

# VCE Rules and Regulations

## Satisfactory completion of VCE units

For satisfactory completion of a VCE unit, a student must demonstrate achievement of the set of outcomes for the unit as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's assessment of the student's overall performance on assessment tasks designated for the unit. For VCE Units 3 and 4, evidence of achievement is collected by the teacher through a range of tasks which include School-assessed Coursework and/or School-assessed Tasks.

To achieve an outcome the student must:

- produce work that demonstrates achievement of the outcomes
- 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.

## The VCAA rules for School-based Assessment

The VCAA sets down rules which a student must observe when preparing work for assessment by the school. They are:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
2. A student must acknowledge all resources used, including: 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 another person in the preparation and submission of work.
4. Acceptable levels of assistance include: the incorporation of ideas or material derived from other sources (for example, by reading, viewing or notetaking), 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.
5. Unacceptable forms of assistance include: use of, or copying, another person's work or other resources without acknowledgment, corrections or improvements made or dictated by another person.
6. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
7. A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.
8. A student must not knowingly assist another student in a breach of rules.

Taken from "Procedures for Assessment in VCE Studies"

<http://www.vcaa.vic.edu.au/Documents/vce/adminproceduresvceassess.pdf>

And "VCAA rules for the conduct of VCE external assessments"

<http://www.vcaa.vic.edu.au/Pages/vce/exams/examsrules.aspx>

### **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 consider work previously submitted by the student provided it meets the requirements. A student may only submit further work or resubmit a School-assessed Coursework assessment, for reconsideration to redeem an 'S' for the outcome. **The teacher may not allow a student to resubmit work to improve a score of an assessment for School-assessed Coursework.**

### **Attendance**

All VCE units involve at least 50 hours of scheduled classroom instruction over the duration of a semester. A student needs to attend sufficient class time to complete work. At St. Pat's, this equates to an attendance rate of 90%.

### **VCAA rules for the conduct of VCE external assessments\***

**\* VCE external assessments include the GAT, written, aural, electronic/digital, oral and performance examinations and the Extended Investigation oral presentation.**

Students are required to observe the following rules for the conduct of VCE external assessments conducted by or on behalf of the VCAA, as well as the day-to-day rules of their school and of the venue.

VCAA rules shall apply with appropriate and reasonable modifications to students who have disabilities or other impairments.

All supervisors are issued with directions for the administration of the VCE external assessments and are required to report all alleged breaches of these rules to the VCAA.

Supervisors have the right to check any authorised materials that are taken into a VCE external assessment.

1. Students must not cheat or assist other students to cheat.
2. Students must not take any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.
3. Students must not allow, induce or assist any other person to present for a VCE external assessment in their place.
4. Students must not present for a VCE external assessment in another student's place.
5. Students must not present for a VCE external assessment under the influence of alcohol or drugs.
6. Students must obey and observe all proper instructions or directions given by their supervisor.
7. Students attending a VCE external assessment may bring only materials and equipment approved for that external assessment into the examination room.

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8. Students must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during a VCE external assessment.
9. Students detected with any device defined in Rule 8 must, upon the direction of a supervisor, surrender that device for inspection. Any confiscated device will be retained, pending any investigation into an alleged breach of VCAA rules.
10. Students must not bring into or possess in the examination room any drinks or food except under special circumstances as approved and directed by the VCAA. Bottled water is permitted in the examination room under approved conditions.
11. Students must not communicate with any other student while the VCE external assessment is being conducted.
12. Students must not cause any nuisance, annoyance or interference to any other student during a VCE external assessment.
13. Students must not remove or tear out any part of a bound reference, question/task book, question and answer book or answer book, except where permitted, for example formula sheets.
14. Students must not remove any response material, used or unused, from the examination room.
15. Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
16. Students must raise their hand if they wish to communicate with a supervisor.
17. Students must not leave their place until permitted by a supervisor.
18. Students will not be permitted to leave the VCE external assessment before 30 minutes have elapsed from the start of writing time.
19. Students will not be permitted to leave in the last five minutes of the VCE external assessment.
20. Students must cease writing when instructed to do so by a supervisor.
21. Students must remain silent and seated in their place at the end of the VCE external assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.
22. Students must not communicate with an assessor, before, during or after a VCE external assessment, except when communication is necessary for the conduct of the assessment