Melbourne Girls' College

VCE and VCE VM Determination of Satisfactory Completion of Outcomes

RATIONALE

This policy outlines the criteria and procedures for the determination of satisfactory completion of outcomes for the VCE and VCE VM units at Melbourne Girls' College's. It aims to provide guidelines for assessing student performance and attendance, ensuring fairness, consistency, and alignment with the requirements set by the Victorian Curriculum and Assessment Authority (VCAA).

Satisfactory Completion (S): The successful achievement of set learning outcomes for a VCE VM unit, meeting the required standards, adhering to deadlines, and complying with all relevant policies.

Non-Satisfactory Completion (N): The inability to meet one or more criteria for satisfactory completion, including failure to achieve required standards, missed deadlines, inability to authenticate work, or policy breaches such as attendance levels.

Attendance and Participation

a. All MGC students are expected to attend 100% of their timetabled classes and be punctual for all sessions.

b. Year 11 and 12 students must be present for the entirety of their scheduled classes. Leaving school grounds during free periods is not permitted.

c. Attendance and participation are integral to overall performance and authentication evidence required for awarding an S for a VCE and VCE VM unit.

d. VCAA requires a minimum of 50 hours study per unit and as a result, Melbourne Girls' College has established a minimum 80% attendance rate to ensure this 50 hours is met. All VCE and VCE VM students are required to attend each subject, including VET to meet this minimum attendance requirement.

Satisfactory Completion (S)

a. Satisfactory completion of a VCE and VCE VM unit is contingent upon meeting the set learning outcomes defined by the VCAA requirements and the VM's study design.

b. Achieving the required standard as outlined in the learning outcomes is essential for satisfactory completion.

c. Submission of work must be within specified deadlines.

d. All work must be the student's own, adhering to the principles of academic integrity.

e. Compliance with VCAA and college policies, including the SAC absence policy and assessment authentication policies, is mandatory.

Non-Satisfactory Completion (N)

a. Non-satisfactory completion (N) occurs when a student does not demonstrate their understanding of a required a required learning outcome/s.

b. Failure to adhere to deadlines for School Assessed Coursework (SAC) or School Assessed Tasks (SAT) results in non-satisfactory completion.

c. Inability to authenticate the work, demonstrating that it is one's own, leads to non-satisfactory completion.

d. 4 Breaches of VCAA or college policies, including SAC absence policy and assessment authentication policies as well as attendance requirements result in non-satisfactory completion.

Assessment Components

a. School Assessed Coursework (SAC): A variety of assessment tasks based on the subject study design. SACs assess unit learning outcomes and are part of the regular teaching and learning program.

b. School Assessed Tasks (SAT): Applied in select studies (e.g., Art, Media, Studio Arts), assessing products and models. SAT results contribute to study scores and ultimately the ATAR.

c. SACs and SATs, combined with other school-based activities; class tasks, projects and assessment pieces applied in the VCE VM subjects, evaluate satisfactory performance (S or N), provide subject knowledge improvement, offer insight into final exams, and determine a performance ranking where appropriate.

Procedures

a. Published submission dates for drafts and assessment tasks are strictly adhered to. Failure to comply, without reasonable explanation, may lead to non-assessment or zero grading for the task.
b. Extensions to due dates require appropriate documentation, such as medical certificates. Assessments must be completed soon after the original due date when an extension is granted.
c. The Year Level Leaders and Student Engagement and Wellbeing Leader must be informed of any issues impacting classroom and assessment performance.
d. Special provisions for SACs/SATs may be granted based on individual circumstances, following VCAA guidelines and recommendations.
e. The decision of non-satisfactory completion due to lack of attendance is made in consultation between the classroom teacher, Year Level Leader and Student Engagement and Wellbeing Leader.

Evaluation

This policy will be reviewed every 2 years, or earlier as required following an incident or analysis of new research or school data relating to bullying, to ensure that the policy remains up to date, practical and effective.

Data to inform this review will be collected through:
- Recommendations and requirements corresponded through VCAA
- Feedback from staff

Linked Policies and Further Information

https://mgc.vic.edu.au/our-college/public-documents-policies/

- MGC VCE VM and VET Information Booklet 2024
- VCE Moderation Policy
- VCE Students At Risk Policy
- VCE and VM Redemptions Policy
- VCE VM Determination of Satisfactory Completion of Outcomes Policy
- VCE and VCE VM Authentication Policy

For More Information: Pages - VCE General Advice and policy (vcaa.vic.edu.au)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Created August 2023
Consultation	Senior Years Leadership Team July 2023 Domain Leaders 2023
Approved by	Principal
Next scheduled review date	August 2025