



Student satisfactory completion policy for Students in Years 10 & 11

Rationale

For teachers to support students to achieve learning outcomes through:

- communication of assessment related information to students
- making consistent judgements about the level of student achievement
- providing opportunities for students to 'resit'

Purpose

- To provide an effective communication infrastructure across the College for all assessment related matters
- To inform students, parents/guardians and teachers, Victorian Curriculum Assessment Authority (VCAA) and Department of Education and Early Childhood Development (DEECD) 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

Implementation

- Year 10 & 11 assessment details for common assessment tasks will be published by teachers and distributed to students.
- A VCE/VET/VCAL assessment task calendar will be established by Assistant Principals in consultation with Curriculum Managers, which all staff can view.
- Details of common 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 that will:
 - 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(in Unit 3 and 4 studies where more than 1 assessment task is required for one outcome, a minimum of 40% (50% in English) must be achieved on at least 1 assessment task in order for the student to be awarded an S)
- WSC/Victorian Assessment Software System (VASS) reporting dates to 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.
- Documents to support this policy are:
 - Whittlesea Secondary College Attendance Policy
 - Satisfactory Completion Policy Form

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- Verification of Authentication Rules Form
- Appeal of N Result Form

Reference document:

<http://www.vcaa.vic.edu.au/schooladmin/handbook/2010/vce-vcal-handbook-2011.pdf>

Student satisfactory assessment task and semester completion

1. teachers publish assessment details for common assessment tasks (including examinations for Year 10 and 11) to students
2. teachers assess the student work using the published rubric assessment scheme and award a grade of Very High, High, Medium, Low or Very Low.
3. for student work assessed at 40% (50% in English) or above, the teacher awards the %
4. for student work assessed as below 40% (50% in English) the teacher obtains and completes the Re-sit section of the Satisfactory Completion Policy Form
 - 4.1. the teacher then discusses the unsatisfactory task with the student ('Re-sit' meeting) and the details of the opportunity to re-sit the task.
 - 4.2. the teacher obtains the student's signature and provides the student with the tear-off "Student Re-sit Slip"
 - 4.3. the student returns the Student Re-sit tear-off slip with parent/guardian signature and undertakes the task as planned
 - 4.4. the teacher assesses the student work as per 2.
 - 4.5. the Middle/Senior School Manager forwards the Satisfactory Completion Policy Form with attached Student Re-sit tear-off slip to the relevant Curriculum Leader
 - 4.6. if 40% (50% in English) or above is achieved, for:

Year 10-12: the teacher awards the original grade and forwards the Satisfactory Completion Policy Form with attached Student Re-sit tear-off slip to the Middle/Senior School Manager

-if below 40% (50% in English) is achieved, the teacher awards a Not Satisfactory for the Assessment Category and the semester, completes the Student At Risk section of the Satisfactory Completion Policy Form and submits this form to the Middle/Senior School Manager for further action.

Please note:

-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 40% (50% in English) has been awarded for assessment tasks to date)

Student progression to next year level – Year 10 to 11

- it is recommended that only students who obtain an S for:
 - 3 out of 4 Core (year length) subjects: English, Maths, Science & Humanities (One Must be English)
 - 2 out of 4 Electives (Semester length) subjects.

Please note:

if a student is absent for or does not submit an assessment task, graded assessment will only be awarded for an approved absence i.e. when an extension of time has been successfully obtained via the Middle/Senior School Manager (an alternative comparable task may need to be set). An "NS" 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.

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
- has not been sighted and monitored by the teacher during its development

Teachers that are unable to verify this information need to complete a Verification of Authentication Rules Form so that an authentication process can occur.

Student progression to next year level – Year 11 to 12

Eligibility reports on VASS will be accessed for students deemed 'at risk' of not being eligible to receive their certificate as indicated by the Student At Risk Form. The Promotions Panel will liaise with the Parent/Guardian in order to agree about the appropriate pathway for the student.

Panel will consist of: Assistant Principal – Senior School Manager, Student Pathways Manager & Student Manager.