

Essendon Keilor College

Satisfactory Completion Policy



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Rationale

The progress of students from one-year level to the next is premised on the understanding that it is educationally desirable for students to move through year levels with their peers. The policy aims:

- To ensure that students and parents are aware of the academic expectations of Essendon Keilor College on students progressing through the year levels.
- To encourage students to achieve the best possible outcome from the educational opportunities available to them and to remind them of the practical consequences of not participating fully in the curriculum offered by the college.
- For teachers to support students to achieve learning outcomes through, communication of assessment related information to students, making consistent judgements about the level of student achievement, providing opportunities for students to 'redeem'

Aim

To provide an effective communication infrastructure across the College for all assessment matters

To inform students, parents/carers and teachers, Victorian Curriculum Assessment Authority (VCAA) and Department of Education and Early Childhood Development (DEECD) requirements for implementation

To provide a consistent process for award of student 'satisfactory completion' for teachers

To prove equity in consistent decision making about the level of student achievement

Procedural Implementation

- Year 7-10 assessment details for Common Assessment Tasks (CATs) will be published and distributed to college community on the website and compass at the beginning of the academic year.
- A VCE/VET/VCAL assessment task planner will be published and distributed to college community on the website and compass at the beginning of the academic year.
- Details of common assessment tasks including criteria for VCE/VET and VCAL (School Assessed Coursework, School Assessed Tasks and Examinations) will be published by teachers and distributed to students that will enable them to use knowledge and skills developed during appropriate learning activities and enable adequate preparation through the inclusion of details of conditions under which assessment tasks are to be conducted
- Victorian Assessment Software System (VASS) reporting dates to be published and distributed to all staff at the beginning of the relevant academic year.
- VCAA and Essendon Keilor College examination timetables to be published and distributed to all staff and relevant students prior to the period.
- Essendon Keilor College Orientation timetables to be published and distributed to all staff and relevant students prior to the period.
- Documents to support this policy are:
 - Essendon Keilor College Attendance Policy
 - Satisfactory Completion Policy Form
 - Verification of Authentication Rules Form
 - Appeal of N Result Form

Process 7-12

- Teachers publish assessment details for CATs and exams to students
- Teachers assess the student work using the published rubric (including moderation) and award a percentage.
- Student work assessed at 50% or above, the teacher awards the percentage.
- Student work assessed as below 50%, the teacher completes Redemption section of the Satisfactory Completion Policy Form on compass
- The teacher discusses the unsatisfactory task with the student at a 'Pre-redemption' meeting and the details of the opportunity to redeem. The teacher records the redemption meeting on compass chronicle
- Scheduled redemptions are timetabled and staffed after school in the library.
- Ideally redemptions take place no more than 10 days after the initial assessment opportunity.
- The teacher assesses the student work and if 50% or above is achieved, for Year 7-10, the teacher awards and records the redemption percentage onto the compass chronicle.

- If students achieve below 50%, the teacher awards a Not Satisfactory for the Assessment Category and completes the Student At Risk section of the Satisfactory Completion Policy Form
- Students at risk are supported by the campus coordinators who ensure correct procedure and process has been followed and work with students and their families.

Year 11-12 VCE only

- If 50% or above is achieved, for school based assessment tasks the teacher awards the original percentage score.
- If a student achieves below 50% they are supported through the redemption process to demonstrate the outcome under the same assessment conditions. The original numerical score is awarded.
- If a student does not achieve 50% on the redemption task, the teacher awards an At Risk for the assessment category, completes the Student at Risk section of the Satisfactory Completion Policy Form and submits this form to the campus coordinator for further action.
- Further action will involve the VCE panel looking at alternative opportunities for the student to demonstrate the outcome, or wellbeing and medical concerns that, may have impacted on the outcome assessment or timely submission of the assessment task.

Outcome Achievement

It is acknowledged that an assessment task is only one way in which a student can demonstrate the outcome at VCE. The awarding of satisfactory completion for a VCE unit is based on a decision that the student has demonstrated achievement of the set of outcomes specified for the Unit. In making this decision the teacher will make an assessment of the student's overall performance on all assessment tasks designated for the Unit to ensure:

The work meets the required standard

The work was submitted on time

The work is clearly the student's own

There has been no substantive breach of rules

If all outcomes are achieved, the student receives S (Satisfactory) for the Unit. If any of the outcomes are not achieved, the student receives "N" (not satisfactory) for the Unit.

Attendance 7-12

Students are required to attend school and all of their classes, except where legitimate and serious reasons prevent such attendance. To be considered for promotion, students are required to meet the college's minimum attendance requirement of 90%. If a student is absent for or does not submit an assessment task, graded assessment will only be awarded for an approved absence i.e. when an extension of time has been successfully obtained via the Extension of Time Form (an alternative comparable task may need to be set).

Zero will be awarded when an extension of time has not been granted but an opportunity to redeem will be provided as outlined in order for the student to be awarded an S

Breach of Authentication Rules

If a teacher is unable to authenticate a student's work, the nature of the breach must relate to the authenticity of work that:

- is not typical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development

Teachers that are unable to verify this information need to complete a Verification of Authentication Rules Form so that an authentication process can occur.

Appeals Process 7 -12

The Notification of N Result letter will explain that an N has been awarded for a particular outcome. Students and Parent/Guardians will also be informed about their right to appeal a decision through the process via the Appeal of N Result Form. If a written application for an appeal is received this will be managed by the Campus Principal and copies of all documentation and assessment pertaining to the tasks will need to be provided by the teacher.

Students have a right to appeal to the VCAA against a decision or any penalty imposed by the school in relation to school-assessed coursework and school-assessed tasks.

Endorsed by College Council February 14th 2019