Assessment: Satisfactory completion of units

1 Satisfactory completion of VCE units

For satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set of outcomes for the unit as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's assessment of the student's overall performance on assessment tasks designated for the unit. Satisfactory performance of these tasks is sufficient evidence to award an S for the unit. The decision to award an S for the unit is distinct from the assessment of levels of achievement.

1.1 Satisfactory VCE unit result

The student receives an S for a unit if the teacher determines that all the following outcomes are achieved satisfactorily. A student must:

- produce work that demonstrates achievement of the outcomes
- submit work on time
- submit work that is clearly their own
- observe Victorian Curriculum and Assessment Authority (VCAA) and school rules.

1.2 Not Satisfactory VCE unit result

The student receives N for the unit when one or more of the outcomes are not achieved because:

- the work does not demonstrate achievement of the outcomes
- the student has failed to meet a school deadline for the assessment task, including if an extension of time has been granted for any reason, including Special Provision
- the work cannot be authenticated
- there has been a substantial breach of rules, including school attendance rules.

The N result should be used for students who only partly complete work or whose attendance records breach school rules.

1.3 Redeeming outcomes: submitting further work

If, in the judgment of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, the teacher may consider work previously submitted, provided it meets the requirements.

A student may only submit further work, or resubmit a School-assessed Coursework assessment, for reconsideration to redeem an 'S' for the outcome. The teacher may not allow a student to resubmit work to improve a score of an assessment for School-assessed Coursework.

Students complete work for a unit during the semester in which the unit is undertaken. However, the school may decide to delay the decision about satisfactory completion to allow a student to complete or submit further work.

1.4 VCE unit result of J

If a student is no longer attending, but they have not officially withdrawn by signing a **Student Exit** form on VASS, the symbol J is included on VASS.

The J result should be used if the student:

- is no longer attending class
- has not submitted work for assessment.

The J result is recorded on the VCAA database, but is not reported on the student's Statement of Results. Units with a J result are made available to the Victorian Tertiary Admissions Centre (VTAC) and are treated as equivalent to those with an N result.

1.5 Lost, stolen or damaged work

If a teacher or student has lost work, or had work stolen or damaged, they must make a written statement of the circumstances. The statement must be signed and dated. Schools must keep a record of the loss or damage, but should not report it to the VCAA (unless it is a School-assessed Task). The principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student.

Note: This does not apply to work lost or damaged due to computer misuse or malfunction.

1.6 Care in the use of computers

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- there is an alternative system available for producing assessable work in case of computer or printer malfunction or unavailability
- hard copies of the work in progress are produced regularly
- each time changes are made, the work is saved as a backup file, which should not be stored on the computer.

2 Satisfactory completion of VCAL units

2.1 Satisfactory VCAL unit result

A student will receive an S (satisfactory achievement) for a unit in the Work Related Skills, Personal Development Skills, Skills for Further Study – Senior, and some Literacy Skills units, when they have demonstrated achievement in all learning outcomes for the unit.

The exceptions to this rule are:

- VCAL Numeracy Skills units – students need to achieve five out of six learning outcomes for the Foundation and Intermediate levels and six out of the seven learning outcomes for the Senior level in order to receive an S
- VCAL Senior Literacy Skills, Reading and Writing unit – students need to achieve seven out of the eight learning outcomes to receive an S.

Satisfactory completion of VCAL units

All VCAL assessment activities should be assessed by the teacher to verify their successful completion. The elements in the VCAL curriculum planning guides are provided to further describe the learning outcomes, and are intended as a guide for teachers in the design of assessment tasks to ensure consistency in how learning outcomes are interpreted and assessed.

The curriculum components in a VCAL learning program must be assessed in accordance with the requirements and guidelines outlined in the curriculum documents for the units of competency/modules delivered in the learning program.

The VCAL provider coordinates the assessment and collection of results for all curriculum components within the VCAL learning program. Students will receive a 'satisfactory completion' (S) or 'not yet complete' (N) result for each VCAL unit.

Teachers assessing students who have particular needs must maintain the validity and reliability of assessment. Flexible assessment methods should be used to allow students to demonstrate the successful completion of learning outcomes without disadvantage.

Students should be observed to demonstrate competence on more than one occasion and, wherever possible, in a range of contexts to make sure that the assessment is consistent, fair and equitable.

For VCE units included in the VCAL learning program, assessment must be in accordance with the VCE study designs.

2.2 Recording of VCAL learning outcomes

VCAL providers who record an N for a VCAL unit can record an S for individual unit learning outcomes that have been achieved (existing credit). The entry screen for the recording of individual learning outcomes is located in: VASS > Results Admin > VCAL Results Entry > Unit.

Providers can also produce a number of relevant reports:

- Results Admin > Unit results > by class
- Results Admin > Unit results > by student.

VCAL students with existing credit will only be required to complete the outstanding VCAL unit learning outcomes that were not achieved to record an S for the unit. There is a two-year period for recognition of individual VCAL learning outcomes. These changes will assist VCAL students who have interruptions to their studies, including students who:

- have a significant illness
- have significant personal hardship
- are returning to VCAL after changes to their career pathway, for example a student has left VCAL to take up employment, but then lost their job
- have other interruptions to their study, for example a student has become disengaged and left school
- have taken a long time to achieve their VCAL.

Recognition of existing credit is not intended for students who have participated in activities of personal interest that led to their exit from the original educational program.

3 Satisfactory completion of VET units

3.1 Satisfactory VET unit of competency result

Students receive an S for a unit of competency if they have demonstrated competence as assessed by their registered training organisation (RTO). Students receive an S for a module if they have demonstrated achievement of all the learning outcomes as assessed by the RTO.

Satisfactory completion of VCE VET units is calculated automatically as students satisfactorily complete units of competency/modules. Most VCE VET programs consist of four VCE VET units containing one Unit 3–4 sequence.

3.2   Not Yet Competent VET unit of competency/module result

Students will receive an N for a unit of competency if they have not yet demonstrated competence. This may be as a consequence of not completing the unit or not being able to demonstrate competence as required by the unit of competency. Students receive an N for a module if they have not yet demonstrated achievement of all learning outcomes. If a student has not satisfied sufficient units of competency/modules to be awarded satisfactory completion of a VCE VET unit, the result is left blank.