



Victorian Certificate of Education (VCE) Assessment Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Hoppers Crossing Secondary College 9974 7777.

PURPOSE

To explain to Hoppers Crossing Secondary College parents, carers, staff and students the processes and procedures in place for Assessments held under the Victorian Certificate of Education.

SCOPE

This policy applies to:

- all students who are student the Victorian Certificate of Education (VCE and the Victorian Certificate of Education – Vocational Major (VCE-VM)

POLICY

There are two requirements for the successful completion of a VCE unit of study:

1. Satisfactory demonstration of each outcome of the study, completed under observed rules.
2. Sufficient attendance in class

To achieve a Satisfactory (S) outcome the student must:

- Produce work that meets the required standard
- Submit work on time
- Ensure all work submitted is their own and can be authenticated
- Observe the VCAA and school rules.

A student may receive a Non-Satisfactory (N) completion if:

- Work is not of the required standard
- The student has failed to meet a school deadline for the assessment task
- Work cannot be authenticated 10 | Page
- There has been a substantive breach of rules including school attendance rules - below 90%

As per the Victorian Curriculum and Assessment Authority (VCAA) Principles of Assessment; assessment is an integral part of teaching and learning that at the senior secondary level:

- identifies opportunities for further learning
- describes student achievement
- articulates and maintains standards
- provides the basis for the award of a certificate.

As part of VCE studies, assessment activities enable:

- the demonstration of the achievement of an outcome or set of outcomes
- judgment and reporting of a level of achievement on a task or collection of tasks for School-assessed Coursework, School-assessed Tasks, Externally assessed Tasks or examinations.

The key principles underpinning all VCE assessment practice ensure that the assessment instruments enable judgments to be made about demonstration of the outcomes and levels of achievement fairly, in a balanced way. The system for assessing the progress and achievement of students must be accessible, effective, equitable, reasonable and transparent.

Coursework

Students must submit their own work as set by teachers, to demonstrate satisfactory achievement of outcomes. This work must be completed within the time frames indicated by the teacher. Adjustment to the timeframes can be made at the discretion of the Head of Senior Curriculum based upon evidence of illness, excursions, co-curricular involvement or significant personal circumstances. Any student not submitting work on time or who submits work that does not satisfy the requirement will have a further limited time in which to improve that work to a satisfactory standard prior to the SAC. The timeframes for this will be outlined to students and their families via the At Risk process using Compass.

Assessment

a) All work submitted for assessment must be the **student's own work**, with any resources appropriately acknowledged. A student who breaches this rule will have the assessment annulled and will be required to repeat the task to demonstrate the Outcome is satisfactorily achieved. Students can attribute sources and are informed about their assessment conditions via the Task sheet and plagiarism declaration.

b) **School Assessed Coursework (SACs)**: A SAC can only be rescheduled for a graded assessment due to illness or a school approved activity. Illness must be verified by a doctor's certificate (or suitably qualified professional, e.g. Psychiatrist/Psychologist) to be eligible for full marks for a rescheduled SAC. In the advent of no certificate, the task will be rescheduled at the next available catch-up session, in order for the student to demonstrate attainment of skills and knowledge within the Outcome, but no score will be recorded.

c) **School Assessed Tasks (SATs)**: SATs are on-going tasks and normally rescheduling submission time would not be appropriate. Students must make every effort to submit the SAT by the due date and time. If ill, the task will be due immediately upon return to school. A medical certificate must be submitted for any days beyond the due date that are missed.

d) **Examinations (Exams)**: refer to the HCSC exam guidelines published on the College Website each year.

SAC attendance

A student cannot be scored for a missed SAC unless they have an **approved absence**. Reasons for approval are:

1. Medical grounds with a certificate
2. Representing the school at excursions or sporting events
3. Exceptional circumstances (such as bereavement)

For students with an approved absence, the SAC will be rescheduled upon return to school at the next available time, and a score obtained. For non-approved absence, students can sit the SAC for the purposes of demonstrating understanding and achieving feedback only.

Assessment and family holidays

Family holidays are not considered to be an approved absence for VCE or VCE-VM students.

1. If a student goes on holiday and there is a SAC during the absence:
 - a. If the absence exceeds the attendance policy, the student cannot gain the satisfactory demonstration of the unit through submission of coursework. The SAC does not have to be completed as the 'N' has already been awarded for the Unit.
 - b. If the absences do not exceed the attendance policy the student must complete the SAC on return and it will not be scored. However, the student must satisfactorily complete the SAC together with any other essential tasks deemed necessary by the teacher(s).
2. If VCE students are absent for any part of the 'Transition' program they must meet with the Head of Senior School or subject teacher to discuss the impact on their VCE studies, including assessment tasks.

FURTHER INFORMATION AND RESOURCES

- Victorian Curriculum and Assessment Authority
 - [VCE Assessment Information and Guidelines](#)
 - [VCE Examination Rules](#)

REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal and Hoppers Crossing Secondary College School Council
Next scheduled review date	October 2027