

# HIGHVIEW COLLEGE YEAR 12 EXAMS POLICY

Person Responsible – VCE Co-ordinator



## Rationale

We make the assumption that students in Year 12 have enrolled in Year 12 to achieve. However, we recognise that some students may find the undertaking of external exams/ external assessment could lead to more negative rather than positive consequences.

## Aim

To allow students to withdraw from the external exams if the VCE Co-ordinator, Learning Support Co-ordinator and Senior Executive consider that sitting the exams will be detrimental to the welfare of the student i.e. for pastoral reasons.

## Implementation

- Only students who receive learning support or have an Individual Learning Plan can be considered for withdrawal from the VCAA external exams.
- Students will need to continue to meet normal class attendance requirements, and to undertake and demonstrate satisfactory achievement of the Unit Outcomes.
- Until a signed acceptance slip is received by the College, normal external assessment expectations will continue to apply.

## The following steps are to be followed:

- Parent/guardian and the VCE Co-ordinator discuss the possibility of the student not undertaking the external exams.
- VCE Co-ordinator in consultation with the Learning Support Co-ordinator makes a recommendation to the Senior Executive Team on behalf of the student.
- VCE Co-ordinator is informed of the Senior Executive's decision.
- The VCE Co-ordinator confirms with the student's parents and provides a written agreement for the student and parent/guardian to sign and return to the College.
- Copies of the letter and acceptance slip are filed in the student's file.
- All applications must be submitted by the last day of Term 2.

Policy developed by John Boyle – 2012  
Updated by Wendy Pickering-Tyers – 2016