

## **Part D: Reporting final results**

**Section 14: Reporting to schools**

**Section 15: Reporting to students**

## 14 SECTION

## 14 Reporting to schools

Schools have access to student final results through Victorian Assessment Software System (VASS).

### 14.1 SCHOOL ACCESS TO FINAL RESULTS OF STUDENTS

Schools can access the final results of students through VASS. There are two results release dates each year. The final results for the June examinations and Studio Arts School-assessed Task 1 are released in Term 3 and the final results for the October and November examinations, the remaining School-assessed Tasks and the course results are released in December.

#### 14.1.1 Mid-year examination and Studio Arts School-assessed Task results

Schools can access June (VCE) examination and VCE Studio Arts results through VASS in August 2009.

#### 14.1.2 Final VCE and Victorian Certificate of Applied Learning (VCAL) results


Schools will have access to the final VCE and VCAL results through VASS in December 2009, including:

- VCE results
- VCAL results
- VET/Further Education (FE) results
- General Achievement Test (GAT) results.

### 14.2 CONFIRMATION OF GRADES

The principal may, following consideration of a student's grades for School-assessed Tasks or an examination, request the Victorian Curriculum and Assessment Authority (VCAA) to confirm the student's grade. The request for Confirmation of Grades can be made where a discrepancy exists of **at least two** grade levels from that which the school expected the student to attain.

Confirmation of Grades involves clerical and computational check of all procedures used in finalising the student's grade. These processes do not involve re-assessment or re-marking.

The principal can request Confirmation of Grades by using the **Confirmation of Grades request application form** . It is important to ensure that all requested information is provided and endorsed by the principal before submitting the application to the Student Records and Results Unit.

The final day for principals to submit requests for Confirmation of Grades for **June Examinations** is Friday 6 November 2009 and for **November examinations** is Friday 5 February 2010.

**Note:** Confirmation of Grade cannot be requested for School-assessed Coursework grades. Statistical moderation reports for School-assessed Coursework are available to the school from VASS.

### 14.3 VCE DATA SERVICE (VCEDS)

The purpose of the VCEDS is to provide schools with information that will be of assistance to them as they seek to evaluate the quality of education provided to their VCE students. It is intended as a tool to be used for improvement purposes and not as a report card on the school. The use and interpretation of VCEDS reports requires careful reflection, detailed local knowledge and a commitment to systematic, ongoing improvement.

Schools can access information for their school and compare the results for all schools, schools with a similar intake, and schools within the same sector.

Schools can choose whether to look at VASS study scores, Victorian Tertiary Admissions Centre (VTAC) Equivalent National Tertiary Entrance Rank (ENTER) subject scores, or assessment grades awarded on each Graded Assessment. If schools choose to look at study scores, they may wish to examine the scores that their students have achieved, or how well they performed compared to what might have been expected given their gender and ability.

### 14.4 VCE EXAMINATION RESULTS

Schools can access the summary results for each examination through VASS after the two results periods each year.

### 14.5 OTHER RELEVANT INFORMATION

#### 14.5.1 References within this handbook

#### 14.5.2 Publications

#### 14.5.3 Website references

**15** SECTION

## 15 Reporting to students

The Victorian Curriculum and Assessment Authority (VCAA) issues a Statement of Results at the end of the calendar year to all students who have obtained results in the Victorian Certificate of Education (VCE) units, Victorian Certificate of Applied Learning (VCAL) units, and Vocational Education and Training (VET) and VET/Further Education (FE) units of competence/modules.

The VCAA issues the VCE and VCAL Certificates at the end of the calendar year to students who have become eligible for their certificate.

### 15.1 REPORTING VCE

#### 15.1.1 VCE Certificate

The VCE Certificate is awarded by the VCAA. The 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 the requirements of the VCE.

Students who have previously satisfied the requirements for the VCE Certificate, but choose to do additional studies in subsequent years do not have a certificate re-issued.

#### 15.1.2 VCE Statement of Results

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

The VCE Statement of Results 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 Units 3 and 4 studies undertaken either in the current year or earlier. Where 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).
- When granted, a statement indicating the student was granted English as a Second Language (ESL) status along with the years in which that status was conferred.
- A statement indicating whether or not the student has successfully completed the VCE.

#### 15.1.3 VCE completion of units

There are two symbols for reporting completion of units on a VCE Statement of Results; S and N.

- S (Satisfied) – means all outcomes as specified in the study design have been achieved.
- N (Not Satisfied) – means that not all outcomes have been achieved or there was a significant breach of attendance rules.

### 15.1.4 Reporting Graded Assessment results

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

Level of performance in graded assessments are reported as 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-assessed Coursework or School-assessed Task 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.

### 15.1.5 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-assessed Coursework scores, scores for School-assessed Tasks and examination score for each study.

The maximum study score is 50. For studies with large 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	45	40	35	30	25	20
Percentage of students on or above this position (approx.)	2%	9%	26%	53%	78%	93%

Where the study score is less than 20 the score will be reported to the student as <20. The actual score will be sent to Victorian Tertiary Admissions Centre (VTAC), is available to the students' school on Victorian Assessment Software System (VASS), and is available to the student on the results service, by contacting the VCAA or by applying for a Statement of Study Score.

Where 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.

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 study scores for which it was granted. Study scores were reported as \*50 to \*<20 or \*UN.\*c indicates the study score has been scaled up where one grade is \*NA.

### 15.1.6 GAT results

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

## 15.2 REPORTING VCAL

### 15.2.1 VCAL Certificate

The VCAL Certificate is awarded by the VCAA. Certificates are forwarded to the student's home school on the scheduled date in December.

Students eligible for a VCAL Certificate by School Initial Assessment Return (SIAR) 1 may receive a certificate in July if schools elect to participate in the VCAL mid year reporting process.

The 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 choose to do additional studies with the same certificate enrolment, are not issued the Certificate again.

**15** SECTION**15.2.2 VCAL Statement of Results**

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

The VCAL Statement of Results 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 or VCE units awarded a J result will not be printed.
- Graded assessment and study scores for each sequence of VCE and VCE VET Units 3 and 4 studies undertaken either in the current year or earlier. Where 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 International Baccalaureate or for a Vocational Certificate.
- University studies successfully completed.
- A declaration stating whether the student has or has not been awarded the VCAL.

**15.2.3 VCAL completion of units**

There are two symbols for reporting completion of units on a VCE Statement of Results; S and N.

- S (Satisfied) - means satisfactory completion of the curriculum components in accordance with assessment guidelines for accredited curriculum.
- N (Not Yet Satisfied) – 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.

**15.2.4 Reporting Graded Assessment results**

VCAL units do not have graded assessments.

**15.2.5 Reporting study scores**

VCAL units do not have study scores.

**15.3 REPORTING VCE VET AND VET/FE****15.3.1 VCE VET and VET/FE satisfactory completion of units of competence/modules**

Units of competence and modules that have been satisfactorily completed are reported on the student's VCE VET or VET/FE Statement of Results. Units of competence and 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 Registered Training Organisation.

**15.3.2 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 competence/modules in a VCE VET program, a School Based Apprenticeship or Traineeship or VET/FE certificate.

The VCE VET and VET/FE Statement of Results contains:

- A cumulative record of achievement for all units of competence/modules undertaken towards a certificate with a current enrolment.
- Where students are undertaking more than one VCE VET program but are yet to complete all units of competence/modules, results for all programs will appear on one Statement of Results.

**15.4 DELIVERY OF RESULTS**

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

Students who have undertaken a VCE Units 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:

- 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 Units 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:

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


### 15.5 POST-RESULTS ENQUIRY SERVICE (PRES)

This is a toll-free, joint VCAA and VTAC telephone enquiry service which is an information service only. Results cannot be obtained from this service. Students and schools with queries about VCE and VCAL results may telephone this service on (03) 9651 4640 or 1800 653 080 for country callers or email: [pres.vcaa@edumail.vic.gov.au](mailto:pres.vcaa@edumail.vic.gov.au)

### 15.6 VCE RESULTS AND ENTER SERVICE

Students may access their final Year 12 results through telephone, Internet or SMS on the joint VCAA and VTAC '2009 VCE Results and Equivalent National Tertiary Entrance Rank (ENTER) Service', if they have at least one VCE Units 3 and 4 enrolment.

### 15.7 STATEMENT OF MARKS AND STATEMENT OF STUDY SCORE

Students may obtain Statements of Marks on application to the VCAA for all their written and performance examinations and for the GAT. Students receive a personalised application form with their VCE results. 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 for each.

A Statement of Study Score provides details of the calculation of a student's study score for a subject.


There is a fee of \$8.55 for each statement.

Applications should be lodged using the application form .

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. Dates are on the form.

### 15.8 INSPECTION OF SCRIPTS AND AUDIO RECORDINGS

Students' 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 tapes for Languages Other Than English (LOTE) examinations are not available.**

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 .

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In order to inspect their scripts, students may:

- make an appointment with the VCAA to hold the inspection at the VCAA. There is a fee of \$9.15 for each examination script inspected.
- inspect their scripts at the school. The principal must sign the Inspection of Scripts application, which is then forwarded to the VCAA. Material will be mailed to the principal. There is a fee of \$19.40 for each examination script inspected.

Students may carry out either type of inspection accompanied by one other person. The VCAA allows 15 minutes for the inspection of each examination script.

**Under no circumstances will scripts, authorised photocopies of the material or audio-recordings be permitted to be taken from the inspection room. Photocopying of scripts or of authorised photocopies is not permitted; nor will any alteration of any material be permitted. 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 in April of each year. After this deadline all scripts and raw assessment data held at the VCAA will be destroyed.

## 15.9 FINAL RESULTS

Published results are final. No School-assessed Coursework or School-assessed Task will be re-marked once results have been released except where 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.

### 15.9.1 Student Examination Reassessment

In exceptional cases the VCAA may consider an application by a principal on behalf of any student who believes that any questions on an externally assessed written examination has been incorrectly assessed, in that there is an objective factual error. The VCAA will only consider an application endorsed by the principal.

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 taking place into a VCE examination reassessment. Student examination reassessment guidelines will be provided to each students who requests an inspection of scripts. Also, copies of the application guidelines can be obtained by contacting the Manager, Corporate Governance, VCAA.

#### Note for Students

*Students must note that if the VCAA receives an application from a principal which warrants reassessment of an examination the VCAA will direct the Chief Assessor (or delegate) to reassess the examination script.*

*The Chief Assessor's (or delegate's) reassessment of an examination script will be final.*

## 15.10 OTHER RELEVANT INFORMATION

### 15.10.1 References within this handbook

### 15.10.2 Publications

### 15.10.3 Website references

VCAA Results and ENTER Service – <[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)> and [www.vtac.edu.au](http://www.vtac.edu.au)