

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 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 2012.

14.1.2 Final VCE and VCAL results


Schools will have access to the final VCE and VCAL results through VASS in December 2012, including:

- VCE results
- VCAL results
- VET/FE results
- 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 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.

Refer to the **Important Administrative Dates 2012** on the VCAA website for the final day for principals to submit requests for Confirmation of Grades for **June Examinations** and for **November examinations** .

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

School staff can use the VCE Data Service to analyse the performance information of their VCE students. The VCE Data Service can be used to:

- identify strengths and weaknesses in the performances of groups of students across VCE programs offered by a school
- provide information for professional discussions around improving student performance.

There are a variety of ways that school staff can analyse the school's performance using the VCE Data Service.

Method of Accessing: VASS (to access the service online, speak to your VASS coordinator)

VASS menu: *School Admin – VCE Data service – Reporting*

Data Availability: 2011 VCE results – Mid January 2012

14.4 VCE EXAMINATION RESULTS

Teachers can use the VCE Examinations Results Service to analyse the performance of their VCE classes. In particular, the service can be used to:

- identify strengths and weaknesses in a class' performance against particular curricula
- consider the effectiveness of current teaching practices
- inform professional learning discussions with fellow teachers that lead to improved teaching practices.

For all examinations (written, oral, performance) teachers can use the VCE Examination Results Service to analyse class performance:

- at the overall examination level
- at the question/criterion level – including extended answer and multiple choice (see case study below)
- at a student response level
- against the school's performance
- against state performance.

Method of Accessing: VASS (to access the service online, speak to your VASS coordinator)

VASS menu: *School Admin – School Statistics – Examinations – summary*
School Admin – School Statistics – Examinations – questions/criteria

Data Availability: Mid-year examinations – mid August
End-of-year examinations – late December

14.5 OTHER RELEVANT INFORMATION

14.5.1 References within this handbook

No references to other sections within this handbook are listed for this section.

14.5.2 Publications

No publications are listed for this section.

14.5.3 Website references

No websites are listed for this section.

15 SECTION

15 Reporting to students

The VCAA issues a Statement of Results at the end of the calendar year to all students who have obtained results in VCE units, VCAL units, and VCE VET/FE units of competency/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 IB or for a vocational certificate
- university studies successfully completed
- a statement indicating whether the student sat the GAT
- when granted, a statement indicating the student was granted 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 (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-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.

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, the Externally-assessed Task and the examination score/s 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 VTAC, is available to the students' 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.

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.

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.

15.2.2 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 are part of their VCE.

15 SECTION

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 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.

15.2.3 VCAL completion of units

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

- 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 competency/modules**

Units of competency and 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.

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 competency/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 competency/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 competency/modules, results for all programs may 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 Units 1 and 2 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 AND ATAR SERVICE (PRAS)

This is a joint VCAA and VTAC enquiry service which provides information after the release of results in December. Results cannot be obtained from this service. Students and schools with queries about VCE and VCAL results may telephone or email this service on (03) 9651 4640 or 1800 653 080 or email: pras@edumail.vic.gov.au

15.6 VCE RESULTS AND ATAR SERVICE

Students may access their final Year 12 results through telephone, Internet or SMS on the joint VCAA and VTAC '2012 VCE Results and ATAR Service', if they have at least one VCE Units 3 and 4 enrolment. The atar.vic.edu.au website is also optimised for smart phones and other mobile devices with an Internet browser.


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 for each statement.


Applications should be lodged using the application form .

On request by a vision impaired student, the VCAA will provide the Statement of Marks in a nominated accessible format, 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 .

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 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 .

15 SECTION

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 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 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-based assessments 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 have 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 application guidelines will be provided to each student who requests an inspection of script. Copies of the application guidelines can also 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

No references to other sections within this handbook are listed for this section.

15.10.2 Publications

No publications are listed for this section.

15.10.3 Website references

VCAA Results and ATAR Service – www.vcaa.vic.edu.au and www.vtac.edu.au