



HIGHVIEW COLLEGE

VCE ASSESSMENT & ANALYSIS OF RESULTS POLICY

Person Responsible – Director of Professional Practice

(Reviewed in odd years)

Rationale

Highview College will offer a Senior School Curriculum based on VCE.

Aims

- Highview College is to maintain itself as an authorised VCE Provider with a VCAA number
- Highview College is to ensure that all procedures, assessments, administration of records and monitoring and analysis of results are carried out to meet the requirements of the VCAA

Implementation

- Ensure procedures are in place to maintain an accurate record of results and ensure integrity of results
- Highview is an authorised VCE Provider with a VCAA Number
- All staff are issued with a VCE Assessment Procedures Booklet at the start of each year. This covers areas of: Unit Completion, Graded Assessment, Coursework Audit, Partnerships, Visitation Review, Authentication, Special Provisions, Assessment of student work, Possible breaches of VCE Assessment Rules, Results Feedback to students and VCAA contacts. It also contains all submission dates, Authentication Record sheet, Declaration of Authenticity form and Statistical moderation information, as well as a list of VCAA resources
- All results are recorded with VASS and on SEQTA
- Within VET programs, a Memorandum of Understanding and VET in Schools Educational Partnership Agreements are signed with outside RTO providers
- Staff are given subject VCAA Unit 3/4 results. Also, staff are presented with an analysis of VCAA data. Individual teachers are provided with access to the VASS Exam and SAC performance data. All Heads of Department are then interviewed by the Director of Professional Practice as to how this data can be used to improve future results. This is followed up at Faculty meetings.
- Student participation and completion rates and outcomes are published annually as part of the School Annual Report that is displayed on the College website

Policy developed by John Christie – 2010
Updated by Wendy Pickering-Tyers – 2016
Updated by Wendy Hare – 2017
Due for Review – March 2019