

EXAMINATION POLICY

INTRODUCTION

Victory Christian College (VCC) is committed to providing a safe and supportive environment where students feel nurtured in their education. Examinations provided and conducted by employees of the College will be consistent with the Statement of Faith and will at all times be provided in a safe environment, being respectful and attentive to the individual needs and circumstances of all students.

AIMS

- To clearly communicate expectations for end-of-semester examinations
- To ensure the examination process is fair and equitable for all students at VCC
- To promote academic integrity at the College
- To prepare students for the requirements of the Victorian Certificate of Education (VCE)

SCOPE

This policy applies to all students in Years Seven to Eleven at VCC.

The policy does not apply to VCE Unit 3 and 4 subjects, as the Victorian Curriculum and Assessment Authority (VCAA) dictates examination requirements for these courses. VET subjects are also exempt as they do not complete examinations.

DEFINITIONS

- **Disability** – Where the term ‘disability’ is used in this policy, it refers to the definition given in the Disability Discrimination Act 1992.
- **Modified Examination** – An examination created as part of a Personal Learning Plan (PLP) to respond to the individual learning needs of the identified student.
- **VCAA** - The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority of the Victoria State Government responsible for the provision of curriculum and assessment programs for students in Victoria, Australia.
- **VCE** - The Victorian Certificate of Education (VCE) is a credential available to secondary school students who successfully complete Year Eleven and Twelve in Victoria, Australia.

IMPLEMENTATION

Preparation for the Examination Period

Excursion and Camp Free Weeks

Prior to the examinations, a period of time will be noted on the College Calendar that will be free from excursions and camps. This will guarantee time for teachers to cover essential course material and revision in a manner that supports effective examination preparation and improved learning outcomes. The duration of the excursion- and camp-free period will be determined by the Senior Leadership Team (SLT).

Preparing and Printing Examinations

- A draft examination timeline of key dates will be developed by the SLT at the beginning of the school year. This will be added to the College Calendar for staff to view.
- A final examination timeline will be distributed to staff in Week 3 of Term Two and Four which sets out the timeframes required for examination submission to leaders, checking, and printing exams.
- All examinations, including modified examinations, will be handed to the head of Senior or Middle school with a class list and any additional instructions.
- All College examinations will use the same VCC cover sheet, adhering as closely as possible to the VCAA VCE examination format.

Communication to Families

The dates for the examination period will be communicated to families in the College newsletter in the 'Key Dates' section during Term Two and Four.

Information regarding the examination timetable and conditions will be distributed in the College newsletter at least two weeks prior to the beginning of the examination period.

Conducting an Examination

All examinations are to replicate VCAA rules and conditions, including:

- An examination room should be arranged with tables in rows and a student at each desk, or a student at either end of the desk.
- A clock should be visible to the students.
- Students are only permitted equipment as specified in their examination instructions.
- Students are required to be silent and seated, and abide by the examination rules.

Teachers are expected to read the 'examination script' provided to them and actively supervise students at all times.

Catch-up Examination Process

The Head of Senior or Middle School will ensure that the student's name, examination paper and specific advice are provided to the Chief supervisor for the examination session as soon as practicable.

Middle School and Senior School students who miss an examination will be scheduled a catch-up examination within the examination period.

Year Nine to Eleven Catch-Up Examinations

If a Year Nine to Eleven student does not sit the catch-up examination, the following conditions will apply:

- If a medical certificate is provided, the student will receive an 'N/A' for the examination grade.
- If a medical certificate is not provided, the student will receive a zero grading for the examination.

Year Seven and Eight Catch-Up Examinations

Year Seven and Eight students do not require a medical certificate in the event of a missed catch-up examination unless they are completing an examination for a Year Nine subject.

Special Examination Arrangements

In line with VCAA regulations, Special Examination Arrangements may be approved for students with disabilities, illnesses or other circumstances that affect their ability to access end-of-semester examinations. Students can apply for rest breaks or to complete their examination in a small group setting. For students to access these provisions, evidence from an appropriate health professional must be provided to the College. The statement should include the following;

- clinical assessments, diagnosis (if available) and date of diagnosis
- consultation history, presenting symptoms, description of severity and expected duration
- treatment period and plan (if applicable and available)
- comments on how the illness or condition would impact on the student's day-to-day functioning in the classroom and learning
- comments on the likely effect of the illness or condition on the student's capacity to complete examinations.

If the required documentation is not submitted to the College a week prior to the beginning of the examination week, Special Examination Arrangements may not be granted.

Students and Parents/Guardians will be made aware of the Special Examination Arrangement requirements and timeline at the beginning of Term Two and Four in the College Newsletter and Compass News Feed.

Year Seven and Eight Examinations

Examinations in Years Seven and Eight are intended to prepare students for the academic demands of senior schooling. As such, both year levels will undertake English and Mathematics examinations each semester that are 90 minutes in duration.

RELEVANT RESOURCES AND LEGISLATION

- Disability Discrimination Act 1992 (Cth)
- [Examination Rules](#), VCAA
- [Special Examination Arrangements](#), VCAA
- [VCE Administrative Handbook](#), VCAA
- [VCE Exams Navigator](#), VCAA

RELATED POLICIES, PROCEDURES AND OTHER DOCUMENTS

- Assessment and Reporting Policy
- College Handbook
- Student Diaries
- VCE Policies

POLICY DEVELOPMENT AND MANAGEMENT

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