



VCE SCHOOL BASED ASSESSMENT POLICY

RATIONALE

The School-based assessments, i.e. School-assessed Coursework and School-assessed Tasks are used to determine a student's level of achievement in outcomes as specified in the study design. All school processes and procedures relating to School-based Assessment must be communicated to students and parents at the beginning of the academic year or when a student enrolls in any VCE unit at the school.

This policy outlines school procedures including conditions and rules that students are required to adhere to.

POLICY AND IMPLEMENTATION

Authentication

Students must ensure that all unacknowledged work submitted for assessment is genuinely their own.

Teachers may consider it appropriate to ask students to demonstrate their 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, the matter must be dealt with as a breach of rules.

School-assessed Coursework

Students will be clearly informed of the timelines and the conditions under which assessment tasks are to be conducted, including whether any resources are permitted.

School-assessed Tasks

Teachers must monitor and record each student's development of work, from planning and drafting through to completion, in the study-specific School-assessed Task Authentication Record form. Observations of individual work down in class should be recorded and the teacher and student must sign each recorded observation.

Scheduling assessment tasks

Teachers will give students the dates for completion of assessment tasks at least two weeks in advance.

Rescheduling assessment tasks for an entire class

An extension of time for all students in a class may be given by the teacher on the condition that all students are given adequate notice and that no student in the class or in another class is advantaged or disadvantaged.

Rescheduling an assessment task for an individual student due to unexpected absence

Students who miss an assessment task due to an unexpected absence must come prepared to complete the assessment task after school on the first day of their return. Students will only receive a score for the missed assessment if they have been absent due to health reasons whereby a doctor has provided a medical certificate stating that the student was unfit for school on the date of the assessment task and any subsequent days the student was absent.

Backdated medical certificates will not be accepted as approved documentation. Students who have unexpected absence due to personal circumstances such as bereavement, may be granted a reschedule on a case by case basis at the discretion of the Principal in consultation with the Senior Sub School Leader.

Students who miss an assessment task and who do not complete it on the first day of their return to school and/or do not provide approved documentation will not be assessed for a score. They will still be required to complete the task to demonstrate satisfactory understanding towards an outcome.

Rescheduling an assessment task for an individual student due to expected absence

Students may apply to reschedule an assessment task if they know in advance they will be absent on the date of the assessment. Students are required to complete an Application for Rescheduled Assessment form, which is available from the VCE Office and submit it to the VCE Sub-School Leader at least one week in advance.

Approved reasons for rescheduling an assessment task include:

- Specialist medical appointments that cannot be changed. Students will be required to provide a certificate of attendance from the specialist upon their return to school.
- Attendance at a funeral.
- School excursions and approved school activities.

Students who are granted approval on their request for a rescheduled assessment will be required to complete the assessment task afterschool either prior to the scheduled assessment date or on the following day. This is at the discretion of the VCE Sub-School Leader.

Students who are absent from an assessment due to a holiday will not be granted approval to reschedule an assessment task to be eligible for a score.

Rescheduling an assessment task for an individual student due to an extension

Students may apply for an extension on an assessment task, which may be granted by the VCE Leader only in exceptional circumstances. Students who wish to apply for an extension should complete an Application for Rescheduled Assessment form, which is available from the VCE Office and discuss with the Senior Sub-School Leader.

Sources

This Policy has been informed by the *VCAA VCE and VCAL Administrative Handbook 2019*.

RELATED POLICIES AND RESOURCES

- **Assessment and reporting Policy**
- **Reporting Handbook And Guidelines**
- **Melba College Handbook**
- **Senior School Handbook**
- **Melba College Staff Induction Handbook**
- **Melba College Attendance Policy**
- **Melba College Student Engagement And Wellbeing Policy**

EVALUATION

Policy Reviewed by School Council	Person Responsible for Policy	Next School Council Review
2019	Assistant Principal - Accountabilities	2020