

HIGHVIEW COLLEGE SENIOR ASSESSMENT & ANALYSIS OF RESULTS POLICY

Person Responsible – VCE Co-ordinator



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 (from Data Service). Individual teachers are provided with access to the VASS Exam and SAC performance data. All Area Heads are then interviewed by the Principal and Deputy Principal as to how this data can be used to improve future results. This is followed up at Area meetings.
- Student participation and completion rates and outcomes are published annually as part of the School Annual Report that is posted to parents and displayed on the College website.

Policy developed by John Christie – 2010
Updated by Wendy Pickering-Tyers – 2016