



Staff SAC/SAT Implementation Policy

Purpose:

The purpose of this document is to clearly state WSC's expectations regarding the development, storage, security, authentication, and delivery of school-based assessment in line with the requirements of the Victorian Curriculum and Assessment Authority (VCAA).

This policy ensures that:

- Student work submitted for assessment is the student's own work, completed without undue assistance
- Assessment tasks are secure and inaccessible to students prior to delivery
- All assessment practices at WSC uphold the integrity and authenticity required by the VCAA
- Staff understand their professional responsibilities in relation to assessment security and authentication

Scope:

This policy applies to all staff involved in the planning, development, modification, storage, and delivery of school-based assessment across Years 7–12, including VCE and VCE VM.

It applies to:

- SACs, tests, exams, common assessment tasks and coursework
- All assessment tasks in development and in use
- All digital and printed assessment materials
- Commercially produced and publicly available assessment resources
- All students undertaking school-based assessment at WSC

Policy:

1. School Responsibilities in Relation to VCAA Requirements

At the beginning of each academic year, WSC will provide students with the VCE Handbook including details of:

- The VCAA's rules for VCE school-based assessment
- The school's rules and procedures for authentication of school-based assessment
- The appropriate use of technology, including the internet

The Principal and Leading Teacher- Enrolments and Student Programs are responsible for administering the VCAA's rules and instructions within the school and ensuring that teachers use only the currently accredited VCE study designs.



WSC will carefully plan, develop, document and implement plagiarism, cheating and authentication policies, processes and strategies to ensure that student work is their own and completed without undue assistance from another person, including their teacher.

2. Security of Assessment Tasks

WSC requires that assessment tasks, including tasks in development, are kept out of the reach, view and access of students until they are delivered.

Staff must:

- Avoid storing assessment tasks on open school networks and unsecured media such as USB sticks
- Avoid sending assessment tasks via unsecured means such as email
- Store assessment tasks only on secure, access-restricted school platforms
- Ensure printed assessment materials are stored securely and not left unattended
- Understand their professional responsibility to maintain the integrity and security of school-based assessment

3. Modification of Assessment Materials

To ensure the school can authenticate student work, staff must:

- Ensure that tasks are not recycled from one academic year to another
- Suitably modify commercially produced materials and publicly available materials
- Modify previously used tasks so they are unique to the current cohort

This prevents student access to prior student work and ensures authenticity of responses.

4. Delivery of Assessment Across Multiple Classes

Whittlesea Secondary College requires staff to minimise the time lag between classes when administering the same School-based Assessment to maintain assessment integrity.

Where classes cannot be assessed simultaneously, staff should take reasonable steps to protect assessment security, including:

- Scheduling classes as close together as possible.
- Collecting all assessment materials before students leave.
- Reminding students that discussing or sharing assessment content is a breach of academic integrity.

If there is a significant delay between classes or assessment security may be compromised, the assessment must be suitably modified while maintaining the same learning outcomes, level of difficulty and marking criteria.

5. Student Procedures Related to Assessment

WSC will:

- Provide students with information on class attendance requirements
- Have procedures in place for students to request an extension of time to complete an assessment task
- Have clearly documented procedures for students to lodge an appeal against school decisions related to assessment, and ensure these procedures are accessible via the VCE Handbook



6. Satisfactory Completion of Units

The school is solely responsible for decisions regarding the satisfactory completion of a unit. These decisions are informed by VCAA guidelines, the study designs, and the assessment principles.

To provide students with maximum opportunity to achieve a satisfactory result, WSC will have an established and consistent process that supports the delay of satisfactory completion decisions across studies and units where appropriate.

A teacher's judgement regarding whether a student has satisfactorily achieved study outcomes must be consistent for all students.

Each VCE unit result must be determined based on evidence of achievement of outcomes completed during the academic year in which the student is enrolled.

Where teaching programs begin in the final weeks of the previous academic year (generally no more than three weeks), these programs must not include formal school-based assessment for Units 3 and 4 for the purpose of determining levels of achievement or unit results

Communication:

This policy will be communicated to our College community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our College website
- Made available in hard copy from College administration upon request

Further Information and Resources:

[VCE Administrative Handbook](#)

Policy Review and Approval:

Policy last reviewed	March 2026
Consultation	Principal Executive
Policy approved	Principal
Next scheduled review date	March 2027