



VCE Breach of Assessment Rules Policy

Purpose:

This policy outlines how WSC manages alleged breaches of VCAA examination rules and school-based assessment authentication rules in line with the requirements of the Victorian Curriculum and Assessment Authority (VCAA).

It ensures allegations are addressed with procedural fairness, clear roles and responsibilities, and consistent communication with students.

Scope:

This policy applies to:

- All VCE and VCE VM students
- All staff involved in assessment, supervision and authentication
- All school-based assessments conducted under test conditions and outside class
- Alleged breaches relating to plagiarism, cheating, authentication, or inappropriate conduct during assessment

Policy:

1. Roles and Responsibilities

- The Principal or Leading Teacher – Enrolments and Student Programs is the initial point of contact for alleged breaches and appoints an investigator.
- The decision-maker is not the investigator and may be the Principal or a panel appointed by the Principal.
- All allegations are handled confidentially, sensitively and in a timely manner.

2. Receipt of an Allegation

Within two (2) school days of an allegation being received:

- The student's work is withheld from assessment pending investigation. The original is retained by the school and a copy provided to the student.
- A preliminary investigation is undertaken to determine whether the allegation has substance.
- If required, a formal investigation is commenced. The student is advised in writing that an investigation is underway.

The investigation may consider:

- Instructions provided regarding assessment conditions and VCAA rules.
- The student's work and authentication records.
- Comparison work samples, notes or evidence of copying.
- Information from the teacher, student and any relevant witnesses.



3. Communication with the Student

Where there is substance to the allegation, the student will:

- Be informed in writing of the allegation.
- Receive at least 24 hours' notice of any interview, meeting or hearing.
- Be advised they may bring a support person.
- Be provided with the evidence to be considered.
- Be informed of the possible outcomes and penalties.

Parents/carers will be informed in accordance with school procedures.

4. Student Response

The student will be given the opportunity to:

- Respond in writing or at an interview, meeting or hearing.
- Provide evidence that the work is their own.
- Demonstrate understanding of the work.
- Submit drafts or other authentication evidence.
- Complete a supervised supplementary task if required.

5. Decision-Making

Where practicable, a decision will be made within five (5) school days of the student interview or receipt of the student's response.

The decision-maker will:

- Review all relevant evidence, including the student's response.
- Make decisions on the balance of probabilities.
- Act fairly, impartially and without bias.

The student will be advised verbally (where appropriate) and in writing of:

- The findings and reasons.
- Any penalty imposed.
- Their right to appeal to the VCAA within 14 days of receiving written notification.

Possible penalties, in accordance with VCAA requirements, include:

- Warning, detention or suspension.
- Refusal to assess part or all of the work.
- Awarding an N for the outcome or Unit.

Records of all investigations and decisions will be retained by the school.

6. Appeals

Students have a statutory right to appeal a school decision to the VCAA under Section 2.5.21 of the *Education and Training Reform Act 2006* within 14 days of receiving written notice of the decision.

Whittlesea Secondary College will comply with all VCAA processes relating to appeals, review committees and any required amendments to student results.

Timeframe: Wherever possible, investigations into alleged breaches of assessment rules will be completed within ten (10) school days of the allegation being received. More complex matters may require additional time, in which case the student will be kept informed of the progress of the investigation.



Communication:

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

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