion level – including extended answer and multiple choice (see the following case study)
- at a student response level
- against the school's performance
- against state performance.

For example, on VASS (data availability is late December):

- School Admin > School Statistics > Examinations > Summary
- School Admin > School Statistics > Examinations > Questions/criteria

Final results: Reporting to students

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.

1 Reporting VCE

1.1 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.

1.2 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 (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.

1.3 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 attendance rules.

1.4 Reporting graded assessment results

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

For studies undertaken in the years prior to 2003, students may have had Consideration of Disadvantage granted to them. This was reported by means of an asterisk against the grades for which it was granted. Grades were reported as *A to *E, *UG and *NA.

1.5 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 student's moderated School-based Assessment scores, 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), 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.

1.6 GAT results

Students who obtained GAT results are issued with a statement that contains the scores achieved for each component and a descriptive statement of these results, along with a standardised score for each component.

2 Reporting VCAL

2.1 VCAL Certificate

VCAL Certificates are sent to students' home schools on the scheduled date in December. Students eligible for a VCAL Certificate by School Initial Assessment Return (SIAR) 1 may receive their certificate in July if their school elects to participate in the VCAL mid-year reporting process.

Each certificate contains the student's full name but does not list individual studies or results. A certificate is issued in the year in which the student first satisfies all requirements.

Students who have previously satisfied the requirements for the VCAL Certificate, but choose to do additional studies with the same certificate enrolment, are not issued the certificate again.

2.2 VCAL Statement of Results

The VCAL Statement of Results is issued to all students enrolled in the VCAL as their primary purpose, and those students who are completing some VCE studies as part of their VCAL, and contains:

- a cumulative record of achievement for all VCAL, VCE and VCE VET units undertaken, and the year in which the result was obtained. VCAL units awarded an N result or VCE units awarded a J result are not printed
- graded assessment and study scores for each sequence of VCE and VCE VET 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 undertaken overseas, interstate, as part of the IB or for a vocational certificate
- university studies successfully completed
- a statement indicating whether the student sat the GAT
- a declaration stating whether the student has or has not been awarded the VCAL
- the number of credits and a list of strands the student has satisfied towards the VCAL.

2.3 VCAL completion of units

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

- S (satisfied), which means satisfactory completion of the curriculum components in accordance with assessment guidelines for accredited curriculum
- N (not yet complete), which is only used for VCE units reported on the VCAL Statement of Results and means that not all outcomes have been achieved or there was a significant breach of attendance rules. VCAL units with an N result are not reported on a Statement of Results.

2.4 Reporting graded assessment results

VCAL units do not have graded assessments.

2.5 Reporting study scores

VCAL units do not have study scores.

3 Reporting VCE VET and VET/FE results

3.1 VCE VET and VET/FE satisfactory completion of units of competency/modules

Units of competency and modules that have been satisfactorily completed are reported on the student's VCE VET or VET/FE Statement of Results. Units of competency/modules not yet completed, while entered as N on VASS, will not appear on the student's Statement of Results.

VCE VET units are reported on both the VCE and VCAL Statement of Results. All certificates and statements of attainment are awarded by the student's RTO.

3.2 VCE VET and VET/FE Statement of Results

A VCE VET or VET/FE Statement of Results is issued to students who satisfactorily complete units of competency/modules in a VCE VET program, a school-based apprenticeship or traineeship, or a VET/FE certificate.

The VCE VET and VET/FE Statement of Results contains a cumulative record of achievement for all units of competency/modules undertaken towards a certificate with a current enrolment. If students are undertaking more than one VCE VET program but are yet to complete all units of competency/modules, results for all programs may appear on one Statement of Results.

4 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 scheduled date in December. Depending on the student's enrolment, the package may include the following:

- VCE Statement of Results
- VCAL Statement of Results
- GAT Statement of Results
- VCE VET and/or VET/FE Statement of Results.

Certificates are forwarded to the student's home school on the scheduled date in December.

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

- VCE Statement of Results for students with only Units 1 and 2 enrolments
- VCAL Statement of Results for students who do not have a VCE Units 3 and 4 sequence in their program
- VCE VET Statement of Results for students who do not have a VCE Units 3 and 4 sequence in their program
- VET/FE Statement of Results for students who do not have a VCE Units 3 and 4 sequence in their program
- VCE Certificates for the current year
- VCAL Certificates for the current year.

5 Post-Results and ATAR Service (PRAS)

PRAS is a joint VCAA and VTAC enquiry service that provides information after the release of results in December. Note that actual results cannot be obtained from this service. Students, parents and teachers with queries about VCE and VCAL results should telephone this service on (03) 9032 1717 or 1800 653 080 or email: pras@edumail.vic.gov.au.

6 VCE Results and ATAR Service

Students may access their final Year 12 results by telephone, 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.

7 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. Vision-impaired students can request a Statement of Marks in a nominated accessible format from the VCAA, for the same fee as the standard format statement.

There is a closing date for applications, and after this date a late fee must be paid before the application is processed. There is an absolute final date after which no applications will be accepted.

8 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. Audio recordings for VCE Languages examinations are not available. There are no recordings of performance examinations in Dance, VET Dance, Drama and Theatre Studies.

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.

Inspections take place at the student's school with the principal's permission. The principal must sign the Inspection of Scripts application, which is then forwarded to the VCAA. Material will be mailed to the principal. An appointment must be made for the inspection. When schools are closed, inspections will take place at the VCAA, in which case students are required to make an appointment with the VCAA.

The VCAA allows 15 minutes for the inspection of each examination script. It is recommended that students have their subject teacher present. If the subject teacher is not available, students should contact their school to discuss the possibility of taking along a suitable substitute. The substitute should be a teacher teaching the subject at the same level.

Under no circumstances are scripts, authorised photocopies of the material or audio recordings allowed to be taken from the inspection room. Photocopying of scripts or authorised photocopies is not permitted; any alteration of any material is also not allowed. Students must not take mobile phones into the inspection room. Marks or assessors' comments do not appear on scripts.

Scripts and audio recordings are held only until the end of the inspection period, which is one month after the final day for lodging requests to inspect scripts. The VCAA has permission from the Keeper of Public Records to destroy the material after this date and this is normally carried out each year in April. After this deadline all scripts and raw assessment data held at the VCAA are destroyed.

9 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.

9.1 Student examination reassessment

In exceptional cases the VCAA may consider an application by a principal on behalf of any student who believes that questions on an externally-assessed written examination have been incorrectly assessed or where there is an objective factual error. The VCAA will only consider an application by the principal.

The VCAA has developed specific application guidelines for student examination reassessments and students and principals must follow the approved VCAA process prior to any VCAA investigation into a VCE examination reassessment taking place. Student examination reassessment application guidelines will be provided to each student who requests an inspection of script. Copies of the application guidelines can also be obtained by contacting the Senior Investigator, VCAA.

Students must note that if the VCAA receives an application from a principal that warrants reassessment of an examination, the VCAA will direct the Chief Assessor (or delegate) to reassess the examination script. The Chief Assessor's (or their delegate's) reassessment of an examination script will be final.

10 Replacement certificates and Statements of Results

Students who have lost their original certificate or Statement of Results may apply to the VCAA for a replacement. Requests for replacement certificates or Statements of Results should be made on the appropriate forms available on the VCAA website.

10.1 Certified copies

A certified copy is a one-page statement that verifies a student's grades.

10.2 Equivalent qualifications

Statements of equivalent qualification to the VCE may be issued by the VCAA to applicants who have senior secondary school qualifications obtained either interstate or overseas.

The VCAA will also assess interstate or overseas qualifications for their equivalency to Year 11.

Applications for assessments of equivalent qualification should be made on the **Application for Statement of Equivalent Qualification** form.

10.3 Requests for data

Some information can be provided to educational institutions, researchers, subject associations and educational service organisations. Requests should be made in writing to the VCAA (research.vcaa@edumail.vic.gov.au).

There may be a charge for this service. Information about charges for provision of data and information will be provided on request.

Special Provision

Special Provision provides students in defined circumstances with the opportunity to participate in and complete their senior secondary studies. Although there is no limit on the period of time allowed for a student to achieve the VCE or VCAL, the provisions available seek to help a student complete the requirements in a timeframe comparable to that of their peers.

Individual students may need special provisions in their learning program to achieve the learning outcomes, and in assessment to demonstrate their learning and achievement.

At the same time, students granted Special Provision are not exempt from meeting the requirements for satisfactory completion of the VCE or VCAL, or from being assessed against the outcomes for a study. They are still required to demonstrate their achievement fairly in meeting the outcomes of the study design as well as completing School-based Assessments and VCE examinations.

Similarly, the programs and assessment tasks designed for VCAL students should allow each student to successfully complete the learning program without compromising the expectations of each of the components of the program in accordance with course requirements.

The underlying principle of Special Provision is to ensure that the most appropriate, fair and reasonable arrangements and options are available for students to demonstrate their capabilities if their learning and assessment programs are affected by illness, impairment or personal circumstances. Special Provision should provide equivalent, alternative arrangements for students but not confer an advantage to any student over other students.

Specific eligibility criteria apply to the granting of Special Provision for the VCE. Students who are eligible for integration funding may not necessarily meet the eligibility criteria for Special Provision in the VCE.

1 Types of Special Provision

Special Provision is available to students completing the VCE or VCAL for both School-based Assessment and VCE examinations. Specific eligibility requirements apply for each type of Special Provision:

- For School-based Assessment, the school is primarily responsible for determining eligibility and the nature of the provisions granted. Schools are encouraged to consult the VCAA if they are unsure about appropriate arrangements. The school's policies and procedures should be clearly documented and communicated to students. It is strongly recommended that schools keep records of all decisions made for each student.
- For VCE examinations, the VCAA is responsible for determining eligibility and for granting approval in the form of Special Examination Arrangements and the Derived Examination Score (DES).

2 Eligibility for Special Provision

Students may be eligible for Special Provision if, at any time while studying the VCE or VCAL, they are adversely affected in a significant way by:

- an acute or chronic illness (physical or psychological)
- any factors relating to personal environment
- an impairment or disability, including learning disabilities.

These circumstances do not include matters or situations of the student's own choosing, such as involvement in social or sporting activities or school events.

Prolonged absence from school or study is not in itself grounds for Special Provision. However, arrangements described in this section are applicable to students experiencing severe hardship that may result in prolonged absence.

Students granted Special Provision must still complete all work related to satisfactory completion of the outcomes of a unit. Students absent from school for prolonged periods must still comply with the school's authentication procedures to demonstrate that they have completed the work and that the work is their own.

English as an Additional Language (EAL)

Students who have been granted EAL status on the basis of unfamiliarity with the English language are not eligible for Special Provision on this basis alone, unless they qualify for EAL status because of a hearing impairment.

Intellectual disability

The principal has the discretion to approve the enrolment of students with an intellectual disability in the VCE and VCAL. The VCAA does not place restrictions on this discretion. The principal is responsible for advising students of the likelihood of successfully achieving the published unit outcomes and for deciding appropriate arrangements at the school level.

If a student will be unable to achieve success within the specified framework of the VCE or VCAL, the appropriate course of action may be that the student is not enrolled in VCE or VCAL studies but undertakes a parallel, individualised teaching and learning program. This strategy allows the student to participate in class with their peers and continue social engagement, and is more likely to eventuate in a positive outcome. In this case the school would issue its own report on the student's individual achievement.

An integration support group within the school may advise the principal that formal enrolment in either a full or restricted VCE or VCAL program is the most appropriate action. In either case, the school decides the most appropriate program for the student.

The VCAA does not approve Special Examination Arrangements on the grounds of an intellectual disability.

3 Management of students requiring Special Provision

For students who require Special Provision and are still deemed to be at risk of not being able to meet either the unit outcomes or satisfactory completion of the VCE or VCAL, the school should develop a management plan. One of the first steps in developing such a plan should be the establishment of a Support Group to help the students in undertaking the VCE or VCAL. Ideally, this Support Group should be established in the years prior to the commencement of VCE or VCAL. Similarly, if a student becomes chronically unwell during the course of their VCE or VCAL, a Support Group should be established.

The establishment of the Support Group also provides a focus for the administrative aspects of managing the student's program of study. In addition, the Support Group allows for a formalised structure through which decisions are made and action verified. Involvement with a Support Group presents teachers with an opportunity to become better informed about the medical or personal situations of students.

The Support Group may include the student, a parent of the student, teacher/s or others nominated as having responsibility for the student, and any aides of the student. If appropriate, the Support Group should seek the advice of specialist consultants. The principal must ensure that advice from the Support Group is considered and implemented if it is judged to be consistent with VCE or VCAL policy.

Choosing a program of studies

The school, through the Support Group, should provide advice to the students to help them choose a program of studies. Such advice should encourage the choice of interesting and challenging studies, taking into consideration the nature of a student's hardship and maximising their opportunity to learn. If a disabled student is intent upon undertaking a study in which, given the student's particular disability, it will be problematic for the student to demonstrate the unit outcomes, the restraints and difficulties of proceeding with the study need to be made clear to the student. The expected time for completion of the program should be taken into consideration. If it is anticipated that a student will need extensions of time to complete work, students may be advised to enrol in fewer units in a given year.

Provision of facilities and technology

In developing the study programs, the place of technology should be considered in terms of how it may be used to enhance the learning process. For some students the use of technology is a requirement to effectively access education. Every effort should be made to ensure that facilities and technology are available to help students achieve the objectives or learning outcomes of a unit.

While the use of technology in learning strategies is encouraged, the use of new and emerging technologies in assessments should first be discussed with the VCAA, to avoid the possibility of the technology being disallowed for use in an examination as part of Special Examination Arrangements, and therefore the coursework tasks. The technology allowed for School-based Assessment tasks should reflect those that the student will be allowed to use in an external examination.

Assistance from aides

Students may require assistance from an aide rather than technology in order to effectively engage in the process of learning. If this is required, other assessment provisions, such as additional time to complete tasks, may be required. Assistance from aides may take the form of, for example, a reader, clarifier or scribe, depending on the nature of the student's circumstance. Generally, this provision is for students with long-term disabilities.

Note: A student's current aide is not eligible to be appointed as a reader, clarifier, scribe or supervisor.

Deferral of VCE studies

Students completing a VCE study at Units 3 and 4 level may be eligible for Compassionate Late Withdrawal if they are suffering major adverse circumstances and are unable to complete Unit 3.

Students who are unable to complete Unit 4 because of adverse circumstances should consider an application for Interrupted Studies.

4 School-based Assessment

Schools may approve special provisions and arrangements for School-based Assessments. The VCAA recognises that teachers, because of their knowledge of individual students and their circumstances, can sensitively vary the school assessment programs to accommodate student circumstances. So as not to later disadvantage students and create unrealistic expectations, the VCAA recommends that schools approve arrangements for School-based Assessments that are consistent with the Special Examination Arrangements approved by the VCAA. Schools should consult the VCAA if they are unsure about appropriate arrangements. The VCAA recommends that schools maintain records of their decisions. Students should apply for Special Provision for School-based Assessment using the VASS **Application for Special Provision for School-based Assessment and Unit Completion** form.

4.1 Eligibility for Special Provision for School-based Assessment

Students are eligible for Special Provision for School-based Assessment if their ability to demonstrate achievement is adversely affected by:

- an acute or chronic illness
- a long-term impairment
- personal circumstances.

4.2 Strategies

Course completion

There are a number of ways in which schools can make alternative arrangements to enable students to be assessed against the unit outcomes of the study design, including:

- rescheduling an assessment task
- allowing the student extra time to complete the task
- setting a substitute task of the same type
- replacing a task with a task of a different kind
- using a planned task to assess more outcomes, or aspects of outcomes, than originally intended
- using technology, aides or other special arrangements to undertake assessment tasks
- deriving satisfactory completion of outcomes or a score from other assessments or work completed by the student (if the provisions already mentioned are not feasible or reasonable).

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

Students who are granted an extension of time are required to undertake the task in the same way as all other students.

Rescheduling an assessment task

Tasks that have been missed through illness or other serious cause may be rescheduled. If a student has been absent for prolonged periods through illness or other serious cause, they should not be overloaded on their return to school with both scheduled and rescheduled tasks. Careful consideration needs to be given to the management of the student's workload.

Allowing the student extra time to complete the task

In some cases the school may decide to allow the student extra time to complete work. As assessment tasks are usually conducted during class time, additional time may be given immediately after the specific class, at the end of the school day, or during free time during the day, or the student may take the work home to complete. If the work is undertaken outside the usual class time, the student must sign the appropriate VASS **Authentication Record** form.

The conditions for which an extension of time may be approved should be consistent for all VCE and VCAL units within the school, and given in writing to students. An extension of time may extend from Semester 1 to Semester 2, but not into the next school year. Extensions of time must not exceed the deadlines for the reporting of results to the VCAA.

When granting extra time to students for an assessment task to be held under test conditions, it is important to keep in mind whether the student has applied for or had approved additional time for the external examinations. For students with long-term conditions, it is important to trial arrangements regarding additional time in School-based Assessments. Students suffering long-term conditions who have not been granted arrangements by the school for School-based Assessments may not be eligible for similar Special Examination Arrangements for these long-term conditions.

Setting a substitute task of the same type

Another task of the same type can be set, for example a test on the same topic but with different questions, or an essay on the same issue but with a different contention.

Replacing a task with a task of a different kind

Another task can be chosen from the options specified in the study designs. If options are available, the assessment tasks must be of comparable scope and demand. If options are not available, schools may devise a task that is of comparable scope and demand, for example a 1000-word essay may not be replaced with five multiple-choice questions.

Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended

Schools may use a single task to allow a student to demonstrate the achievement of more than one of the learning outcomes for a study.

Using technology, aides or other special arrangements to undertake assessment tasks

Every effort should be made to ensure that facilities and technology are available to enable students to access all assessment tasks in their study program.

Computers, specialist software, recording devices and other technology can be made available to help students complete work. If word-processing software is used, a spell-check may be activated as part of its operation. Other specialist equipment, such as Microsoft PowerPoint displays and microscopes that are used in conjunction with computers, are encouraged for students who are vision impaired. Audio equipment may also be used to supply assessment tasks to students who cannot access text (for example, students with vision impairment). If new technology has become available, and the school intends to apply for Special Examination Arrangements, the VCAA should be contacted to ensure that such technology will be approved for use in examinations.

Students with a physical disability or other impairment may receive assistance from an aide in completing a task in order to demonstrate achievement of a learning outcome. Such assistance may include an aide's recording or participating on behalf of the student in laboratory or field activity or physical activities. Students may also use a scribe, clarifier or other arrangements to complete tasks. If it is known that a student requires Special Examination Arrangements, the same arrangements should be trialled in the School-based Assessments. Schools may consult the VCAA if they are unsure about appropriate arrangements. Scribes may not be closely associated with the students, and students requiring scribes will need to be supervised separately. If such arrangements are made, the principal should ensure that the VCAA procedures for authentication have been implemented, and that the teacher is able to attest, to the best of their knowledge, that all unacknowledged work is the student's own.

Practical tasks for performing or for visual arts may not be undertaken by an aide. The VCAA encourages schools to approve school-based arrangements that are consistent with Special Examination Arrangement guidelines.

Deriving satisfactory completion of outcomes from other assessments or work completed by the student

If an extension or substitute task is not feasible or reasonable, or if the task is difficult to duplicate, an outcome may be determined as satisfactory based on other work completed by the student. The outcome result may be determined at the time, or later in the period over which the unit is conducted, depending on the availability of work on which determination is to be based.

It is important for schools to record how such results are determined. A student needs to have completed sufficient work to enable teachers to make a reliable and fair assessment. The final result given to the student takes into account the student's circumstances and their overall level of achievement relative to other students in the school.

Deriving scores from other assessments or work completed by the student

If an extension or substitute task is not feasible or reasonable, or if the task is difficult to duplicate, a score may be derived from other assessments undertaken, or work completed, by the student. The score may be determined at the time, or later in the period over which the graded assessment is conducted, depending on the availability or range of assessments on which determination is to be based.

It is important for schools to record how scores are derived. A student needs to have completed sufficient work to enable teachers to make a reliable and fair assessment. The final score given to the student takes into account the student's circumstances and their overall level of achievement relative to other students in the school.

School-assessed Tasks

In some Arts and Technology studies, the completion of a folio or production item (School-assessed Task) is a requirement. Students who may be injured, ill or experiencing adverse personal circumstances during the period of time designated by the school for the completion of the School-assessed Task should be encouraged to complete the task.

The school could consider a range of options for the student:

- allowing an extension of time for the student to complete the task, but within the timeframe for the school to lodge the score by the submission date for the SIAR. If the student is given an extension, but the work is still not complete by the due date, it should be assessed by the teacher as it is and that score sent to the VCAA
- contacting the VCAA (via a letter from the principal) for permission to allow the student an extension of time to complete the task that will enable a score to be submitted after the SIAR date (this may result in the work of the student or school being reviewed). In such cases a **Score Amendment Sheet (SAS)** will need to be lodged when the score becomes available
- allowing the student to complete the task in an agreed extended timeline for satisfactory completion purposes only, that is, if the student receives an S result for the VCE unit but is awarded a score of NA (not assessed) for the task
- deriving a score for the task based on work completed and/or other assessments.

5 Special Examination Arrangements

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

Special Examination Arrangements application forms will be sent to schools in Term 4 of the previous school year. Special Examination Arrangement applications are made to the VCAA through the student's school principal. Such applications will be considered by the VCAA in accordance with its policies.

The VCAA recognises that some students with an illness or disability, as defined in the *Acts Interpretation Act 1901* (Cwlth), may require Special Examination Arrangements to enable them to access the examination questions and communicate their responses in a timed examination.

In designing and approving Special Examination Arrangements, the VCAA is mindful of the need to balance the competing demands of providing students with the opportunity to perform at their optimum with the need to preserve the academic integrity of the assessment process.

The VCAA considers a large number of applications for Special Examination Arrangements every year. As it is the school that makes the application on behalf of students, and will ultimately administer their examinations, the VCAA's consultation with a student and/or their associate will usually take place through their school.

Schools must not permit any student to receive Special Examination Arrangements without prior approval from the VCAA. Failure to comply with these instructions may constitute a breach of the rules governing the conduct of VCE examinations.

The VCAA considers each application for Special Examination Arrangements on the basis of the independent medical and/or educational assessments and recommendations provided with the application and on the VCAA's own assessment. The fact that a student has a disability/illness does not automatically entitle them to Special Examination Arrangements. The prime consideration is the impact of that disability/illness on the student's capacity to undertake their examination/s and, if necessary, what reasonable adjustments can be made to enable the student to complete their examination/s on the same basis as students who do not have a disability/illness.

The medical and educational assessments provide evidence as to the nature and extent of the disability/illness but are regarded by the VCAA as neither conclusive nor binding, and the VCAA will consider the weight to be given to them from case to case. The VCAA then makes a decision based on the material provided.

The VCAA does not automatically adopt a medical/psychological provider's advice, or replicate the special arrangements that the school may have put in place for School-based Assessment. The VCAA considers each student's disability/illness and its effects on their ability to undertake an examination under the same conditions as students without that disability/illness.

The VCAA will consider the history of school-based Special Provision and arrangements for each student. The VCAA examines all the evidence presented by each school in respect of each student. In some cases this will mean that the student is provided with different Special Examination Arrangements from the arrangements the school was providing for School-based Assessment.

5.1 Eligibility for Special Examination Arrangements

Students are eligible for Special Examination Arrangements if it can be demonstrated that their capacity to access the examination is impaired due to a:

- severe health impairment
- significant physical disability
- hearing impairment
- vision impairment
- learning disability
- severe language disorder.

Applications for Special Examination Arrangements for each student must be made through the school principal and must be supported by recent medical or other specialist reports. Details of the evidential requirements for each of the categories are listed in the current application form. The VCAA will only accept an application from a school on the current **Special Examination Arrangements** form.

If the student has a learning disability, severe language disorder, hearing impairment, vision impairment or significant physical disability, schools should apply for Special Examination Arrangements early in the year that the student enrolls in their first VCE Units 3 and 4 sequence. Students who are approved for Special Examination Arrangements for any of these categories can generally expect that these arrangements will be replicated for any additional VCE Units 3 and 4 sequences undertaken in subsequent years.

However, schools should check that the previously submitted literacy and/or language tests were administered in either the year the student commenced the VCE or in Term 4 of the previous year. The VCAA reserves the right to request additional and/or updated evidence when it is deemed necessary. Students with a severe health impairment may be required to resubmit current medical evidence pertinent to each assessment period.

To enable an informed professional judgment, the VCAA will not process an application until all the relevant evidence has been supplied. If necessary, the VCAA will contact schools requesting additional information and may return applications that are incomplete.

In processing Special Examination Arrangement applications, the VCAA will establish an expert Special Examination Arrangements Advisory Panel comprised of educational psychologists, senior examination assessors and medical practitioners to assist VCAA staff with decisions. The VCAA reserves the right to seek additional information from any of the professionals named in an application.

In the case of declined applications relating to a learning disability or severe language disorder, schools cannot submit new intelligence quotient (IQ), literacy or other educational assessments for the same student for the same impairment/disability within 24 months of a previous application.

If an application relating to a medical condition has been denied, a new application can only be submitted if there is a new diagnosis or evidence of deterioration in an existing condition.

The VCAA recommends that special arrangements at the school level are consistent with those provided by the VCAA. Special arrangements approved by the school may not necessarily meet the eligibility criteria established by the VCAA for Special Examination Arrangements. The fact that a school has approved special arrangements for a student's School-based Assessments is not sufficient grounds for seeking such arrangements for examinations without the appropriate supporting evidence. Schools should consult the VCAA if they are unsure about appropriate arrangements.

5.2 Managing Special Examination Arrangements

Students must:

- submit a timely request to their school's VCE coordinator
- provide appropriate documentation and evidence.

Schools must:

- determine whether a student's request for Special Examination Arrangements is appropriate and consistent with the eligibility requirements, and consult the VCAA if in doubt
- administer tests and/or essays if required
- complete the application form for Special Examination Arrangements and submit it to the VCAA by the closing date
- ensure that all information provided on the application form is accurate, and that no alterations have been made to evidence supplied
- advise the student and the chief supervisor of any VCAA-approved arrangements
- ensure these decisions are printed by the VASS coordinator and distributed to the student, chief supervisor and VCE coordinator.

The VCAA will:

- make a decision for each of the examinations on the application
- advise the school via VASS of the outcome of the application.

Any attempt by a student to falsely claim to an examination supervisor to have Special Examination Arrangements when these have not been approved by the VCAA constitutes a breach of examination rules and must be reported to the VCAA.

5.3 Types of Special Examination Arrangements

Special Examination Arrangements may take the form of:

- extra reading time not exceeding 10 minutes per hour and to be used in addition to the 'writing time' of the examination
- extra writing time not exceeding 10 minutes per hour other than in exceptional circumstances, for example if a student has a significant physical disability or a severe vision impairment
- rest breaks of up to 10 minutes per hour of examination writing time. In exceptional circumstances, the VCAA may approve 'rest breaks as required' to facilitate management of a significant medical or physical condition. Students may decide how to manage their allocation, and decide when and how long each break will be, with the supervisor noting the start and end times on the Special Examination Arrangements Rest Break Log Sheet. The rest break allocation displayed on the VASS Special Arrangements Advice Slip should not be exceeded. Students must be offered the full allocation of writing time in addition to the time taken for rest breaks
- alternative format examination papers such as enlarged print and Braille. (Students with a vision impairment may be eligible to apply for an exemption from the GAT because Braille and some other alternative format papers are not available for that exam.)
- permission to use special technological aids such as a computer or microphone for a student with a hearing impairment
- a reader and/or a scribe, as long as that person does not have a close association with the student
- a clarifier, if the student has a serious hearing impairment or severe language disorder, and so long as that person does not have a close association with the student
- an alternative examination venue, such as a separate room, a home or a hospital.

Applications for all of these Special Examination Arrangements must meet the VCAA eligibility criteria. If approval has been granted for any of these, students are usually required to sit their examinations in a separate room. In such cases, the principal of the home school is responsible for appointing **both** a suitable independent person to act as a supervisor **and** a suitable independent person to act as a reader, scribe and/or clarifier.

The supervisor, in addition to the reader/scribe/clarifier, must be present in the examination room and monitor all interactions between the reader/scribe/clarifier and the student.

The school should refer to the **Supervisor Statutory Declaration** for details. The principal must only engage a person to be a supervisor, reader, scribe and/or clarifier if the potential appointee meets the requirements of the Supervisor Statutory Declaration.

Any person who has worked with the student on previous occasions, other than during VCE examinations, or who has been closely associated with the student as a teacher, tutor, integration aide, visiting teacher or staff member in a deaf facility during the student's VCE studies is not permitted to act as a reader/scribe/clarifier. The appointed reader may work with the student during any practice examinations.

The principal must only engage a person to be a reader/scribe/clarifier when it is certain that the potential appointee meets the requirements of the Supervisor Statutory Declaration.

Any person appointed as a reader, scribe and/or clarifier must not have a close relationship with:

- any student undertaking a VCE Unit 3 and 4 sequence
- a VCE teacher, tutor, integration aide, visiting teacher or staff member in a deaf facility who has a close relationship with any student undertaking a VCE Unit 3 and 4 sequence.

The school should ensure that a student approved for Special Examinations Arrangements has a copy of the VASS confirmation of Special Examination Arrangements when attending their VCE examinations, either at their home school or at another examination centre.

If a school has combined with another school for any examinations, the host school must be advised in advance of any approved Special Examination Arrangements.

If a school has combined with another school for any examinations and a student is approved for Special Examination Arrangements that will involve supervision in a separate room, it is advisable not to transfer the student to another centre for their examinations. These Special Examination Arrangements should be discussed in advance with VCAA Special Provision staff.

5.4 Supervision of Special Examination Arrangements

The following information should be read by the appropriate school personnel and persons appointed as Special Examination Arrangements supervisors, readers, scribes and clarifiers in conjunction with the current VCE Examination Manual.

If, for any reason, the supervisor, reader, scribe or clarifier is concerned about any aspect of the general conduct of the examination (such as a disruption to the room environment, or the condition of the student in cases of illness), the VCAA Special Provision team should be contacted immediately.

All supervisors, readers, scribes and clarifiers are required to complete the Supervisor Statutory Declaration found in the **VCE Examination Document Register**. This form must be retained at the school.

Queries should be directed to the VCAA Special Provision team on (03) 9225 2219 or 1800 205 455.

Total duration of examinations

Reading time is the scheduled reading time. Writing time is the scheduled writing time of the examination plus any extra writing time approved by the VCAA. Any extra reading time approved by the VCAA will be incorporated into the examination writing time. Rest breaks are in addition to all reading or writing time.

Students:

- are not permitted to leave their desk or leave the examination room during rest breaks, except in special circumstances as approved by the VCAA
- are not permitted to read or write or access the examination questions or their responses during a rest break; papers should be turned face down during a rest break
- may use their rest break to relax, rehearse previously learned coping strategies, focus their thoughts or reflect on their responses.

Separate rooms

A separate room **must** be made available, with an appropriate supervisor, if a student has been granted the use of a scribe, reader, clarifier or computer. It is preferable that the home school takes responsibility for the organisation of examinations requiring separate rooms.

Readers

The function of a reader is to read the examination paper and/or the student's responses as often as requested by them. A person appointed as a reader should have a facility for English, familiarity with the subject being examined, patience and sensitivity to the student's special needs, and an understanding of the need to maintain confidentiality.

Reader rules

Readers can:	Readers cannot:
<ul style="list-style-type: none"> • read the examination questions and any incorporated stimulus or resource material as many times as the student asks them to • read the student's answers back to them • operate a calculator at the student's direction. 	<ul style="list-style-type: none"> • assist and/or interpret any question/s for the student • advise the student in any way, either by prompting or discussing the answers.

Scribes

The function of a scribe is to record, on the appropriate response material, the verbal responses and directions made by the student in the process of answering the question/s.

A person appointed as a scribe should have:

- a facility for English and be familiar with the VCE study being examined
- clear and legible handwriting
- patience and sensitivity to the student's special needs
- an understanding of the need to maintain confidentiality.

On behalf of the student the scribe will:

- complete all written details associated with the examination on the response materials and/or script books supplied, that is, completion of the student number in words and figures, title of the study, the numbers of all questions and/or tasks answered and the number of script books used
- record the student's responses, as dictated by the student
- re-read the student responses for editing purposes, if requested by the student.

These tasks are to be completed within the total approved writing time.

Prior to the commencement of the examination, the student should advise the scribe how they propose to answer the examination questions. Fifteen minutes prior to the end of the examination the supervisor should make an announcement to both the student and the scribe informing them of the time remaining. At the conclusion of the examination the supervisor must inform both the student and the scribe that writing should cease.

Scribe rules

Scribes can:	Scribes cannot:
<ul style="list-style-type: none"> ask the student to repeat a word or sentence ask the student to spell difficult or obscure words punctuate and use capital letters without the specific direction of the student operate a calculator at the student's direction re-read a paragraph that has been written, to enable the student to regain their place in their work plot or draw graphs with the specific direction of the student. 	<ul style="list-style-type: none"> interpret the question/s for the student advise the student in any way make comments on the student's work alter the student's work or write words that the student has not dictated rewrite a student's written work (i.e. a student cannot write out their examination answers and then have the scribe rewrite them) type for the student (unless VCAA approval has been granted) draw (if the student cannot draw, please contact Special Provision).
Students can:	Students cannot:
<ul style="list-style-type: none"> dictate their answers exactly as they wish them to be written down advise the scribe when to start a new paragraph, when to put something in brackets or inverted commas, and when to underline something regularly read over what the scribe has written. 	<ul style="list-style-type: none"> ask to have a question interpreted.

Clarifiers

Strict conditions apply for the use of a clarifier in any external VCE examination. If a student is granted permission by the VCAA to use a clarifier, their school must ensure a copy of the clarifier instruction document (available on VASS) relevant to the impairment/disorder is given to the supervisor and the clarifier. It is the supervisor's responsibility to ensure that the instructions are followed.

Use of computers

The following table summarises the responsibilities and actions required to be undertaken by schools, supervisors and students when the use of a computer has been approved.

Use of computer rules

The school must:	<ul style="list-style-type: none"> only allow a student the use of a computer if the VCAA has approved such provision for their examinations organise for the supervisor and the student to sign a VCAA Examination Computer Declaration certifying compliance with procedures for the use of a computer in VCE examinations for each relevant assessment period. A copy of the Examination Computer Declaration is provided with the inserts for the VCE Examination Document Register folder. The completed declaration should be stored by the school in this folder supply a stand-alone computer that only has access to a word-processing package check that the computer and any other equipment to be used on the day of the examination are functioning properly clearly label the CD or memory device with the name of the examination, student number and the centre number supply one CD or memory device per examination. Please ensure that no other information is contained on the CD or memory device.
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<p>The supervisor must:</p>	<ul style="list-style-type: none"> • sign a VCAA Examination Computer Declaration certifying compliance with procedures for the use of a computer in VCE examinations for each relevant assessment period • watch the computer screen at all times to check that the student is not accessing any other programs or documents • remind the student at the commencement of the examination that they must save their work at regular intervals • stop the examination if problems are experienced with the computer or other equipment. Seek appropriate assistance and then resume the examination, ensuring no time loss to the student. An Incident Report about the circumstances should be completed and returned to the VCAA with the student's examination materials • print the final version of the student's responses. Students must be present at the time of printing. Printing of the final version may take place at the conclusion of writing time. Any printing during the examination time (so the student can check their work) must be undertaken within the total approved writing time. The VCAA will not print student work from the CD or memory device • attach the printed work to the relevant section of the response material/s (leaving printed sheets intact, including those containing short-answer responses) • if necessary, complete all written details on the front cover of the response materials • ensure that the CD or memory device used and the response material/s are returned inside the gold envelope • clearly label the CD or memory device with the student number and examination.
<p>Students:</p>	<ul style="list-style-type: none"> • must sign a VCAA Examination Computer Declaration certifying compliance with procedures for the use of a computer in VCE examinations for each relevant assessment period • must use a stand-alone computer which has access to a word-processing package only • must not access any other programs, files or data. Any use of other programs, files or data constitutes a breach of Examination Rule 8 and will be subject to appropriate disciplinary procedures • may access the spell-checker facility in the word-processing package • must save their work regularly during the examination • must include their VCAA student number at the beginning of every page • must include the number of each question/task answered at the beginning of every page, ensuring that it correlates with the examination question/task book • must be present to witness the printing of their work from the CD or memory device. Printing of the final version may take place at the conclusion of writing time. Any printing during the examination time (so the student can check their work) must be undertaken within the total approved writing time. The VCAA will not print student work from the CD or memory device.

Payment of Special Examination Arrangement supervisors, readers, scribes and clarifiers

The **Summary Claim Form – Special Examination Arrangements** is available in the VCE Examination Document Register. These forms should be completed and returned to the chief supervisor, who will forward them to the school office for payment.

5.5 Learning disability

The VCAA has adopted the following operational definition of a learning disability for the purposes of granting Special Examination Arrangements:

A student must have an average or above IQ and have developmental and academic skills that are significantly below expectation for their present grade level. The disabilities are presumed to be intrinsic to the individual and long term, but not considered to be the direct result of intellectual disability, physical disability, sensory impairments or emotional difficulties, nor derived directly from inadequate environmental experiences, or lack of appropriate educational experiences.

The VCAA has assessed and approved the following tests for determining eligibility for Special Examination Arrangements.

IQ tests (mandatory requirement)

An IQ assessment administered by a registered psychologist during the student's secondary school years is required. The VCAA will accept the following IQ tests:

- Wechsler Intelligence Scale for Children (WISC) IV
- Wechsler Adult Intelligence Scale (WAIS) III or IV
- Stanford Binet IV or V.

The scores should include subtest scaled scores, verbal and performance scale scores, full-scale IQ scores and appropriate index scores. The Special Examination Arrangements Application contains a standard format for the reporting of IQ assessment details. A copy of the psychologist's report is also required.

Literacy assessments of reading (if applying for extra reading time)

The VCAA has adopted the following criteria to determine the suitability of tests to measure reading ability. The test should be:

- a silent reading comprehension test (this reflects the silent reading conditions of an examination)
- a timed test
- published with Australian norms.

The VCAA must be able to access the test and its normative data.

The purpose for using such reading tests is to establish whether a student's reading level is significantly below what is expected of an average Year 12 student. The following tests meet the above criteria and provide normative data that are suitable for determining whether a student's reading ability is at such a level.

The current prescribed reading test is Progressive Achievement Test in Reading (PAT-R) published by ACER. The VCAA will accept results from either of these two tests:

- Comprehension Test Form 4 (third edition 2001). **Note:** 2014 is the last year that the VCAA will accept this test as evidence.
- Comprehension Booklet 10 (fourth edition 2008).

Evidence of a student's reading comprehension skills must be based on a test administered in either the year the student commences the VCE or in Term 4 of the previous year.

A student with a reading disability may be approved extra reading time (up to a maximum 10 minutes per hour). Extra reading time approved by the VCAA will be incorporated into the examination writing time so that the student is able to utilise the extra time more effectively. A student with a severe reading disability may be allowed to use a reader.

Literacy assessments (if applying for extra writing time, computer or scribe)

Assessment of a student's level of written expression involves an assessment of several variables, including the following:

- thought and content
- structure and organisation
- expression and/or language
- handwriting
- productivity
- spelling
- punctuation.

The following evidence is required in support of applications for Special Examination Arrangements for a disorder of written expression:

- Two handwritten essays (if the application is for extra writing time, a scribe and/or a computer) administered at the school under examination conditions. The topic for **Essay One** will be supplied by the VCAA. Strictly five minutes reading time and 30 minutes writing time are to be provided. No Special Examination Arrangements are to be used for this essay. **Essay Two** should be a copy of a handwritten English or Literature essay from an assessment that the student has recently completed (within six months) at school for either School-assessed Coursework or a school examination, preferably of writing time of at least one hour duration. The essay must have been marked with teacher comments and the teacher's grading should be indicated. The essay topic, the time taken for this essay, the date of the assessment and details of any approved Special Examination Arrangements used by the student should be recorded on the Essay Two Cover Sheet. The essay must not be a short-answer response or have been written in another language. If the student is completing a Units 3 and 4 study that does not involve extended responses or essays, the VCAA will accept an English examination or similar assessment from Term 4 of the previous year.
- One typed essay (if the application is for the use of a computer) or one scribed essay (if the application is for the use of a scribe) administered at the school under examination conditions. The topic for the **typed essay** will be supplied by the VCAA. Strictly five minutes' reading time and 30 minutes' typing time should be provided. Apart from the computer, no additional Special Examination Arrangements (for example, extra time) should be used for this essay. The topic for the **scribed essay** will be supplied by the VCAA. Strictly five minutes' reading time and 35 minutes' scribing time should be provided. Student and scribe should be supervised according to VCAA examination rules. Apart from the use of a scribe, no additional Special Examination Arrangements should be used for this essay.

The relevant section of the **Special Examination Arrangements** application form has further details of the specific requirements for essay completion and must be noted by the school.

Note that essays should be completed at school and supervised by school staff. The supervising teacher must remain with the student for the duration of the writing to observe the student's performance and ensure that the time restrictions are observed. All essays are to be completed under examination conditions (no assistance or prompting from the supervising teacher). The supervising teacher should complete all relevant information on the essay cover sheet.

Requests for Special Examination Arrangements for students experiencing major handwriting difficulties (which arise from long-term developmental, fine-motor coordination problems and not from a severe health impairment or significant physical disability or injury) must be supported by an IQ assessment conducted during the student's secondary school years and the appropriate essay evidence.

5.6 Severe language disorder

The following evidence is required to support an application for Special Examination Arrangements for a student with a severe language disorder:

- an IQ assessment, with at least the non-verbal/performance scale IQ within the average range or above
- a Clinical Evaluation of Language Fundamentals (CELF) Edition 4 assessment administered in either the year the student commences the VCE or in Term 4 of the previous year.

If a student satisfies these eligibility requirements for a severe language disorder, the VCAA may approve the use of a clarifier. Requests for a clarifier must have the specific information requested on the Special Examination Arrangement application form.

5.7 Severe health impairment or significant physical disability

An application for Special Examination Arrangements based on either severe health impairment or a significant physical disability must be substantiated with evidence from an independent health professional who has treated the student for the condition or circumstances and is not related to them. Evidence from school-based professionals should be supported by appropriate professional evidence.

Professional evidence must be completed in the year pertinent to the assessment period, be signed and dated by the treating professional, and contain the following details:

- a diagnosis
- the date of diagnosis
- a brief history
- comments on the how the illness or condition would affect the student's day-to-day functioning in the classroom
- comments on the likely effect of the illness or condition on the student's capacity to complete VCE examinations.

The VCAA reserves the right to request additional evidence if it is deemed necessary by VCAA staff.

A history of the special arrangements approved by the school over the period of the condition will also be required.

The following table outlines details of the possible examination arrangements available for a range of health issues. Applications for extra writing time, scribe and/or computer will also require the handwritten and typed essays as evidence.

Documentation requirements for Special Examination Arrangements

Condition	Possible difficulties in examinations	Possible arrangements	Minimum documentation
Anxiety disorders	Concentration difficulties, anxiety preventing performance in group situations	Rest breaks, permission to take medication, separate room	<ul style="list-style-type: none"> • Current psychological history/report • Teacher comments
Attention-deficit and disruptive behaviour disorders	Concentration and difficulty with impulse control	Rest breaks, permission to take medication, separate room	<ul style="list-style-type: none"> • Current medical history/report • Teacher comments
Autism spectrum disorder High-functioning autism Asperger syndrome	Concentration difficulties, anxiety	Rest breaks, separate room, permission to leave examination room under supervision	<ul style="list-style-type: none"> • Current psychological history/report • Teacher comments • Learning disability evidence (if applicable)
Back injury/chronic pain	Pain/discomfort due to injury, problems with prolonged sitting	Rest breaks, permission to take medication, permission to stand and stretch	<ul style="list-style-type: none"> • Current medical history/report • Teacher comments
Crohn's disease	Pain/discomfort	Rest breaks, permission to leave room under supervision	<ul style="list-style-type: none"> • Current medical history/report • Teacher comments
Chronic fatigue syndrome (for example, post-viral fatigue syndrome, myalgic encephalomyelitis, glandular fever)	Tiredness/inability to concentrate due to illness	Rest breaks, permission to take medication	<ul style="list-style-type: none"> • Current medical specialist history/report • Teacher comments
Diabetes	Need to check blood sugar levels	Permission to take food/drink into the examination, permission to take medication, permission to leave examination room under supervision	<ul style="list-style-type: none"> • Current medical history/report
Epilepsy	May suffer from epileptic seizure during examinations	Permission to take medication, separate room	<ul style="list-style-type: none"> • Current medical history/report • Teacher comments

Condition	Possible difficulties in examinations	Possible arrangements	Minimum documentation
Hand/wrist/arm/shoulder injury	Difficulty writing due to pain or discomfort in the hand/arm, excessive fatigue in the hand	Rest breaks, extra writing time*, a computer* or a scribe*	<ul style="list-style-type: none"> • Current medical, physiotherapist and/or occupational therapist history/report • Teacher comments
Head injuries (severe)	Mental processing difficulty or slowness	Rest breaks, permission to take medication	<ul style="list-style-type: none"> • Current medical specialist history/report • Psychological assessment • Learning disability evidence (if applicable) • Teacher comments
Obsessive compulsive disorder, depression, schizophrenia, bipolar disorders	Concentration and impulse control difficulties	Rest breaks, separate room, extra writing time*, permission to take medication	<ul style="list-style-type: none"> • Current psychological history/report • Teacher comments
Pregnancy/early infant care	In hospital for birth, breastfeeding	Rest breaks/feeding breaks, separate room, home/hospital supervision	<ul style="list-style-type: none"> • Current medical report, including anticipated delivery date, if applicable
Significant physical disability	Paraplegia, muscular dystrophy, cerebral palsy, etc.	Permission to stand/stretch, permission to take medication, separate room, extra reading time, extra writing time*, computer, alternative examination paper	<ul style="list-style-type: none"> • Current medical specialist history/report • Teacher comments

* If the application is for extra writing time, a scribe or the use of computer, students will be required to complete the required essays.

5.8 Hearing impairment

The VCAA requires the following evidence to support an application for Special Examination Arrangements for a student with a hearing impairment:

- a recent unaided audiogram and report from a qualified practitioner (for example, ear, nose and throat (ENT) specialist or audiologist) indicating a bilateral sensorineural hearing loss that is moderate, severe or profound
- a support statement with comments and recommendations from a specialist teacher, along with confirmation of the student's enrolment in either the Visiting Teacher Service or a hearing-impaired facility or school.

If this evidence is not available, the VCAA may contact the student's school to request other educational and testing information.

Students with a hearing impairment may be eligible for a clarifier to assist with their examinations. A request for a clarifier for a student with a hearing impairment is unlikely to be approved if the student does not regularly utilise a clarifier or is not enrolled with the Visiting Teacher Service or a hearing-impaired facility or school.

It is the school's responsibility to plan appropriate seating arrangements in an examination so a student with a hearing impairment can clearly see the chief supervisor and follow any communications and messages during an examination. If specific technological devices, such as individual microphones, are required, these should be requested on the application form.

5.9 Vision impairment

The VCAA requires the following evidence to support an application for Special Examination Arrangements for a student with vision impairment:

- evidence of a moderate or severe vision impairment from either an ophthalmologist or the Educational Vision Assessment Clinic (EVAC)
- a supporting statement with comments and recommendations from a specialist teacher, along with confirmation of the student's enrolment with the Visiting Teacher Service.

If this evidence is not available, the VCAA may contact the student's school to request other educational and testing information.

If an alternative format examination paper is required (for example, enlarged print, Braille, electronic examination), a specific request with details of font type, font sizes, format and any other recommendations from specialists should be clearly outlined for each examination in the application.

5.10 Sitting examinations at home

Only in exceptional circumstances will the VCAA give approval for a student to sit an examination at home. Such circumstances would include cases of infectious disease or serious physical or psychological incapacity. All applications must be supported with an appropriate medical recommendation. Schools should contact VCAA Special Provision staff for advice prior to seeking this arrangement.

5.11 Emergency Special Examination Arrangements

Schools must submit an emergency application if a student experiences a sudden illness, accident or personal trauma immediately before or during the assessment period.

Medical evidence for emergency applications must contain:

- a diagnosis
- the date of diagnosis
- the date of onset
- an outline of symptoms and treatment
- comments on the likely effect of the illness or condition on the student's capacity to complete VCE examinations
- any medical recommendations for particular Special Examination Arrangements.

As with all other Special Examination Arrangement decisions, the VCAA will apply consistent criteria in assessing these emergency applications.

For situations that arise just prior to an assessment period, schools should use the **Emergency Special Examination Arrangements Application** form. This form will be available as a VASS download two weeks prior to commencement of the each assessment period for GAT and VCE examinations.

If a student is ill on the day of, or during, an examination, the school should contact VCAA Special Provision staff to request and seek approval for immediate Emergency Special Examination Arrangements. Follow-up medical documentation must still be provided.

Schools that implement, but do not apply for, approval of Emergency Special Examination Arrangements are in breach of the rules governing the conduct of VCE examinations.

6 Derived Examination Score (DES)

Students who are ill or affected by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study may apply for a DES. If their application is approved, a DES will be calculated by the VCAA.

The purpose of a DES is to ensure that a student's final result for an examination reflects as accurately as possible the level of achievement that would be expected based on the learning and achievement the student has demonstrated in the study over the year.

Students who experience the onset of an illness or the occurrence of an injury or personal trauma around the assessment period should discuss, with their VCE coordinator, a school application for Emergency Special Examination Arrangements, which may assist them to sit their examinations.

A DES is not intended to be used to compensate for learning or achievement that has not been possible because of long-term illness or other ongoing conditions that have been present over the year. If an illness or personal circumstance has been so severe that a student has not been coping with the demands of the VCE, Compassionate Late Withdrawal or Interrupted Studies status should be considered.

A DES is not available for the GAT.

6.1 Eligibility for a DES

Students are only eligible for a DES for a VCE examination if they meet all of the following criteria:

- They 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.
- They experience the onset of an illness or the occurrence of an injury or personal trauma in the period before or during a performance, oral or written examination, or they experience a serious intervening event that has affected their performance in the examination or has prevented them from attending the examination.
- They provide independent professional written evidence that demonstrates the illness, injury, personal trauma or serious intervening event has affected their performance in the examination or has prevented them from attending the examination.

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

A 'serious intervening event' may include, but is not limited to, an accident on the way to or at an examination, attendance at a funeral of a family member or other person of close relationship, or the required attendance at a court proceeding.

Students cannot submit an application on the basis of:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- long-term or chronic condition or illness
- matters that could have been avoided by the student, for example misreading the examination timetable or instructions, or matters related to school discipline
- matters of the student's own choosing, such as involvement in social events, sporting or training activities, school events or volunteer work.

6.2 Evidence required for a DES application

The student must provide evidence that demonstrates one of the following:

- They were unable to perform on the examination at a level that accurately reflects their expected level of achievement in the study.
- They were prevented from sitting the examination at all.

Applications on the grounds of illness or injury must be substantiated with evidence from an independent health professional.

Applications on the grounds of personal trauma must be substantiated with evidence from one of the following:

- an independent health professional
- a social worker or member of the clergy.

Applications on the grounds of a serious intervening event must be substantiated with independent evidence from one of the following:

- an independent health professional
- a social worker or a member of the clergy
- a police officer, a solicitor or a funeral parlour operator.

In all circumstances, the person providing the evidence must have specific knowledge of the illness, injury, personal trauma or serious intervening event; must not be related to or have a close personal relationship with the student, and must have been professionally associated with the student's situation.

Evidence from school-based personnel must be supported by appropriate medical or professional evidence. The following conditions apply to each examination in a DES application:

- If the student attended the examination, the person providing the evidence must have examined or treated the student or have been consulted by the student in a timely period before or after the examination. It is expected that a timely consultation would occur in the period from two days before the examination to one day after the examination.
- If the student did not attend the examination, the person providing the evidence must have examined or treated the student or have been consulted by the student in a timely period as close as possible to the day before the examination or on the same day as the examination. In the case of illness or injury, there must be a specific written recommendation from an independent health professional recommending non-attendance at the examination. In the case of a personal trauma or serious intervening event, there must be written evidence from an appropriate professional confirming the reason why the student was unable to attend an examination.

6.3 How to make an application

Students who believe that they are eligible for a DES should first seek advice from their school. The primary responsibility for submitting an application that meets all eligibility criteria rests with the student. The VCAA will determine the student's eligibility for a DES from the supporting evidence supplied by the student.

What the student must do

The application form and the collection of supporting evidence is the responsibility of the student. The student must ensure that:

- they submit an application for each of the examinations for which they are seeking a DES
- all required sections of the application are completed by the student
- statements from the individuals providing the independent evidence are completed personally
- statements from other sources are completed as applicable
- the application is forwarded to the VCAA within seven days of the student's last examination in the relevant performance/oral or written examination period
- all the information provided is true and accurate
- they (or others known to them) have not completed or altered any information in the application
- their correct home address is registered with the school.

What the chief supervisor must do

The chief supervisor must complete Section B of the Individual Application.

What the independent health professional must do

Independent health professionals must complete Section C1 of the Individual Application. The evidence given by the independent health professional is of paramount importance, and must be current and applicable to each examination for which an application is being made. If a student does not attend an examination, there must be a definitive statement from an independent health professional recommending non-attendance at that examination. Refer to 'Evidence required for a DES application' for timeliness of consultations.

The independent health professional must provide contact details so that if the VCAA considers it necessary, it is able to seek additional information and/or evidence on the effect of the event or condition on the student's ability to perform.

What other appropriate professionals must do (if applicable)

Other appropriate professionals, such as social workers, clergy, police officers, solicitors or funeral parlour operators must complete the appropriate section of the Individual Application.

They must also provide contact details so that if the VCAA considers it necessary, it is able to seek additional information and/or evidence on the effect of the event or condition on the student's ability to perform.

What the principal or principal's delegate must do

Specifically, the principal should:

- determine whether the application has merit
- determine whether it was the student's intention to undertake the examination
- provide any additional information relating to the authenticity of the application (for example, confirm attendance or illness, or relationship to a deceased friend or family member). Schools may include a copy of a student's attendance record or an indication of the number of days absent.
- include their endorsement, or otherwise, based on available information for each examination for which a DES is being sought
- ensure that the student does not tamper with the application, or change material details
- complete the appropriate section of the Individual Application.

Submitting the application

Students should submit their application to their home school principal, who will consider the application and make a recommendation to the VCAA. If circumstances are of an exceptionally private and sensitive nature, students may apply directly to the VCAA. Students will still be required to provide evidence that meets the eligibility requirements. The VCAA reserves the right to contact the school when statements involving the school need to be verified.

Closing date for applications

The VCAA must receive an application no later than seven days after the student's last examination in the relevant performance/oral or written examination period. There are different closing dates for oral, performance, October VCE Languages written, and October–November written examinations. Students should refer to their individual Student Assessment Timetable, which gives their final dates for lodgement of applications.

Only in the most exceptional circumstances will late applications be considered. No applications will be considered by the VCAA after the final examination results have been released.

6.4 Attendance at examinations

Students are advised to attend every examination if at all possible. Students should not miss an examination merely because they do not feel able to do their best. The DES is designed for students who have completed the course leading to the examination but have performed below expectations or cannot attend due to adverse circumstances. The VCAA does not expect a student to attend an examination against specific written medical advice.

If a student is ill but able to attend the examination, they should inform the chief supervisor of their condition as soon as possible before or during the examination. The chief supervisor is responsible for completing Section B of the Individual Application.

Non-attendance at examinations

If a student cannot attend an examination, it is imperative that they notify their principal or VCE coordinator immediately. A student who does not attend an examination and whose application is not approved will receive 'NA' for the examination.

6.5 Assessing the application

All applications will be assessed by a panel, based on the evidence presented and any additional information obtained by the VCAA. A decision will be determined for each of the examinations included in the application. Students will be notified of the outcome of their application in writing, and their school will receive an email outlining the outcome of the student's application, which is also recorded on VASS.

For each **approved** application for a specific examination, 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 scores, other examination scores, if applicable, and indicative grades provided by the school
- record the DES as the final score if the DES is greater than the achieved examination score
- use this final score to determine the grade for the examination
- use this final score to calculate the study score
- report the calculated study score on the student's Statement of Results
- report this study score to VTAC for the calculation of the Australian Tertiary Admissions Rank (ATAR).

For each application for a specific examination that is not approved, the VCAA will provide reasons why the application was not successful.

If an application is not approved, the VCAA will allow the student the opportunity to submit a second application if it:

- provides additional evidence of the student's condition or circumstances on the day of the examination that materially adds to the evidence submitted with the original application
- is received at the VCAA no later than seven days from the date of the VCAA decision letter.

6.6 Group applications

The principal of the home school may apply for a DES for a group of students for a particular examination or all examinations for the student population. This group may be all students enrolled in a particular study at the school, or a class group, or any other group in which each member has been affected by a particular event.

Group applications are usually related to an event that has had a substantial effect on a student group (for example, the death of a fellow student or a teacher). If the event has affected a particular examination, the effect will be considered as restricted to that examination. The events occurring around one examination cannot necessarily be considered to have an effect on a student, or students, for another examination. Group applications would also be appropriate if there is an exceptional circumstance that affects a school community, such as a natural disaster or pandemic.

A group application does not preclude a student from applying for a DES for the specified examination as an individual.

If group applications are made, the principal must identify the level of effect on each student, that is, how the incident affected the group and/or specific individuals within the group. It is strongly recommended that the school principal contacts the Project Manager, Special Provision, VCAA, for advice prior to submitting a group DES application.

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