

Procedures and processes for monitoring patterns of student participation and completion rates

Student personal details

Students must submit a Student Personal Details form that includes their intended program for the year. The information on this form should be entered on VASS.

Each student's personal details (particularly their birth date), consent permissions, subject enrolment details and eligibility for the VCE and VCAL, must be periodically checked and signed by them and their teachers, using the Student Full Details report from VASS. Students should be provided with a new Student Full Details report to sign at the end of each enrolment cycle to ensure any requested changes have been made. Students should also be advised that the address on their Student Full Details report is the one their Year 12 results will be mailed to at the end of the year.

Transgender students

Schools that have students who are in the process of gender reassignment should contact Student Records and Results for further advice in relation to recording student details on VASS and the reporting of their results.

All full-fee-paying overseas students must be correctly identified

The onus is on VASS users to ensure that students' personal details are entered accurately on VASS. It is essential to include the correct date of birth. Without this, the system cannot accurately or efficiently match a student's academic history with their current enrolments. A student's date of birth should never be invented or guessed, because it cannot be changed later.

Student addresses

Only the preferred postal address for a student is stored on VASS. It is mandatory to enter an address line, suburb, state and postcode. For long addresses a second address line is provided. This second address line is not mandatory and should only be used if required.

If a student's address is not known, schools should enter the school address as the student's address. The postal address is used by the VCAA to mail final results. A student's address should never be invented, because its required correction may be overlooked.

To ensure the successful delivery of final results in December, the VCAA undertakes to validate the addresses of all students enrolled in at least one Units 3–4 study and all students who are claiming past results. This process is undertaken in conjunction with Australia Post. If an addressing error is detected, schools will receive an email in October listing the affected students. Schools should contact students to amend address information if necessary.

Changes to student personal details

Results will be printed using the student's name as entered on VASS. The results for students with enrolments in any VCE Unit 3 and 4 sequence will be mailed to the student addresses as entered on VASS. All corrections to student names and addresses may be entered on VASS until ENROLMENT 6. The VCAA cannot accept changes of address after this date because results processing will have already commenced. Students who have applied for tertiary studies through VTAC must notify VTAC directly of late changes to personal details occurring after ENROLMENT 6.

Matching students with their previous results

Matching of student details is done on the basis of name, date of birth and gender. Slight differences in the spelling of a first or family name, an inaccurate birth date or a change of name may mean that a student who has attended more than one school may be assigned multiple student numbers, each having only part of the student's academic record.

As the matching process will occur as soon as a student is registered, it is essential that the system be able to match a student's academic history with their current details. If a match is found on the database for a particular student, the student is allocated their previous student number, and their previous results and enrolments for the current year are combined to make up a complete academic history for the student. Therefore, the personal details entered for the student must be accurate. Schools should not estimate dates of birth to enrol students. If all details are not correct, these matches cannot occur and the student will have two student numbers, with part of their academic history allocated to both. This may lead to the student not being awarded the certificate in which they are currently enrolled.

Security of student data

All VCE, VCAL and VET data on VASS must remain secure and the privacy of students' personal and academic details must be protected.

Security of student numbers and personal identification numbers (PINs)

The student number is a key identifier that allows the VCAA to securely maintain student result data and to identify the student for an examination. Student PINs (these are different to student numbers) are allocated to students for the purpose of obtaining their end-of-year results from the VCE Results and ATAR Service.

Students should have full confidence that the enrolment and result record maintained by the VCAA is accurate, complete and confidential. The confidentiality of a student record should be restricted to the student, administrative staff at their home school and assessing school, VCAA staff who have a specific role in the maintenance of that data, and VTAC for the purpose of calculating the ATAR. Any other access requires the informed consent of the student.

For these reasons, the privacy agreement between the VCAA and the student assumes that the enrolling school will maintain confidentiality of key student data. The Student Full Details report should be printed and distributed to individual students as the means of communicating the student number. Lists of student numbers and names should not be printed and published or displayed on school noticeboards or otherwise made available generally to members of the school community. Students should be advised that they should keep their PIN in a secure place to avoid unauthorised access to their results via the results service at the end of the year.

Integrity of School-based Assessments

At the beginning of the school year, schools must provide students with clear written details of both the VCAA rules and the school's rules and procedures.

For the VCE, schools must specify the work that a student must do to satisfy a unit and the conditions under which the work is to be done. The school must inform each student in writing of the following:

- all work they need to complete to achieve an S for the unit
- all work they need to complete for graded assessment
- class attendance requirements
- how to submit work
- timelines and deadlines for completing work
- procedures for obtaining an extension of time
- internal school appeal procedures.

Principals are responsible for the administration of the VCAA's rules and instructions in their school. They must ensure that teachers are using only the currently accredited study designs.

Decisions about satisfactory completion of a unit are solely the responsibility of the school. Results for each unit must be based on a judgment of satisfactory or non-satisfactory achievement of outcomes.

School procedures for satisfactory completion and delay of satisfactory completion decisions for the VCE and VCAL must be established and applied consistently across studies and units.

A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.

Each VCE unit result must be determined on the basis of work completed during the current academic year.

Students should be informed of the timelines and conditions of School-based Assessment.

Principals need to ensure that teachers use appropriate authentication procedures and that teachers and tutors do not provide undue assistance to students.

The teacher is responsible for judging satisfactory completion of a unit. By reporting satisfactory completion, the teacher is certifying that the student has achieved the set of outcomes for the unit according to the rules set out by the VCAA and the school.

Procedures must be established to identify students requiring Special Provision and, if relevant, to ensure consistent and fair decisions are made about appropriate assistance for students. Application procedures for Special Provision must be given in writing to all students and the school must retain the necessary documents to support decisions.

Students should apply to the school for Special Provision arrangements for School-based Assessment. It is the school's responsibility to make a Special Examination Arrangements

application to the VCAA on behalf of a student for all examinations; students must apply for a Derived Examination Score for VCE examinations, if required.

Right of appeal against adverse decision for school-based Special Provision

If a student's application for Special Provision for School-based Assessment is rejected, either in full or in part, the student should be advised in writing of the reasons for the decision within 14 days. The student has the right of appeal to the school within 14 days of receiving the decision.

When schools fail to meet their obligations to students

In exceptional cases the VCAA may consider an application by a principal that students have been disadvantaged because of a staff member's failure to teach a prescribed text or failure to teach and/or assess a significant part of the accredited VCE study design or VCAL unit. The VCAA will not investigate matters concerning teacher qualifications and/or quality of teaching staff. Only an application by the principal will be considered.

- The principal must write to the Senior Investigator, VCAA, to apply on behalf of students who may have been disadvantaged by teacher error and provide an outline of the alleged error.
- An investigation into the matter will be undertaken by the VCAA. This may include interviews of all parties involved.
- The VCAA may determine that there is no teacher error or that the school must provide additional opportunity for each student to complete assessment or may determine that each student should be treated as having obtained in the examination or other form of assessment a standard or result determined by the VCAA, or any other recommendation appropriate to the matter.

The VCAA will not enter into a dispute between a student and their school as to whether an error occurred. The process applies only to cases in which the principal believes an error may have been made, which may have disadvantaged students in terms of their VCE or VCAL results.

The application must be lodged at the VCAA by 31 December in the year in which the teacher error is believed to have occurred. There is no provision for late applications.

Date of next review: February 2016 (As the VCAA Handbook details are altered)

This policy was ratified by the Wallan Secondary College Council on

17th February 2015

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.