

Derived Examination Score Student Information Sheet (October/November 2004)

This Derived Examination Score (DES) Student Information Sheet is designed to help students understand both how a DES is calculated and/or applied, and how to appeal a **not approved** application.

Approved DES applications

How the DES is calculated

The DES will be calculated statistically from your other assessments throughout the year including:

- moderated coursework scores
- School assessed Task scores
- General Achievement Test (GAT) scores
- other examination scores (if applicable)
- indicative grades provided by the school.

If your DES application is **approved**, the VCAA will calculate a derived score. The higher of the derived score and the achieved score will be used for your final exam score which will then be reported as a grade. The Graded Assessment scores are then used to calculate your final Study Score. Your final Study Score will then be reported on your Statement of Results and passed on to Victorian Tertiary Admissions Centre (VTAC).

Your final results package which you receive in the mail will include a separate letter advising you of the outcomes of your DES application. For approved applications, this will also indicate whether a derived score or your achieved examination score was used in the calculation of your final Study Score.

Not approved DES applications

Why your DES application was not approved.

You should carefully review your original application. Your application would not have been approved for at least one of the following reasons:

Your application did not meet the criteria for granting a DES.

OR

The independent evidence supplied in Section C did not provide sufficient details on how your illness/circumstance impeded your performance, or prevented you from attending the examination.

OR

Your application form was not completed correctly and the VCAA was unable to process it.

See below for further information on each of these reasons.

Your application did not meet the criteria for granting a DES.

- Did your illness or accident or personal trauma occur outside the two week period leading up to your examination? *If the answer is yes, you are ineligible for a DES.*
- Is your illness or circumstance a chronic or long-term one? *If the answer is yes, your application is ineligible.*
- Is your situation included on the list of ineligible circumstances on the information page on the front of the DES application form? *If the answer is yes, your application is ineligible.*

The independent evidence supplied in Section C did not provide sufficient details on how your illness/circumstance impeded your performance, or prevented you from attending the examination.

The VCAA will not approve applications if there is insufficient timely independent evidence to substantiate the application.

- Is the independent evidence based on consultations which occurred immediately before or immediately after each examination?

A key factor in determining eligibility for a DES is the interval between the medical or professional consultation and the examination in question. For many illnesses or situations, it is unlikely that a student's symptoms and the effect of these symptoms could reasonably be predicted for an examination that is several days before or after the consultation. If the medical or professional report does not contain sufficient and conclusive evidence of the effect of the symptoms at the time of an examination, the VCAA will not approve your application for a DES.

- Did the independent evidence in Section C include the following?
 - *The date of onset and duration of your condition, including dates of all consultations for your condition.*
 - *A factual account/observation of the symptoms you were suffering at the time of the consultation.*
 - *The effect these symptoms have had on your ability to perform in that examination.*
 - *The effect these symptoms will have on your ability to prepare for or complete a subsequent examination. If it is not clear that you will be impaired for a further examination in the following days, then further medical or other independent evidence will be required for a later examination.*

Your application form was not completed correctly and the VCAA was unable to process it.

Specific instructions on how to complete the form are outlined on the cover sheet for the DES Individual Application Form. Sections A, C and D must be completed.

DES Appeals

If your application for a DES was **not approved**, you have the option of lodging an appeal. You should only appeal if you can supply additional independent evidence related to your original application. If your appeal only supplies the same evidence as you included in your original application, it will not be considered by the DES Appeals Panel.

Preparing your appeal

If there is **additional independent evidence** related to your original application, you may wish to proceed with an appeal. Please note the following:

- You should provide a covering letter with your **full name**, **student number** and your **school name**.
- Your letter should outline the basis of your appeal. Please also attach the **appropriate additional independent evidence**. Original copies please, not photocopies.
- Send your appeal letter marked 'confidential' to:
Project Manager, Special Provision
VCAA
41 St Andrews Place
East Melbourne VIC 3002

Appeals must reach the VCAA seven days after the receipt of your letter from the VCAA which advised you that your application was not approved. The DES Panel will review all the evidence supplied with an appeal.

Please note: No late appeals will be accepted. You may only appeal once.

How the VCAA handles your appeal

The DES Panel is supplied with your complete application file, i.e. your initial DES application, together with the additional documentation forwarded with your appeal.

Your appeal is independently reviewed by at least two panel members neither of whom has previously considered your original application.

The VCAA will advise your school by email of the decision on your appeal. You will be advised of the appeal decision by mail to your home address. If the DES Appeal Panel decision is not available by Friday 3 December 2004, your VCE results released on Monday 13 December 2004 may not reflect the decision. If your appeal is subsequently approved, you will receive a replacement set of results.



Published by

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