

VCE Student Assessment Policy and Procedures

Mater Christi College, Belgrave is a Catholic College established by the Sisters of the Good Samaritan of the order of St Benedict in 1963. The College operates with the consent of the Catholic Archbishop of Melbourne, is governed by an incorporated board and owned by Good Samaritan Education. Mater Christi is a proud leader in contemporary education and strives to educate young women to be Informed, Compassionate and Creative.

Introduction

The assessment policy is central to the VCE curriculum at Mater Christi College. In accordance with the mission statement, Mater Christi College provides educational programmes and assessment relevant to the individual needs of its students, teachers, and parents. Assessment is designed to nurture a desire for self-improvement and achievement for all students.

VCE assessment is valuable to provide regular information about academic progress for students and parents. Assessment at Mater Christi College involves a mixture of formative and summative tasks and is developed using VCAA subject advice.

1. VCE Assessment Principles

- Assessment will include both formative and summative assessment.
 - Formative assessment should be used as a tool to provide immediate and effective feedback to students on areas that can be improved within the unit being currently taught. Formative assessments are tools for learning, and where appropriate formative assessment can be recorded and released on SIMON, and
 - Summative assessment should provide effective feedback on achievement for each assessment task in that unit. These results are released on SIMON.
- All summative assessment is returned students for initial feedback within two to three weeks of the original SAC/SAT date and is accompanied by written feedback and/or the assessment rubric. Assessment is then retained by teacher and returned to students at the end of the school year for exam preparation.
- Marking is in accordance with VCAA marking principles and is full marks only.
- All SACS/SATS will be assessed against a set of criteria that is developed from the key knowledge and skills for that outcome.
- Results will be reported to students with a S or N and a numerical score.
- Students will be marked as S or N for completion of required classroom learning activities and assessment tasks related to the VCAA outcomes for the study.

2. Demonstrating Satisfactory Achievement of VCE and VCE VM Outcomes:

Teachers are required to assess all outcomes in every VCE **and** VCE-VM study according to the following VCAA requirements, this includes students completing subjects without a study score.

The decision about satisfactory completion of an Outcome is based on the **teacher's judgment** of the student's overall performance.

For a student to receive an **S (satisfactory)** for a unit they must:

- **produce work** that demonstrates achievement of the outcomes **and** submitted work that is clearly their **own**.

Students will be given multiple opportunities across the learning program to develop and demonstrate key knowledge and skills required to achieve the unit outcomes. This will include hurdle tasks that teachers will document on SIMON as completed/not completed and/or satisfactory/not satisfactory.

Assessed learning activities may include, but not limited to:

- Set work (learning activities)
- Logbooks/folio of class work activities
- Comprehension questions in written and verbal form
- Booklets
- Research investigations or reports
- Oral presentations

3. Not Satisfactory Achievement

The student will receive an **N (not satisfactory)** for the unit when one or more of the following occurs:

- the **work does not** demonstrate achievement of the outcomes.
- the student has failed to meet a **school deadline** for the school-based assessment task (which can include time granted through an extension for any reason or a special provision or both).
- the work **cannot be authenticated**, for example, through **lack of attendance**.
- there has been a substantial **breach** of the VCAA's rules and the school's **rules and procedures**.
- The student has not been able to demonstrate satisfactory achievement of the VCAA outcome within the time frame specified by the teacher. That is, **within 3 weeks** of the final SAC/SAT due date for the outcome. This is referred to as the assessment cut-off period, and it is set and communicated by the teacher at the commencement of each area of study.
- Following consultation with the VCE Learning Leader and Deputy Principal Learning, the classroom teacher will make the final decision to award an S or N. If, based on teacher judgement, the student still hasn't demonstrated an S at the end of the assessment cut-off period, then they will receive an N for the Outcome.

4. Scored Assessment

Satisfactory and Not Satisfactory achievement is not solely based on a student's score in a SAC/SAT, but on them demonstrating key knowledge and skills as outlined above.

The purpose of SACs/SATs is for teachers to provide an achievement score for each outcome, that is a score reported to the VCAA to calculate a student's final Study Score in a VCE Study (Unit 3 and 4 studies). Achievement scores recorded for each outcome in Unit 1 and 2 studies isn't reported to the VCAA but will be used for internal reporting purposes.

Please note the following:

- Students will not be required to re-sit a SAC or resubmit a SAT if they achieve a score below 39%, as the initial SAC/SAT score is required to be recorded with the VCAA and doesn't impact them achieving an S/N for the outcome being assessed.

5. Expectations of a student undertaking VCE Units 3 & 4 without a Study Score or VCE/VM student in a VCE Unit 3 & 4 Study

- Students are expected to complete all learning activities and assessment tasks in accordance with expectations for scored VCE students and comply with due dates as set by the teacher.
- Students will be required to complete the same SAC as VCE scored students, but with modified conditions e.g. classroom notes, summary notes, "cheat sheet."
- The student's grade achieved in the SAC will be reported in College reports, but not to the VCAA. Only a S/N will be reported to the VCAA. Students may request to not have their grade reported in College reports.
- If a student completing a VCE subject without a study score is unable to achieve a Satisfactory result for an Outcome or Unit, the student will be given an opportunity to satisfactorily achieve the criteria in negotiation with the subject teacher and VCE Learning Leader. The opportunity to do this must not exceed the assessment cut-off date specified by the teacher at the commencement of the unit.

6. SAC attendance and submission principles

- Students cannot be absent from a SAC without provision of a medical certificate upon return to school. If a medical certificate is not provided, the student will still be required to sit to the SAC for an 'S' only. No score will be recorded with VCAA for Unit 3 & 4 students, and Units 1-4 End of Semester report will record a "UG".
- Students cannot arrive to complete a SAC during the school day or for an afterschool SAC if they have been absent during the school day. In this circumstance, the arrangements in the dot point above would apply.
- If a student is absent from a SAC due to holidays (outside designated holiday period), then the student will sit the SAC for 'S' only.
- External appointments are not approved reasons for SAC reschedules. Students are provided with SAC/SAT calendar to plan for these appointments accordingly.
- SAC safety of work – as well as maintaining regulation authentication of ongoing SAC tasks such as research tasks, it is the student's responsibility to ensure that their SAC tasks are saved on both their laptop and backed up on an external device such as one drive or cloud. If a student's work is lost or damaged, and has not been backed up, this may result in an 'S' only, with no score awarded, or an 'N' if the teacher has been unable to authenticate their work on an ongoing basis.
- SAC reschedules for known reasons, such as extracurricular events, need to be completed after the original SAC date, not before. The arrangement of a SAC reschedule in these circumstances is the responsibility of the student.

7. SAT attendance and submission principles

- If a student is absent on the day a SAT is due for submission, the student must submit the SAT, as well as medical certificate to main reception by 9am on their day of return to school. If a medical certificate is not provided, the student will be given an 'S' only upon submission of the SAT task.
- External appointments are not approved reasons for late SAT submission. Students are provided with SAC/SAT calendar to plan for these appointments accordingly.

- SAT safety of work – as well as maintaining regulation authentication of SATs or ongoing SAC tasks such as research tasks, it is the student's responsibility to ensure that their SAC/SAT tasks are saved on both their laptop and backed up on an external device such as a One Drive or cloud. If a student's work is lost or damaged, and has not been backed up, this may result in an 'S' only, with no score awarded, or an 'N' if the teacher has been unable to authenticate their work on an ongoing basis.
- 'UG' is awarded at a VCE level for an assessment task not submitted or completed by the due date.

8. Authentication of SACS/SATS

Students must not receive undue assistance from any other person, including a teacher, in the preparation and submission of work.

- **Acceptable levels of assistance include:** the incorporation of ideas or material derived from other sources (e.g., reading, viewing or notetaking) but has been transformed by the student and used in a new context, and referenced.
- Prompting and general advice from another person or source which leads to refinements and/or self-correction of work.
- **Unacceptable levels of assistance include** use of, or copying another person's work or resources without acknowledgement; submitting the same piece of work more than once; knowingly assisting another student to plagiarise.

9. SAC Reschedules

- SAC reschedules take place for Year 12's afterschool (Tuesday's and other dates on SAC calendar) and during free periods in Scholastica.
- SAC reschedules for Year 11's will take place afterschool on Tuesdays in Scholastica and Wednesday day 3 period 5.
- It is the responsibility of students to organise the SAC reschedule with their subject teacher upon their immediate return to school. SAC reschedules need to take place within five school days of original SAC date and/or the students return to school.

10. VCE and VCE VM – Guidelines for Minimum Attendance

- In accordance with VCAA requirements for satisfactory completion of the VCE Certificate, students must attend a minimum of 90% of timetabled classes to enable teachers to authenticate student work to determine satisfactory completion of the outcomes for the unit.
- The parent or guardian must provide an explanation for all absences, other than absences for the **approved reasons** listed below. This can be done via MyMCC, voicemail message on the College Absentee line (9757 0980) or written note provided to the Homegroup Mentor.
- Absence due to illness must be supported by a medical certificate. A medical certificate is required for any absences that occur when a SAC/SAT or internal examinations are scheduled. Failure to do so will result in the student not being awarded a numerical grade for the SAC/SAT or examination, however, a Satisfactory grade will be awarded upon successful completion. Medical certificates should be handed to front reception by students for their attendance records.
- Students who are absent, without a medical certificate, for more than 10% of scheduled class time are at risk of being awarded an **N** for that unit. Students who encounter hardship (chronic illness or other factors relating to personal environment) need to apply to the VCE Learning Leader, providing evidence to support the application, for consideration of an exemption to the minimum attendance requirement.

- When a student is absent from school for a prolonged period because of illness or other special circumstances, the school may grant Special Provision via application to the VCE Learning Leader. In this case the student will not be penalised for lack of attendance. A medical certificate or equivalent will be required as evidence. This will be recorded on the student's absence record as an approved absence.
- **Approved absence reasons:**
 - School based extracurricular activities
 - Absence for VET classes for VCE/VCE VM students
 - Approved work placement or work experience
 - Extended illness supported by medical certificate
 - Student exchange program
 - Family holiday approved by the Principal

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