



**FOUNTAIN GATE**  
SECONDARY COLLEGE

# 2017-19 VCE ASSESSMENT POLICY

# VCE Assessment Policy

## Rationale:

Fountain Gate Secondary College Assessment Policy is designed to ensure that all students have access to fair and equal opportunities in their VCE School Assessed Coursework.

In VCE students are required to complete units of work. The result of the completion of a unit will either be 'S' (Satisfactory), 'N' (Not Satisfactory), or J (did not complete unit due to attendance).

In order for students to achieve an 'S', students must satisfy the coursework requirements as set out in the Study Design by VCAA. School Assessed Coursework and Tasks (SACs & SATs) are a set requirement of every study design, and all students must complete all SACs and SATs successfully in order to pass a Study Design Unit. All SACs & SATs must be completed in a fair and consistent manner as set out by the VCAA.

**NOTE: In 2017, the Year 12 Cohort will follow the previous (2016) VCE Assessment Policy, as they are half way through their VCE Studies. The 2017 VCE Assessment Policy will be reviewed one year after implementation.**

## Aim:

The Fountain Gate Secondary College Assessment Policy aims to ensure that:

- All students, teaching staff and the wider community are aware of, and follow the VCAA rules and expectations of SACs, SATs and VCE unit expectations.
- All students have access to clear and consistent teaching and learning expectations and assessment practices.
- All students work to the best of their ability to achieve the best possible outcome within the VCE.
- A consistent decision making process is undertaken across the VCE with regard to the students' satisfactory completion of SACs, SATs and Units.

## Implementation:

All students must complete all set SACs and SATs on the calendar date in order to gain a satisfactory completion of the SAC/SAT and unit.

## SATISFACTORY COMPLETION OF A SAC.

In the Senior School to gain an 'S' (Satisfactory) for an Area of Study or Outcome students must:

- Show achievement in all of the set criteria within each SAC with an overall minimum assessment mark of 50%;
- Complete all set work requirements;
- Complete all set SACs on time;
- Submit work that is clearly their own work;
- Attend 90% or more of all timetabled classes; and
- Observe VCAA rules at all times.

Note: If an outcome has numerous SAC's, each SAC is assessed independently. The student must achieve the minimum assessment of 50% for each of the included SAC's.

If the student receives an N result for the SAC due to falling below the expected 50% assessment mark, or by not addressing all criteria, a student may be offered a redemption to gain an 'S' for the Outcome. Please see 'Redemption' section later in this policy.

If the student does not attend a SAC and does not have appropriate documentation (medical certificate, court notice, funeral notice), the student will be given a '0' result and an 'N' for the SAC. This will result in an N for the overall outcome, and therefore an N result for the Unit of Study.



At the discretion of the Principal, Assistant Principal, or Head of Senior School, there may be unique situations where a student receives an S and is assessed outside of the normal Fountain Gate Assessment Policy. During these times, student study scores will not be calculated, and students will receive an Unscored VCE.

### **SATISFACTORY COMPLETION OF A SCHOOL-ASSESSED TASK (SAT)**

In the Senior School to gain an 'S' (Satisfactory) for a SAT student's must:

- Complete 80% of folio work in class or in afterschool sessions under teacher supervision;
- Submit work that can be authenticated by the class teacher using the VCAA Authentication Records for School-assessed Task form;
- Submit SAT folio work by the due date;
- Complete all set work requirements;
- Attend 90% or more of all timetabled classes; and
- Observe VCAA rules at all time.

If the SAT folio is submitted late without a medical certificate, court notice or funeral notice, the folio will be given a '0' result and an 'N' (Not Satisfactory). This will result in an N for the overall outcome, and therefore an N result for the Unit.

At the discretion of the Principal, Assistant Principal, or Head of Senior School, there may be unique situations where a student receives an S and is assessed outside of the normal Fountain Gate Assessment Policy. During these times, student study scores will not be calculated, and students will receive an Unscored VCE.

### **REDEMPTION**

A redemption may be offered to a student who has failed to satisfactorily complete an Area of Study or Outcome.

Redemption tasks require students to complete additional work to satisfy the SACs/SATs requirements as determined by the VCAA Study Design and the classroom teacher. The requirements to satisfactorily pass a redemption are the same as the original SAC/SAT.

A redemption may only be offered provided that the student:

- Has made a sustained effort throughout the term and semester;
- Has completed the set work requirements before the date of the original SAC/SAT;
- Has maintained a satisfactory attendance record in the unit concerned (90% or more of all timetabled classes within the subject).

If a student passes a redemption successfully, the original score will remain the same but the student will receive an 'S' instead of an 'N' for the Unit of Study. The student will also receive an SR (Satisfactory by redemption) on the semester report.

Students who are absent for the redemption without appropriate documentation (medical certificate/funeral notice/ court notice) will receive their original score and an 'N' for the Unit of Study.

Under very unique situations, the Assistant Principal and Head of Senior School may offer a student a second redemption. The student must first provide evidence of work and completion of study in an interview with the Assistant Principal, the Head of Senior School and the classroom teacher.

The final decision to offer a redemption will be made by the Assistant Principal and Head of Senior School in consultation with the classroom teacher.

## EXTENSION OF TIME

Under VCAA guidelines there are strict rules for Extensions of Time. Students may apply for an Extension of Time, but are not necessarily granted the Extension. There are two types of extension.

### 1. Extension of time – extra sitting time to complete a SAC or SAT;

In order to be considered for an Extension of Time students must satisfy the following VCAA guideline:

- Students have a successful VCE Special Provisions application. Special Provision applications can be discussed with the Head of Senior School, and are arranged at the beginning of the year.

### 2. Extension of time – extend the deadline/date of the SAC or SAT date;

Students wishing to apply for an extension of time must collect, complete and submit an application form to the Head of Senior School at least 48 hours prior to the SAC or SAT. Students will be interviewed to determine whether they will be recommended to complete the SAC or submit the SAT as normal, or have an extension of time granted, at least 24 hours prior to the SAC or SAT.

Students granted an extension of time with a medical certificate should complete an equivalent SAC within a week of returning to school under the supervision of the Subject Teacher where appropriate.

Students who are granted an extension of time for a SAT must submit their work following the expected protocol listed below under 'Satisfactory Completion of a SAT' within the agreed granted timeframe granted by the Head of Senior School and classroom teacher.

Please note, students will not be granted an Extension of Time if they have not shown:

- Satisfactory completion of bookwork;
- Homework tasks; and
- Evidence of preparation prior to the SAC or SAT.

## Notification of Assessment

Students should receive a minimum of 1 week's notice of an assessment. This information can include:

- Date and Time
- Proportion of coursework (Unit 3 and 4 only)
- Materials to be brought to the SAC
- Criteria they are being assessed on.

It is the STUDENT'S responsibility to put all information in their planner and use their class time and study time wisely leading up to the tasks. Within the first 2 weeks of each semester, students will receive their SAC Calendar outlining tasks for all of their subjects, important dates of exams, due dates, excursions, etc. This means that students have a few months' notice of upcoming SAC/SAT's.

## Moderation

All Unit 3 and 4 results undergo statistical moderation by VCAA. This means that school based results are compared to the GAT and final exam performance. This comparison may lead to results being adjusted up or down. This process is undertaken to ensure equity for school based results across schools, and therefore marks given by teachers are to be taken as a guide only as they may change in the end of year results. Unit 3 and 4 teachers may cross mark and moderate work throughout the year to ensure consistency with marking.

## Plagiarism

Students must provide evidence that the work submitted is their own and/or was completed in accordance with VCAA requirements.

### VCAA states:

*Principals are responsible for the administration of VCAA rules and instructions in their school. One of these rules is that a student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own. The teacher may consider it appropriate to ask the student to demonstrate his/her 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, then the matter must be dealt with as a breach of rules.*

In order to obtain the necessary evidence, students may be required 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 an interview or complete a test to demonstrate understanding of the work.

### General Guidelines:

***It is important to state in this policy that at the VCE level all arising cases of plagiarism, collusion or cheating may be very different in nature and that the process outlined below for incidents is a guide for students, teachers and parents.***

***All cases will be assessed by the Head of Senior School and the Assistant Principal in charge of the Senior School. These two staff will have ultimate authority in deciding on the course of action which may include consequences that are applied to the student.***

If a student has plagiarised, colluded or cheated all or part of their work, test, CAT, SAC or examination from another student then both the plagiariser and the student who created the original work and willingly shared their work may incur the same penalty.



FOUNTAIN GATE  
SECONDARY COLLEGE