

Final results: Reporting to students

At the end of the calendar year, the VCAA issues a Statement of Results to all students who have obtained results in Victorian Certificate of Education (VCE) units, Victorian Certificate of Applied Learning (VCAL) units, VCE VET units and VCE VET/FE units of competency/modules, and VCE and VCAL certificates to students who are eligible.

1 Reporting VCE

1.1 VCE Certificate

The VCE Certificate contains the student's full name but does not list their individual studies or results. The certificate is issued in the year in which the student first satisfies the requirements of the VCE. Students who have previously satisfied the requirements of the VCE Certificate, but choose to do additional studies in subsequent years, do not have their certificate re-issued.

1.2 VCE Statement of Results

The VCAA issues a VCE Statement of Results to all students enrolled in the VCE as their primary program. This contains:

- a cumulative record of achievement for all VCE and VCE VET units undertaken, and the year in which the result was obtained (units awarded a J result will not be printed)
- graded assessment and study scores for each sequence of Unit 3 and 4 studies undertaken, either in the current year or earlier (if both Units 3 and 4 are awarded a J result, the entire record for the sequence is not printed)
- credit obtained for study taken overseas, interstate or as part of the International Baccalaureate (IB) or for a vocational certificate
- university studies successfully completed
- a statement indicating whether the student sat the General Achievement Test (GAT)
- if relevant, a statement indicating that the student was granted EAL status along with the years in which that status was conferred
- a statement indicating whether or not the student has successfully completed the VCE.

1.3 VCE completion of units

There are two symbols for reporting completion of units on a VCE Statement of Results:

- S (satisfied), which means all outcomes as specified in the study design have been achieved
- N (not satisfied), which means that not all outcomes have been achieved or there was a significant breach of VCAA or school rules.

1.4 Reporting graded assessment results

All VCE studies have three graded assessments for each Unit 3–4 sequence. Scored VCE VET studies have two graded assessments for each Unit 3–4 sequence.

Levels of performance in graded assessments are reported as being from A+ to E, UG (ungraded) and NA (not assessed). UG indicates that the score achieved was too low to assign a grade. NA indicates that the School-based Assessment was not submitted or the examination was not undertaken.

For studies undertaken in the years prior to 2003, students may have had Consideration of Disadvantage granted to them. This was reported by means of an asterisk against the grades for which it was granted. Grades were reported as *A to *E, *UG and *NA.

1.5 Reporting study scores

A study score indicates how a student performed in relation to all others who took the study. It is calculated using the student's moderated School-based Assessment scores, the Externally-assessed Task and the examination scores for each study.

The maximum study score is 50. For studies with many enrolments (1000 or more) the following table shows the approximate proportion of students who will achieve a study score on or above the stated values. For studies with fewer enrolments the proportions may vary slightly.

Study score distribution

Study score	45	40	35	30	25	20
Approximate percentage of students on or above this position	2%	9%	26%	53%	78%	93%

If the study score is less than 20, the score will be reported to the student as <20. The actual score is sent to the Victorian Tertiary Admissions Centre (VTAC; www.vtac.edu.au), is available to the student's school on VASS, and is available to the student on the results service, by contacting the VCAA or by applying for a Statement of Study Score.

If the study score is unavailable, the score will be reported to the student as UN. A study score is unavailable when more than one graded assessment is NA, or because the student has not satisfactorily completed both Units 3 and 4 of the study.

1.6 GAT results

Students who obtained GAT results are issued with a statement that contains the scores achieved for each component and a descriptive statement of these results, along with a standardised score for each component.

2 Reporting VCAL

2.1 VCAL Certificate

Each student's VCAL Certificate is sent to their home school on the scheduled date in December. Students who are eligible for a VCAL Certificate by **SIAR 1** may receive their certificate in July if their school elects to participate in the VCAL midyear reporting process.

Each certificate contains the student's full name, but does not list individual studies or results. A certificate is issued in the year in which the student first satisfies all requirements.

Students who have previously satisfied the requirements for the VCAL Certificate, but who have chosen to do additional studies with the same certificate enrolment, are not issued the certificate again.

2.2 VCAL Statement of Results

The VCAL Statement of Results is issued to all students enrolled in the VCAL as their primary purpose, and those students who are completing some VCE studies as part of their VCAL, and contains:

- a cumulative record of achievement for all VCAL, VCE and VCE VET units undertaken, and the year in which the result was obtained. VCAL units awarded an N result, and VCE units awarded a J result are not printed
- graded assessment and study scores for each sequence of VCE and VCE VET Unit 3 and 4 studies undertaken either in the current year or earlier. If both Units 3 and 4 are awarded a J result, the entire record for the sequence is not printed
- credit obtained for study undertaken overseas, interstate, as part of the IB or for a vocational certificate
- university studies successfully completed
- a statement indicating whether the student sat the GAT
- a declaration stating whether the student has or has not been awarded the VCAL
- the number of credits and a list of strands the student has satisfied towards the VCAL.

2.3 VCAL completion of units

There are two symbols for reporting completion of units on a VCAL Statement of Results:

- S (satisfied), which means satisfactory completion of the curriculum components in accordance with assessment guidelines for accredited curriculum
- N (not yet complete), which is only used for VCE units reported on the VCAL Statement of Results and means that not all outcomes have been achieved or there was a significant breach of attendance rules. VCAL units with an N result are not reported on a Statement of Results.

2.4 Reporting graded assessment results

VCAL units do not have graded assessments.

2.5 Reporting study scores

VCAL units do not have study scores.

3 Reporting VCE VET and VET/FE results

3.1 VCE VET and VET/FE satisfactory completion of units of competency/modules

Units of competency/modules that have been satisfactorily completed are reported on the student's VCE VET or VET/FE Statement of Results. Units of competency/modules not yet completed, while entered as N on VASS, will not appear on the student's Statement of Results.

VCE VET units are reported on both the VCE and VCAL Statement of Results. All certificates and statements of attainment are awarded by the student's RTO.

3.2 VCE VET and VET/FE Statement of Results

A VCE VET or VET/FE Statement of Results is issued to students who satisfactorily complete units of competency/modules in a VCE VET program, a School-based Apprenticeship or Traineeship, or a VET/FE certificate.

The VCE VET and VET/FE Statement of Results contains a cumulative record of achievement for all units of competency/modules undertaken towards a certificate with a current enrolment. If students are undertaking more than one VCE VET program but are yet to complete all units of competency/modules, results for all programs may appear on one Statement of Results.

4 Delivery of results

The delivery method of results is dependent on the student's enrolment.

Students who have undertaken a VCE Unit 3 and 4 study in any year, or who have pre-VCE results, will have their results package mailed directly to their address as recorded on VASS, on the scheduled date in December. Depending on the student's enrolment, the package may include the following:

- VCE Statement of Results
- VCAL Statement of Results
- GAT Statement of Results
- VCE VET and/or VET/FE Statement of Results.

Certificates are forwarded to the student's home school on the scheduled date in December.

Students who have only undertaken study at VCE Unit 1 and 2 level and have not completed any pre-VCE studies will have their results included in the results package sent to their home school on the scheduled date in December. The school results package will contain the following:

- VCE Statement of Results for students with only Unit 1 and 2 enrolments
- VCAL Statement of Results for students who do not have a VCE Unit 3 and 4 sequence in their program
- VCE VET Statement of Results for students who do not have a VCE Unit 3 and 4 sequence in their program
- VET/FE Statement of Results for students who do not have a VCE Unit 3 and 4 sequence in their program
- VCE certificates for the current year
- VCE Baccalaureate certificates for the current year
- VCAL certificates for the current year.

5 Post-Results and ATAR Service (PRAS)

PRAS is a joint VCAA and VTAC enquiry service that provides information after the release of results in December. Note that actual results cannot be obtained from this service. Students, parents and teachers with queries about VCE and VCAL results should phone (03) 9032 1717 or 1800 653 080, or email: pras@edumail.vic.gov.au.

6 VCE Results and ATAR Service

Students may obtain their final Year 12 results by accessing the internet or receiving an SMS from the VCE Results and ATAR Service (the joint VCAA and VTAC service) if they have at least one VCE Unit 3 and 4 enrolment. The ATAR website is also optimised for smartphones and other mobile devices with an internet browser.

7 Statement of Marks and Statement of Study Score

Students may apply to the VCAA to obtain a Statement of Marks for any or all of their VCE external assessments and the GAT. Students receive a personalised application form with their VCE results and a general application form is available on the VCAA website. A Statement of Marks provides the marks obtained for each question or criterion of an examination paper or performance as well as the maximum marks available. A Statement of Study Score provides details of the calculation of a student's study score for a VCE Unit 3–4 or scored VCE VET Unit 3–4 sequence.

There is a fee for each of these statements. Vision-impaired students can request a Statement of Marks in a nominated accessible format from the VCAA, for the same fee as the standard format statement.

There is a closing date for applications, and after this date a late fee must be paid before the application is processed. There is an absolute final date after which no applications will be accepted.

8 Inspection of scripts and audio recordings

Students' examination scripts and audio recordings remain the property of the VCAA and will not be returned to them, but may be made available for inspection under certain conditions. Audio recordings for VCE Languages examinations are not available. There are no recordings of performance examinations in Dance, VET Dance, Drama and Theatre Studies.

Students may inspect their examination scripts on application to the VCAA. Students receive a personalised application form with their VCE results that covers Statement of Marks, Statement of Study Score and Inspection of Scripts. A general application form is also available on the VCAA website. Students must obtain the relevant Statement of Marks prior to an inspection of scripts. A fee is charged for each examination script inspected.

Inspections take place at the student's school with the principal's permission. The principal must sign the Inspection of Scripts application, which is then forwarded to the VCAA. Material will be mailed to the principal. An appointment must be made for the inspection. When schools are closed, inspections will take place at the VCAA, in which case students are required to make an appointment with the VCAA.

The VCAA allows 15 minutes for the inspection of each examination script. It is recommended that students have their subject teacher present. If the subject teacher is not available, students should contact their school to discuss the possibility of taking along a suitable substitute. The substitute should be a teacher who is teaching the subject at the same level.

Under no circumstances are scripts, authorised photocopies of the material or audio recordings allowed to be taken from the inspection room. Photocopying of scripts or authorised photocopies is not permitted; any alteration of any material is also not allowed. Students must not take mobile phones into the inspection room. Marks or assessors' comments do not appear on scripts.

Scripts and audio recordings are held only until the end of the inspection period, which is one month after the final day for lodging requests to inspect scripts. The VCAA has permission from the Keeper of Public Records to destroy the material after this date and this is normally carried out each year in April. After this deadline, all scripts and raw assessment data held at the VCAA are destroyed.

9 Final results

Published results are final. No School-based Assessments will be re-marked once results have been released, unless a student appeals to the VCAA against penalties imposed by their school for breach of rules. There is no provision for a student to appeal to the VCAA against a school's assessment of outcomes for satisfactory completion of a unit.

9.1 Student examination reassessment

In exceptional cases the VCAA may consider an application by a principal on behalf of any student who believes that questions on an externally-assessed written examination have been incorrectly assessed. The VCAA will only consider an application by the principal or an authorised member of the principal class at the student's school.

The VCAA has developed specific application guidelines for student examination reassessments and students and principals must follow the approved VCAA process prior to any VCAA investigation into a VCE examination reassessment taking place. Copies of the application guidelines can be obtained by contacting the Senior Investigator, VCAA or downloaded from VASS.

Students must note that if the VCAA receives an application from a principal that warrants reassessment of a nominated examination question or questions, the VCAA will request the chief assessor (or delegate) to reassess the examination script. The chief assessor's (or their delegate's) reassessment of an examination script will be final.

10 Replacement certificates and Statements of Results

Students who have lost their original certificate or Statement of Results may apply to the VCAA for a replacement. Requests for replacement certificates or Statements of Results should be made on the appropriate forms available on the VCAA website.

10.1 Certified copies

A certified copy is a one-page statement that verifies a student's grades.

10.2 Equivalent qualifications

Statements of equivalent qualification to the VCE may be issued by the VCAA to applicants who have senior secondary school qualifications obtained either interstate or overseas.

The VCAA will also assess interstate or overseas qualifications for their equivalency to Year 11.

Applications for assessments of equivalent qualification should be made on the **Application for Statement of Equivalent Qualification** form.

10.3 Requests for data

Some information can be provided to educational institutions, researchers, subject associations and educational service organisations. Requests should be made in writing to the VCAA by email: research.vcaa@edumail.vic.gov.au.

There may be a charge for this service. Information about charges for provision of data and information will be provided on request.