This document outlines College policy and procedures relating to satisfactory completion of the VCE and school-based assessment. The information contained in this policy is based on requirements outlined in:

- VCE Administrative Handbook 2012
- Assessment Guide VCE 2011: General Assessment Information
- VCE Study Designs — (at time of print the 2012 VCE Guide was not available)

More detailed information regarding the issues contained in this College policy are to be found in the above resources.
CONTENTS

Section 1: COMPLETION REQUIREMENTS AND STUDENT PROGRAM SELECTION

1.1 – Minimum requirements for the completion of the VCE............................................................ 2
1.2 – Year 11 and 12 VCE Program................................................................................................... 2
1.3 – Inclusion of VCE VET.............................................................................................................. 2
1.4 – Victorian Certificate of Applied Learning............................................................................... 2

Section 2: VCE POLICY - RULES & GUIDELINES

2.1 – Achievement of Outcomes for Satisfactory Completion.......................................................... 3
2.2 – Rules for Students.................................................................................................................... 4
2.3 – School Assessment................................................................................................................... 5
2.4 – Authentication.......................................................................................................................... 5
2.5 – Attendance............................................................................................................................... 6
2.6 – Lateness.................................................................................................................................. 6
2.7 – Student Absence...................................................................................................................... 7
2.8 – Absences during School Assessed Coursework periods........................................................ 7
2.9 – Extension of Time.................................................................................................................... 7
2.10 – Due Dates.............................................................................................................................. 8
2.11 – Special Provision................................................................................................................... 8

Section 3: VCE EXAMINATION INFORMATION

3.1 – Student Numbers..................................................................................................................... 13
3.2 – Calculators.............................................................................................................................. 13
3.3 – Mobile phones and other electronic devices......................................................................... 13
3.4 – Dictionaries............................................................................................................................ 14
3.5 – Approved materials for Examinations..................................................................................... 14
3.6 – Rules and their Observance for the Conduct of VCE Examinations..................................... 14
1.1 Minimum requirements for completion of the VCE

Students must satisfactorily complete a minimum of 16 units which include:

- an approved combination of three units from the group of English studies (including Units 3 and 4 English);
- and
- three sequences of Units 3 and 4 studies other than English;

1.2 Year 11 and 12 VCE Program

A student program at Our Lady of Sion College will normally be made up of 22–24 units including at least one unit of Religious Education in Year 11. In Year 12 students will undertake a school-based Religious Education program consisting of seminars and workshops. Students should be aware that in some cases modifications to the normal program can be made to accommodate particular program needs.

Students entering the formal VCE program at Our Lady of Sion College normally take 12 units in their Year 11 program, which may include sequences of Units 3 and 4, if results obtained in Year 10 meet the requirements.

1.3 Inclusion of VCE VET

In 2012, all VET programs will have full VCE study status, within the Unit 1 to 4 structure.

Up to eight of the sixteen units required for completion of the VCE may be VCE VET units. Up to two of the three sequences of Units 3 and 4 studies other than English can be VCE VET Unit 3 and 4 sequences.

1.4 Victorian Certificate of Applied Learning – VCAL

VCAL has three levels: Foundation, Intermediate and Senior. Students start at the level that matches their needs and abilities.

At each level students must complete units from the four strands:

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills

These strands consist of a combination of VCE, VCAL and VET subjects. A student must satisfactorily complete units in each strand. They must complete a minimum of 10 units across the strands to satisfy the requirements of a VCAL Certificate at each level.

VCAL will give practical work-related experience and a qualification that will be recognized by TAFE Institutes and employers. This will help students move from school into work, an apprenticeship or traineeship and/or further training at TAFE. (See VCAL Policy for more details)
In accordance with VCAA recommendations, the regulations regarding the study of VCE Units 1-4 at Our Lady of Sion College are as follows:

2.1 Achievement of Outcomes for Satisfactory Completion

What constitutes an ‘S’ for a Unit?
Students must reach a satisfactory standard in **all** outcomes for the Unit of Study.
“For a satisfactory completion of a unit, a student must demonstrate achievement of the set of outcomes for the unit as specified in the study design.”

(VCE Administrative Handbook 2011, p81)

At the beginning of the Unit of Study, each student will receive from their subject teacher details about the work they must do to satisfy the unit and the conditions under which the work is to be done. Copies of these documents can be collected from subject teachers and Domain Leaders.

The College has developed courses that provide opportunities for students to demonstrate achievement of the outcomes and to satisfactorily complete the units of their VCE studies. **The judgment of satisfactory completion is a school responsibility.**

**VCE Satisfactory unit result:**

The student receives **S** for a unit when the school determines that all outcomes are achieved satisfactorily.

To achieve an outcome a student must:

- produce work that meets the required standard
- submit work on time
- submit work that is clearly his/her own
- observe the VCAA and school rules.

If a teacher judges that all outcomes are achieved, the student satisfactorily completes the unit.

**VCE Not Satisfactory unit result**

The student receives **N** for the unit when one or more of the outcomes are not achieved because:

- the work is not of the required standard
- the student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including Special Provision
- the work cannot be authenticated
- there has been a substantial breach of rules including school attendance rules.

The **N** result should be used for students who only partly complete work or whose attendance records breach school rules.
NOTE THAT, WHERE A STUDENT HAS COMPLETED WORK BUT THERE HAS BEEN A SUBSTANTIAL BREACH OF CLASS ATTENDANCE, THE STUDENT MAY BE AWARDED AN ‘N’ FOR THE UNIT.

**Redeeming outcomes: submitting further work**

If, in the judgment of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, the teacher may take into consideration work previously submitted by the student provided it meets the requirements set out, or allow the student to submit further work. A teacher may permit a student to submit further work to meet satisfactory completion requirements of a unit. Students may not submit further tasks for the reconsideration of School-assessed Coursework scores awarded by the school.

Normally, students complete work for a unit during the semester in which the unit is undertaken.

### 2.2 Rules for Students

**VCAA Seven Rules for completion of Outcomes, SACs and SATs**

1. A student must ensure that all unacknowledged work submitted by them is genuinely their own work.

2. A student must acknowledge all resources used. This includes:
   - text, websites and source material
   - the name(s) and status of any person(s) who provided assistance and the type of assistance provided.

3. A student must not receive undue assistance from any other person in the preparation and submission of work.
   - **Acceptable** levels of assistance include:
     - the incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note-taking) but which has been transformed by the student and used in a new context;
     - prompting and general advice from another person or source which leads to refinements and/or self-correction.
   - **Unacceptable** forms of assistance include:
     - use of, or copying of, another person’s work or other resources without acknowledgment;
     - corrections or improvements made or dictated by another person.

4. A student must not submit the same piece of work for assessment in more than one study.

5. A student who knowingly assists other students in a Breach of Rules may be penalised.

6. A student must sign an authentication record for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student’s own.

7. A student must sign a general declaration that he or she will obey the rules and instructions for the VCE, and accept its disciplinary provisions.

(VCE Administrative Handbook 2011, p64)
2.3 SCHOOL ASSESSMENT

Units 1 and 2

Each outcome will be either: **S** (Satisfactory) or **N** (Not Satisfactory)

Any outcome of a standard that is not satisfactory will be awarded ‘**N**’ (Not Satisfactory), therefore the overall assessment of the Unit will be ‘**N**’ (Not Satisfactory).

Students will also be awarded a grade for each of the assessment tasks on the end of semester school report.

The grades are awarded by the school and will not appear on the VCAA Certificate.

Units 3 and 4

Each outcome will be graded as: **S** (Satisfactory) or **N** (Not Satisfactory). Any outcome of a standard that is not satisfactory will be awarded ‘**N**’ (Not Satisfactory), therefore the overall assessment of the Unit will be ‘**N**’ (Not Satisfactory).

Reporting of results/grades

Teachers will assess students on each of the outcomes using criteria as outlined by the VCAA. After assessment tasks are submitted and marked, teachers will provide appropriate feedback to students in the form of written comments OR very high, high, medium, low, very low, not shown on a criteria sheet OR a raw score for each individual piece of assessment.

The VCAA will moderate all school-assessed coursework against the examination(s); therefore, Staff at Our Lady of Sion College will NOT report or provide feedback on:

- the students ranking position in the Unit of Study
- the totalling or averaging of scores for Assessment Tasks
- a letter grade for School Assessed Coursework or School Assessed Tasks

**Students need to be aware that their total School Assessed Coursework scores may change following moderation done by the Victorian Curriculum and Assessment Authority.**

School Assessed Coursework and School Assessed Task grades are awarded by the VCAA, not by the school.

2.4 AUTHENTICATION

The VCAA authentication policy and procedures are described in detail in the VCE Administrative Handbook 2010 p 111-112.

While Coursework in VCE studies is conducted mainly in the classroom, some of the coursework may be completed outside the classroom and as a result, authentication procedures are required.

**Students need to be aware that it is their responsibility to ensure that the teacher has no difficulty in authenticating their work.**
The work submitted by students for coursework and SAC’S must genuinely be their own work. Students must make reference to and incorporate text and source material providing material is acknowledged: however, no part of a students work may be copied from any other person, nor may a student accept undue assistance from any person in the preparation and submission of work.

Should the school be concerned on the basis of evidence that a student has not submitted work that is her own, or that a student is in serious breach of other written rules set by Our Lady of Sion College relating to coursework and SAC’s then the Subject Teacher and VCE Leader will determine the action to be taken. This will include a Student Interview, where the student will be given 24 hours notice of the interview. The panel will consist of the Subject Teacher, VCE Leader and may include the Director of Curriculum.

2.5 ATTENDANCE

Students need to attend sufficient class time to undertake the course work and fulfil the conditions for satisfactory completion of the units. Regular attendance in class is expected because it;

- Promotes student exposure to the teaching and learning program, and assists them in their understanding of the coursework.
- Provides opportunities for clarification of coursework, diagnostic feedback and formative assessment.
- Allows students to feel comfortable with the workload they undertake, and assists them in planning for completion of assessment.
- Assists staff to make judgments relating to authentication issues.

It is the schools responsibility to set minimum class time and attendance rules. Students at Our Lady of Sion College must attend 95% of classes. Where a student has completed work but there has been a substantive breach of attendance rules, the school may assign an ‘N’ for one or more outcomes and thus the unit

Note: Where a student receives N or J for one or both units 3 & 4 sequence, the student will not receive a Study Score for the study. VTAC policy is that the study will not contribute to the student’s ENTER.

A ‘J’ result is to be used when the student is no longer attending classes and has not submitted work for assessment.

(VCE Administrative Handbook 2011, p80)

2.6 LATENESS

A student who is unacceptably late for class in any given subject, throughout the day, may be refused entry and reported to the Year Level Co-ordinator. Subject teachers will record the lateness on Rollcall, as well as keep a hard copy on the roll.

- The student has the responsibility to find out what has been covered in class and to catch up on the work.
- The subject teacher should consult with the student’s Homeroom teacher who will consult with the Year Level Co-ordinator if a pattern of lateness emerges.
- Students are expected to go to the library until the conclusion of the lesson and then report to the Year Level Co-ordinator.
• The Year Level Co-ordinator will inform the VCE Leader of students who are continually late. These students will be followed up by the VCE Leader and appropriate consequences will follow. For example: N result due to breach of attendance rules.

2.7 STUDENT ABSENCE

All VCE staff members will complete daily attendance rolls for their classes to monitor student attendance.

At VCE level, acceptable documentation for absence is a medical certificate, or other documentation approved by the VCE Leader. In some cases, the College will verify documentation before approval.

Upon return from absence, the student is required to present the medical certificate to ALL subject teachers for signing. The medical certificate is then submitted to the Year Level Co-ordinator for filing. It is expected that students will produce acceptable documentation for absence within one (1) school week from the day of absence. Documentation produced after such time will not be accepted by the College as appropriate and an unexplained absence will be noted against the student’s attendance.

When a student is absent from class and is unable to produce acceptable documentation explaining absence, subject teachers are to record this non-attendance on their daily subject record of attendance. Subject teachers will regularly monitor this attendance record. In the event of a student missing five (5) classes per Unit in one semester, without acceptable documentation being provided to explain the absences, an N result will be recorded by the subject teacher for the unit of work, and the VCE Leader informed immediately. Parents will then be contacted to attend an interview with the VCE Leader.

PARENTS ARE REQUESTED NOT TO MAKE HOLIDAY ARRANGEMENTS DURING TERM TIME

2.8 ABSENCES DURING SCHOOL ASSESSED COURSEWORK PERIODS

If a student is absent for a SAC they must notify the VCE Leader as soon as possible. Upon return to school the student must provide their subject teacher with a Medical Certificate. Rescheduling of the SAC will be negotiated with the subject teacher and the VCE Leader. If no Medical Certificate is provided then a student may be given a UG for that missed SAC. The student is still required to complete the task in order to receive an ‘S’ for the outcome.

Teachers may need to set an alternative piece of coursework for a rescheduled date, depending on the possibility of the student for whom the coursework is being rescheduled being advantaged by completing the coursework at a later date than the rest of the class.

Coursework which is completed over one or more weeks.

Students who are absent (with a Medical Certificate) for part of the extended period in which this type of SAC/ SAT is scheduled, should have a new timeline negotiated for them by the teacher and the VCE Leader. The coursework should be rescheduled so as not to cause conflict with other coursework periods and to conform to VCAA deadlines for submission of results.

2.9 EXTENSION OF TIME

The College will grant extensions of time for the completion of coursework assessment tasks, school assessment tasks and for the purposes of deciding satisfactory completion.
The procedures for applying for extension of time are outlined below:

- Application for extension of time for completion of coursework assessment tasks must be made at least three days in advance of the due date. Appropriate supporting documentation must accompany the submission of the request.

- Extension of time can be applied for under the following circumstances;
  - The student has missed a significant amount of class time due to illness or other approved absence.
  - The student is experiencing conditions which currently cause considerable disruption to her normal program.

- The maximum period of extension will normally be one week only, but may vary after consultation with the VCE Leader.

- Decisions relating to extension of time will be made by the VCE Leader in consultation with the subject teacher. The student will be required to undertake the preparation and completion of the assessment task within the conditions which cover coursework assessment. This means within class time and the range and scope of the task.

2.10 DUE DATES

Due dates and times for the completion of assessment tasks, SACs SATs and outcomes must be strictly adhered to. Late submission of work will incur the result of 'N' and a zero score for any assessed coursework. If a student is awarded an 'N' for an outcome the whole unit is deemed as unsatisfactory. Parents will be notified in writing by the VCE Leader.

Any appeal must be in writing to the Principal and must be lodged immediately via the VCE Leader. Students are given a maximum of two weeks in which to appeal.

No individual subject teacher may grant an extension on the submission date. All dates for SAC, SAT and outcome completion dates will be given to students at the beginning of the unit. No other due dates may be introduced. If a teacher wishes to reschedule a task because the students are not ready to be assessed or due to other circumstances, this should be done in consultation with the VCE Leader, adequate notification should be provided to all students in the class or classes.

For SATs only (Units 3 & 4): If a student is absent on a due date for a SAT, it must still be submitted by 3.30 p.m. on the due date. In these circumstances the VCE Leader must be contacted by parents and a medical certificate must be produced. The VCE Leader must be informed about who will submit the SAT and the time of submission. An extension of time cannot be granted.

2.11 SPECIAL PROVISION

The Victorian Curriculum and Assessment Authority (VCAA) policy for Special Provision are outlined below:

Policy Aim

The VCAA’s policy on Special Provision is to provide all students with the maximum opportunity to participate in and complete their VCE. This policy recognizes that the individual students may need
special provisions in curriculum to achieve the learning outcomes and in assessment to demonstrate their learning and achievement.

This policy deals specifically with the VCE; however, schools should also regard the policy as applicable to students enrolled in the Victorian Certificate of Applied Learning.

Implicit in this policy is that students who are enrolled to undertake the VCE do so with a reasonable expectation of being able to achieve the outcomes of the study design, and to demonstrate their achievement fairly in both the school assessment program and the external examinations. The policy does not exempt students from meeting the requirements for Satisfactory Completion of the VCE, or from being assessed against the outcomes for a study. Rather, it aims to ensure that the most appropriate arrangements and options are available for students whose learning and assessment programs are affected by illness, impairment or personal circumstances, to demonstrate their capabilities.

Under this policy, schools may use a range of alternative arrangements for curriculum delivery, learning programs and assessment for students who under normal circumstances would be unable to achieve the standards required by the VCE study designs.

There are four forms of Special Provision for the VCE
- curriculum delivery and student programs
- school based assessment
- special arrangements for examinations
- the use of derived examination scores.

In each case there are specific eligibility requirements that apply.

For curriculum delivery, student programs and school based assessment, the school is responsible for determining eligibility and the nature of the provisions granted.

**Policy Principles**

The special provisions are made within the requirements of the study design and are based on the following principles:
- The provision should provide equivalent, alternative arrangements for students.
- The provision should not confer an advantage to any student over other students.

**Curriculum Delivery and Student Programs**

The purpose of the special provisions in curriculum delivery and student programs is to help students in defined circumstances to complete the VCE in a reasonable timeframe. Although there is no limit on the period of time for a student to achieve the VCE, the provisions within the policy seek to help a student complete the VCE in a timeframe comparable to that of their peers. The concept of reasonableness is a key factor in determining the extent of provision that can be applied.

**Eligibility**

A student is eligible for Special Provision if, at any time while studying for the VCE, he/she is:
- Significantly adversely affected by illness (physical or psychological), by any factors relating to personal environment or by other serious cause
- Disadvantaged by a disability or impairment (including learning disabilities).

The adverse circumstances affecting the student must in no way be within the control of the student, for example a student who nominates for a student representative position may not then claim disadvantage on grounds related to that position.
Prolonged absence from school or study is not in itself grounds for Special Provision. However, arrangements described in this section are applicable to students experiencing severe hardship, which may have resulted in prolonged absence. Students granted special provision by the school should not be penalized for lack of attendance.

**Special Provision for Assessment**

There are three forms of Special Provision for assessment available to students:
- alternative arrangements or variations to school assessment requirements
- special arrangements for external examinations
- the calculation and use of a Derived Examination Score

**School Based Assessment**

The current policy allows schools to apply special provisions and arrangements for school based assessments. The VCAA recognizes that teachers, because of their knowledge of individual students and their circumstances can sensitively vary the school assessment programs to accommodate student circumstances.

**Eligibility for Special Provision for school based assessment**

Students are eligible for Special Provision for school based assessment if their ability to demonstrate achievement is adversely affected by:
- illness – acute and chronic
- impairment – long term
- personal circumstances

**Strategies**

There are a number of ways in which schools can make alternative arrangements to enable students to be assessed against the outcomes of the study design, including:
- allowing the student to undertake the task at a later date
- allowing the student extra time to complete the task
- setting a substitute task of the same type
- replacing one task with a task of a different kind
- using another planned task to assess more outcomes or aspects of outcomes than originally intended
- use of technology, aides or other special arrangements to undertake assessment tasks
- deriving a score from other assessment or work completed by the student (in circumstances where the above provisions are not feasible or reasonable).

**Special Examination Arrangements**

Students are eligible for Special Examination arrangements if it can be demonstrated that achievement on the examination is adversely affected by:
- accident or sudden onset of illness
- personal circumstances
- long-term impairment

Where this is used as the grounds for eligibility, the school needs to provide in their recommendation the details of arrangements made for the student at the school level. Examination arrangements will not be granted to students who have long-term impairments where there has been no demonstrated requirement for them at the school level.
Applications for Special Examination Arrangements must be accompanied by recent supporting medical or other specialist documentation.

**Derived Examination Score**

The Derived Examination Score is calculated by the VCAA and may be used as the student’s examination result where the student has met the eligibility requirements for the provision. This provision is intended to allow students access to achieve a result in the full range of Graded Assessments in order to maximize opportunities in the next phase of their education. It is not intended for students who did not wish to undertake the examinations.

Students are eligible for Derived Examination Score if:

- within two weeks prior to the examination the student has been significantly adversely affected by their circumstances.

The circumstances which will be deemed acceptable are:

- illness (both physical and psychiatric), physical injury or a disability which affect the student’s performance on the examination (e.g. influenza, asthma attack, broken arm)
- factors relating to their personal circumstances any event which affects the student’s performance on the examination (e.g. death/serious illness/accident of a family member or close friend, family break-up, faulty examination paper)
- the claim can be substituted in writing by an attending professional (e.g. doctor, social worker, police officer)
- the student has at least one Graded Assessment for the school based assessment of the study for which they have applied.

The following will not be considered as grounds to claim a Derived Examination Score:

- absence from school or study for prolonged periods
- unfamiliarity with the English language
- long-term loss of examination preparation time
- teacher absence and other teacher-related difficulties (other than Teacher Error appeals approved by the VCAA)
- chronic conditions that have been present for the entire year, except of there is an acute episode immediately prior to or during the examination.
- disabilities or impairments for which the student has already been granted special examination arrangements, unless unforeseen episode or additional difficulties occur during an examination
- matters that could have been avoided by the student, e.g. misreading the examination timetable or instructions.
- Illness, accident or personal circumstances where the effect on the student’s performance has been addressed by other special provisions, e.g. if a student has been granted special arrangements for the examination then new grounds would be required for the student to also be eligible for a Derived Examination Score.

**Applying for a Derived Examination Score**

Students who believe that they have a substantial claim should apply to the school in the first instance. The Principal will be responsible for making the initial decision on eligibility and recommending approval to the VCAA. Final approval rests with the VCAA. A panel of experts will determine the student’s eligibility for a Derived Examination Score form the supporting evidence supplied by the student.
The Derived Examination Scores will be calculated statistically from the student’s other assessments:

- Moderated coursework scores
- School-Assessed Task scores
- GAT scores
- Other examination scores if applicable
- Indicative results provided by the school

The student receives the highest of the derived score and the achieved score and this score used to calculate the final Study Score for the student. This Study Score will then be reported on the student’s Statement of Results and to VTAC.

Further details can be obtained from the VCAA website – (www.vcaa.vic.edu.au). Applications for all types of Special Provision should be made in writing to the VCE Leader as soon as possible after any concerns arise.
SECTION 3: VCE EXAMINATION INFORMATION

INSIDE THE EXAMINATION CENTRE

Inside the examination centre, students must observe all the rules and other requirements set out in the following sections.

3.1 Student numbers

Students must identify themselves by writing their student number on the response materials used for examinations. Student numbers are provided to schools by VASS.

Student identification requirements for LOTE oral and Arts performance examinations

All candidates undertaking a LOTE Oral and/or Arts Performance examination during the October/November examination period will be required to provide personal identification on entry to their examination(s). The personal identification must consist of a clear photo of the student and their full name. Most existing student identification cards or personal documents will be suitable for meeting this requirement; for example, a school ID card, public transport ID card, passport or driver's license, as appropriate.

3.2 Calculators

For examinations in Accounting, Chemistry, Environmental Science, Information Systems, Physics, the use of a scientific calculator is permitted. From 2006 onwards, graphics calculators, calculators that have graphical, symbolic or programmable capabilities, Computer Algebraic Systems (CAS) calculators or Computer Algebraic System (CAS) software are NOT allowed to be used in these examinations.

Calculators are not allowed in any other examinations except in specified Mathematics examination. In specified mathematics calculators that have graphical, symbolic or programmable capabilities or Computer Algebraic System (CAS) calculators or Computer Algebraic System (CAS) software may be used during writing time only, provided that the calculator model or software is approved. Where there are doubts about whether a particular model is approved, schools should ascertain its status by contacting the VCE Examinations Unit of the VCAA, preferably at the beginning of the course, but no later than one month before the relevant examination is held. For these specified mathematics examinations students are permitted to use one graphics calculator or CAS and, if desired, one scientific calculator during writing time only.

(For more detailed information see VCE Administrative Handbook 2011, p 98)

3.3 Mobile phones and other electronic devices

Mobile phones and other unauthorised electronic communication devices, such as organisers, iPods, MP3 player, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals, are not permitted in an examination room under any circumstances.
Watches

Students will not be permitted to wear watches of any type during an examination. All watches must be removed and placed at the top of the student's table/desk, where they can be seen clearly and easily by supervisors. Where there is any doubt about the functions of any watch displayed, supervisors are authorised to direct students to remove the watch from the table/desk for the duration of the examination.

3.4 Dictionaries

Dictionaries must not contain any highlighting or annotation. Electronic dictionaries are not permitted in any examination. An English and/or English–LOTE printed dictionary (but not a Thesaurus) may be used by students in the English examination and, the English (ESL) examination and in the GAT. Dictionaries may be consulted during reading time. In the written component of LOTE examinations, students may use any printed monolingual or bilingual dictionary in one or two separate volumes. Dictionaries are not permitted in the oral component of any LOTE examination. Dictionaries may be consulted during reading time and throughout the examination. Students are not allowed to use dictionaries in any other examination, except for those examinations where the one bound reference allowed may be a dictionary. Supervisors have the right to check any student's dictionary taken into the examination room/centre.

3.5 Approved Materials for Examinations

Students sitting for examinations are permitted to bring normal stationery into the examination. This includes pens, pencils, highlighters, erasers, sharpeners and rulers. Normal stationery does NOT include aids for curve sketching, Mathomat®, MathAids or geometrical drawing instruments such as compasses and protractors.

Correction (white out) liquid/tape and blank sheets of paper are NOT allowed in any examination.

For some examinations, students are permitted to bring specific materials into the examination as printed in the VCE Exam Navigator, 2012. Students will receive this booklet during term 2 of 2012.

3.6 Rules and their Observance for the Conduct of VCE Examinations

Students are required to observe the following rules for examinations conducted by or on behalf of the VCAA as well as the day-to-day rules of the institution providing the venue for the examination. These rules shall apply to students with disabilities or other impairments with such modifications as may be appropriate and reasonable. Any alleged breach of these rules and any alleged cheating, dishonesty or obtaining assessments by fraudulent, illegal or unfair means in relation to VCE examinations will be reported to the Manager, Corporate Governance, VCAA. Serious cases will be referred to the VCAA Review Committee.

The Review Committee will, in accordance with its terms of reference, conduct a hearing at which it will consider the circumstances of the alleged breach and determine any appropriate penalty. All supervisors of examinations are issued with directions for the administration of the examinations and are required to report all breaches of rules to the Manager, Corporate Governance, VCAA.

1. No student may cheat or assist another student to cheat or take any action that gives or attempts to give him/her an unfair advantage in an examination.
2. Each student must present for an examination in person. It is a serious offence for a student to allow any other person to present for an examination in his or her place. It is also a serious offence for any person to present for an examination in a student’s place or to aid
and abet a student to arrange for any other person to present for an examination in the student's place.

3. A student will not be admitted to an examination room while under the influence of alcohol or illegal drugs.

4. A student must obey and observe all instructions or directions given in the examination room by the supervisor.

5. It is a student’s responsibility to ensure that he or she only brings approved materials and equipment for any given examination into the examination room.

6. Mobile phones and electronic communication devices, such as organisers, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals, are not permitted in an examination room under any circumstances.

7. No student may communicate with another student in the examination room while the examination is being conducted.

8. No student may by any act or omission cause any nuisance, annoyance or interference to any other student. If the student does not comply with an instruction given by the supervisor then that student will not be entitled to complete the examination and must leave the examination room immediately.

9. A student must not write or draw anything offensive on any examination materials.

10. No food or drinks, other than water, are allowed in the examination room except under special circumstances as approved and directed by the VCAA. Students may bring water to the examination providing that the water is in a clear plastic bottle (all labels must be removed). The water bottle must have a secure lid and the capacity of the bottle must be no more than 1500ml. Water bottles must not be placed on the desk/table at any time and water bottles must not be refilled during the examinations or shared between students.

11. A student must not communicate with another student while the examination is being conducted.


13. A student must not remove any response material, used or unused, from the examination room.

14. If a student requires another script book, or if a student wishes to speak to the supervisor, the student must stand in his or her place.

15. No student will be allowed to leave the room before 30 minutes has elapsed from the start of writing time.

16. It is the responsibility of the student to immediately notify the supervisor if the correct examination paper has not been provided or that the examination paper has missing pages.

17. During reading time a student may study the directions for the examination, the question book and a dictionary if a dictionary is permitted in the examination. A student must not begin to write or mark his/her paper in any way or use a calculator until the signal to write is given.
18. A student arriving late:

a) for a written examination **up to 30 minutes** after the scheduled start of writing time will be admitted to the examination room, but must cease their work by the scheduled finish of writing time.

b) for a written examination **after 30 minutes** from the scheduled start of writing time, but before the scheduled finish of writing time, may be admitted only if all the following conditions are met:

   i. the principal of the host school, or the principal’s delegate, recommends the student’s admittance.

   ii. the student is admitted to the room on the understanding that his or her response materials may not be accepted by the VCAA. The student must be advised of this condition and must sign acceptance of this requirement prior to entry to the examination room.

   iii. the student completes a Statutory Declaration immediately following the conclusion of the examination declaring:

      – the reason for being late for the examination;
      – the time of admittance to the examination room;
      – that he or she has not seen or read the examination question book prior to his or her admittance;
      – that he or she has had no communication with anyone who has had access to the contents of the examination question book; and
      – that he or she understands that his or her response materials may not be accepted by the VCAA.

   iv. appropriate arrangements can be made to enable the student to complete the examination without disruption to other students.

   v. the student is allowed the full writing time, but is given no allowance for reading time.

   c) for a performance examination or a LOTE oral examination, students may have their examination rescheduled to an alternative time, provided they have valid reasons for the lateness which must be endorsed by the student’s home school in writing.

19. A student must cease writing when the signal to do so is given but must not leave his or her place until directed by the supervisor. A warning signal will be given five minutes before the scheduled completion of writing time of the examination.

20. At the end of the examination, each student must remain silent and in his or her place until all response materials have been collected. Only then will the supervisor give the direction for students to leave the room.

21. A student must not communicate with an assessor, either before or after a written examination or during a performance examination, except when communication is necessary for the conduct of the examination. Any necessary communication must be directed to the VCAA.

For more detailed information see VCE Exam Navigator 2012.