

## STUDENT SATISFACTORY COMPLETION POLICY FOR STUDENTS IN YEARS 10 AND 11

### Rationale

For teachers to support students to achieve learning outcomes through:

- communicating assessment related information to students
- making consistent judgements about the level of student achievement
- providing opportunities for students to achieve key skills and knowledge

### Aims

- to provide an effective communication infrastructure across the College for all assessment related matters
- to inform students, parents/guardians and teachers of Victorian Curriculum Assessment Authority (VCAA) and Department of Education and Training (DET) requirements for implementation
- to provide a consistent process for award of student 'satisfactory completion' for teachers
- to prove equity in consistent decision making about the level of student achievement
- to comply with the Victorian Curriculum and Assessment Authority (VCAA) VCE and VCAL administrative handbook [VCE and VCAL Administrative Handbook 2017](#)

### Implementation

#### Programs

- Victorian Certificate of Education (VCE)
- Victoria Certification of Applied Learning (VCAL)
- Vocational Education and Training (VET)

#### Assessment Information

- Teachers will prepare students for assessment by providing written and verbal guidelines, assessment criteria, assessment schedules, practice information/opportunities and reporting timelines etc.
- A VCE/VET/VCAL assessment task calendar will be established by Assistant Principals in consultation with Curriculum Managers, and available for all students and staff
- Whittlesea Secondary College (WSC)/Victorian Assessment Software System (VASS) reporting dates will be published and distributed to all staff at the beginning of the relevant year.
- VCAA and WSC examination timetables to be published and distributed to all staff and relevant students prior to the period.
  - WSC Transition timetables to be published and distributed to all staff and relevant students prior to the period.
- Year 10 and 11 assessment details for Assessment Tasks will be published by teachers and distributed to students.
- Details of Assessment Tasks including criteria for VCE/VET School Assessed Coursework, School Assessed Tasks and Examinations will be published by subject teachers and distributed to students to
  - enable them to use knowledge and skills developed during appropriate learning activities
  - enable adequate preparation through the inclusion of details of conditions under which assessment tasks are to be conducted
- Teachers publish assessment details for Assessment Tasks (including examinations for Year 10 and 11) to students.

## **Assessment Decisions and Implications – Year 10 to 11, VCE and VCAL**

### Attendance Requirements

- Attendance must be recorded as 85% for successful completion of VCE and VCAL. Medical/Personal or other known reasons for ongoing known absence must be supported with relevant documentation and in consultation with the Sub School Manager.
  - If a student has greater than 15% unapproved absences then the Middle/Senior School Manager will liaise with the Parent/Guardian in order to agree about the appropriate pathway for the student (even if a 40% result [50% in English] has been awarded for assessment tasks to date)

### Progression to Next Year Level Year 10 to 11

- Meet the attendance requirements, above
- It is recommended that only students who obtain a Satisfactory (S) result for:
  - three out of four Core subjects: English, Maths, Science & Humanities (one must be English) plus
  - two out of four Electives (semester length) subjects
- If a student is absent for or does not submit an assessment task, graded assessment will only be awarded for an approved absence
  - that is, when an extension of time has been successfully obtained via the Middle School Manager, an alternative comparable task may need to be set.

### Progression to next year Level - Year 11 to 12 VCE

- Meet the attendance requirements (above)
- Only students who obtain a Satisfactory (S) result for:
  - a satisfactory completion of a minimum of 8 Units over the year
  - satisfactory completion of Unit 2 English.

### Progression to next year level- Year 11 to 12 VCAL

- Meet the attendance requirements (above)
- Only students who obtain a Satisfactory (S) result for:
  - Literacy, Numeracy, Work Related Skills and Personal Development
- Satisfactory completion of VET hours and Modules for Assessment (specific to individual courses)

### Satisfactory (S) Outcomes and Reporting

- Year 10 and VCE- For student work assessed at 50% or above, the teacher awards the numerical grade
  - In Unit 3 and 4 studies where more than one successful Assessment Task is required for one Outcome, a minimum of 50% must be achieved on at least one Assessment Task in order for the student to be awarded an S.
- VCAL- the teacher awards numerical and/or competency level based on published assessment rubric

### Unsatisfactory (NS) Outcomes

- Year 10 – For student work assessed as below 50%, the teacher issues the grade of Unsatisfactory.  
Chronicle Entry made on Compass
  - Teacher communicates the unsatisfactory result with both the student and parent/guardian.
  - Teacher gives feedback to the student on areas for improvement and allocates a time to resubmit/complete the assessment task.
  - Failure to meet the resubmission guidelines or timeframe will result in the initial unsatisfactory result standing.
  - Any resubmission will only be for a satisfactory result, no grade will be given.
- VCE- For student work assessed as below 50% the teacher completes the **Unsatisfactory SAC Result**  
Chronicle Entry on Compass and obtains a *Re sit Form* (Appendix A)
  - the teacher discusses the unsatisfactory task with the student and completes the 'Areas for Improvement' section and the details of the opportunity to re-sit the task
  - the teacher obtains the student's signature and provides the student with *Re sit Form*

- the student returns the Student *Re sit Form* with parent/guardian signature and undertakes the task as planned
  - the Senior School Administration Manager forwards the completed task to the teacher for assessment
  - the teacher assesses the student work using the published rubric assessment scheme and grading (refer above)
- Eligibility reports on VASS will be accessed for students deemed ‘at risk’ of not being eligible to receive their certificate as indicated by **Student At Risk** Compass Chronicle Entries and Unit results
  - The Senior School Manager will liaise with the Parent/Guardian and Student Pathways Manager in order to agree about the appropriate pathway for the student.
  - A Not Satisfactory (N) result will be awarded when an extension of time has not been granted but an opportunity to re sit will be provided as outlined in order for the student to be awarded an S.
  - Students are expected to read and understand this policy (Appendix B)

#### **Breach of Authentication Rules**

- If a teacher is unable to authenticate a student’s work, the nature of the breach must relate to the authenticity of work that:
  - 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
  - VCE Scored Assessed Tasks- students have not completed the **Authentication Record** (specific to each subject and published annually by the VCAA)
- Teachers who are unable to verify this information need to complete the **Breach of VCAA Rules** Compass Chronicle Entry in order for an investigation to occur.

#### **Related Legislation and Policies**

- [VCE and VCAL Administrative Handbook 2017](#)
- WSC Attendance Policy
- WSC Re Sit Policy (Appendix C)

#### **Appendices**

- Appendix A: SAC Cover Sheet
- Appendix B: Missed SAC/SAT and Re Sit Policy and Procedure
- Appendix C: VCE Re Sit Information and Re Sit Form
- Appendix D: VCE Appeal of an N Result – Student Application Form and Decisions Forms

#### **Evaluation**

This policy will be reviewed as part of the school’s three-year review cycle.

**This Policy was last ratified by School Council in: 2017**

## Appendix A SAC Cover Sheet

### School Assessed Coursework (SAC)

<b>Unit and Course</b>	
<b>Area of Study</b>	
<b>Type of Assessment</b>	
<b>Equipment allowed</b>	
<b>Time allocated</b>	
<b>Percentage contribution of the SAC to the overall Unit</b>	

*Please note that total scores for School-assessed Coursework  
may change as a result of statistical moderation.*

<b>STUDENT NAME:</b>									
<b>VCAA number:</b>									
<b>TEACHER:</b>									
<b>DATE:</b>									

<b>SAC SCORE:</b>	/	<i>(insert total marks available)</i>
-------------------	---	---------------------------------------

## Appendix B

### Missed SAC/SAT and Re-Sit Policy & Procedure

Course Outlines are provided to students outlining SAC/SAT assessment.

#### MISSED SAC/SAT

Students may only be absent from a Scheduled Assessment due to a:

- medical reason (must have a medical certificate)
- significant family/personal issue (parent must contact Senior School Manager)
- school excursion/school activity .

#### VET CLASH (Wednesday/Friday)

Every effort is made for SACs to not be scheduled on VET days, however at times this unavoidable.

If this is the situation for you, **you should attend the SAC as first priority.**

You should let your VET teacher know what session you will be out so you can be correctly marked **present** on the electronic roll.

**Note: Extension opportunities will not be given to students who do not finish pre-requisite tasks, chapter questions, course work etc. on time.** If you do not complete coursework on time, you will need to work at lunchtimes, after school, at homework clubs etc.

#### PROCESS

1. On the day of your absence **obtain a Medical Certificate**. When the roll is marked for that session any absent students will be automatically booked into an After School SAC Session (within 48 hours).
2. Check Compass for the date of your compulsory After School SAC session
  - If you are absent from this session you must again obtain a Medical Certificate.
  - You cannot re-schedule due to work/social commitments.
3. Attend scheduled After School SAC session (Senior School Centre, Monday- Wednesday 3.30 – 4.30pm)
  - You are responsible for organising transportation home.
4. submit Medical Certificate and complete SAC under Kate's (Senior School SAM) supervision.
5. Kate will return the completed SAC to the classroom teacher.

#### RE-SIT

Students who have not demonstrated satisfactory skills and knowledge and received a score of <50% .

Re-sits must be completed within a week of students receiving their results.

#### PROCESS

1. Upon receiving your results you will complete the 'Areas for Improvement' section of the *Re-Sit Form* with your teacher. Check Compass for the date of your compulsory After School SAC session
  - If you are absent from this session you must again obtain a Medical Certificate
  - You cannot re-schedule due to work/social commitments
2. Take the *Resit Form* home and get a parent signature and **REVISE!!**
3. Attend scheduled After School SAC session (Senior School Centre, Monday- Wednesday 3.30 – 4.30pm) with your signed *Resit Form*
  - You are responsible for organising transportation home
4. The Senior School Manager will sign off when you complete the task
5. Kate will return the SAC to your teacher for assessment
  - NB: You will be required to re-sit the whole SAC again, regardless of what section dragged your score below the 50%. This also ensures fairness and equity for all students in the class.

**Remember that the original SAC score will be the one recorded on reports and VASS.  
Students can only complete ONE Resit per SAC.**

## **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.

### **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

### **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 student has only partly completed the work or whose attendance records breach school rules.

**STUDENT SATISFACTORY  
COMPLETION POLICY FOR  
STUDENTS IN YEARS 10 & 11**

STUDENT:	
UNIT:	
TEACHER:	
RE-SIT DATE (AS BOOKED IN COMPASS):	
RE-SIT LOCATION:	SENIOR SCHOOL CENTRE 3.30 – 4.30PM (Senior Student Administration Manager [SAM])

**Area(s) the student must refer to, study or revise, to ensure a satisfactory mark:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

TEACHER SIGNATURE	
PARENT SIGNATURE	
STUDENT SIGNATURE	
SENIOR SAM SIGNATURE	

SENIOR SCHOOL MANAGER SIGNATURE will be signed when task is completed	
--	--

## Appendix D VCE Appeal of an 'N' Result

**STUDENT SATISFACTORY  
COMPLETION POLICY FOR  
STUDENTS IN YEARS 10 & 11**

### Section 1 – Student Application Form - details and reason for appeal

VCAA student number:

--	--	--	--	--	--	--	--	--	--

First name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Unit:

3 / 4 (select)																							
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of lodgement:

/	/20
---	-----

Reason for appeal of result:

---



---



---



---



---

Signature:

---



## Section 2 - Subject teacher explanation

Teacher's name:

---

Justification of N result:

---

---

---

---

---

Signature & Date:

---

/ /20\_\_

## Section 3 - Result of Appeal

Decision made by the panel and reasons:

---

---

---

---

---

---

---

Panel member names	Signatures
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Principal Signature:

---

/ /20\_\_