***Derived Examination Scores – Webinar - Part one; Policy Overview***

**Slide one – cover**

My name is Catherine Carter, I am a senior project officer with the Special Provision team and I would like to welcome you to this video on Derived Examination Scores – Policy Overview.

There is a second video covering the application process.

**Slide two - welcome**

This webinar will cover:

* Derived examination scores as they relate to unit 3-4 external assessments
* Eligibility
* Evidence requirements, and
* Considerations on the examination day

**Slide three – Derived examination score policy**

*Students who are ill or affected by other personal circumstances at the time a VCE external assessment and whose result is unlikely to be a fair or accurate indication of their learning or achievement demonstrated in that study over the course of the year may apply for a derived score*

The key takeaway points are:

* A derived examination score is about impact at the time of the examination, it is not about about addressing impacts that have occurred throughout the year
* It must be due to something that is outside of the student’s control – that is not covered by the examination irregularities policy.
* The result is the students’ performance in the examination is not likely to be a true or accurate reflection of learning and achievement that has demonstrated in the study over the year, or they have been prevented from attending the examination.

**Slide four – Eligible to apply**

To be eligible to apply for a Derived Examination Score the student must have:

* Completed the course of study leading up to the examination
* Have a result for at least one graded assessment
* Have experienced the sudden onset of illness, injury, personal trauma or intervening event - that has significantly impacted their performance; or
* they have been prevented from attending the examination due to health advice

**Slide five – Other impacts**

Students can be impacted at the time of an examination in a number of ways including

The sudden onset of illness or injury such as:

* the onset of an Upper Respiratory Tract Infection,
* a newly diagnosed mental health condition, or
* a recent broken arm.
* The key factor is the onset of the illness or injury, being at the time of the examination.

A serious intervening event may include:

* An accident on the way to an examination;
* Public transport delays that mean the student is late for/misses an examination; or
* Required attendance at a court proceeding.

A personal trauma is an event or circumstance in the student’s personal life in the period just before a VCE external assessment, this might include:

* Family, or other relationship, break-down;
* The death or illness of a family member or close friend;
* Attendance at a funeral; or
* a relationship break-down.

**Slide six - When is a DES application not appropriate?**

So when is an application for a derived score not appropriate?

Examples include:

* unfamiliarity with the English language
* teacher absence or other teacher-related difficulties
* matters of the student’s own choosing, such as involvement in social events, sporting or training activities, school events or volunteer work.
* matters that could have been avoided by the student, for example misreading the examination timetable or instructions, or matters related to school discipline
* **Students cannot submit an application for a Derived Score on the basis of long-term or chronic condition or illness.**

*And that is because a derived examination score is about impacts that the time of the exam not to address impacts that may have occurred throughout the year.*

*If these conditions are impacting on the student’s ability to access or respond to an examination in most cases these students will have special examination arrangements in place.*

* **And lastly impacts covered by the examination irregularity policy**

*Examination Irregularities are events outside of the students control that significantly interrupt and adversely affect a student's performance. Examples of events that can occur and would be covered by the irregularity policy include:*

* Power failures, evacuations and other disruptive events.
* Printing or collation errors in examination papers, lost booklets,
* Incorrect interpretation of examination conditions or rules by supervisors or the school
* procedural issues with conduct of languages oral or performance examinations.

Examination irregularities are not managed by the Special Provision team.

**Slide seven – Closing dates**

The closing dates to apply for a Derived Examination Score are staggered.

Specific closing dates are listed at the end of the individual Student’s Examination/Assessment Timetable.

The student examination and assessment timetables can be accessed from VASS under:

* Student programs – VCE Reports – Students Examination/Assessment timetable

Closing dates are also in the application itself and in the email sent to the student when an application is initiated in VASS.

So to confirm:

* The due date is dependent on the individual exam.
* These are listed on the students examination/assessment timetable

**Slide eight – Evidence requirements**

Independent evidence must be provided that demonstrates that the student was either prevented from attending or that there was a significant impact on their performance.

When collating evidence the following should be kept in mind:

* The evidence must be **timely**!
	+ If the student **did not** attend the examination the evidence must be from the day prior to the exam or the day of the exam.
	+ If the student **did** attend the evidence must be from two days prior to exam, the day of the exam or one day after the exam – there are exceptions to this but they are not common. You should contact the special provision team if you have concerns or questions about a particular case.
	+ Evidence outside of these time frames can make it difficult to approve a derived examination score.
* The evidence must contain the required **detail**. A one line medical certificate is not enough. In particular I would like to emphasise use of the C1 form for medical evidence, this has been designed to capture all the information required by the panellists.
* The panels can only make assessments based on the information provided. They need as **complete** a picture as possible, verified by independent evidence. Attach all the supporting evidence that will help corroborate the application – statements from people who witnessed the event, Chief supervisor, school statements - when did you first hear about the event? How did you hear about it? Did you see the student? Speak to them? Is there an incident report? Remember the panellists do not know the individual case, so everything helps.

Now let’s look at some of these in more detail

**Slide nine – C1 and C2 Forms – independent evidence**

The C1 and/or C2 forms are used by the student to capture independent evidence and are an important part of the application.

These should be uploaded by the student to Section A of the application.

C1 Form - This form is to be completed by an independent health professional.

We would expect to see the C1 form for ALL illness and injury applications, it may also be appropriate for a personal trauma or intervening event.

The C1 Form must be timely!

The C2 Form is to be completed as needed by other independent professionals; examples include social workers, police officers, solicitors, members of the clergy, funeral directors, and potentially the school wellbeing officer.

The C2 can also be used to provide evidence in the case where a close contact of student is unwell.

We would often expect the C2 Form if the application is being submitted on the basis of a personal trauma or serious intervening event.

In ALL circumstances, the individuals providing the evidence on the C1 or C2 form must have specific knowledge of the illness, injury, personal trauma or serious intervening event.

They must not be related to or have a close personal relationship with the student; and should have been professionally associated with the student’s condition or situation.

The C1 and C2 Forms are available as downloads on VASS; on Special Provision Online under ‘Help’ and in the application itself.

I would like to reemphasise; because of the extreme importance of the timeliness of the application and evidence, it is strongly recommended that you have both electronic and hard copies of the C1 and C2 Forms on hand to provide to students to eliminate any delay in getting these forms to appropriate professionals.

**Slide ten – Corroborating Evidence**

The panels can only make assessments based on the information provided. They need as complete a picture as possible, verified by independent evidence.

When looking at the application consider:

1) Would it make sense to someone who does not know this student?

2) Is all the available evidence in the application?

On the slide are some of the different things that can impact students at the time of the exam.

Some of the corroborating evidence that could be available includes:

* Police reports,
* insurance claims,
* photographs,
* Media reports
* Information from the PTV website
* Information from Centrelink
* Supporting statement from the hospital
* Supporting statements from other independent people involved in the situation.
* In the case of bereavement, grief is assumed, the student does not need evidence of grief. The panellists need evidence to verify the passing of the loved one (for example - the death certificate, funeral notice, obituary or funeral program) and clear evidence of the relationship to the deceased person (for example relevant birth certificates and marriage certificates).
* School records of when and how they found out should be recorded in Section B of the application.

Always remember the school knows their students but the panellists do not – put the information in to verify it, detailed statements from the school can be very helpful as corroborating evidence.

**Slide eleven – Considerations on the day**

If something happens on the day consider:

* Does the student need emergency special examination arrangements?

The emergency application form is available on VASS. If something happens just before or during the exam you can call the Special Provision team and who can approve emergency provisions over the phone.

* Evidence must be timely and complete:
	+ Have copies of the C1 and C2 form on hand
	+ Record what happens while it is fresh in your mind – when did you become aware? How?
	+ Capture evidence from witnesses particularly the Chief supervisor or other supervisors
	+ Incident reports, rest break logs, anything else.

**Slide twelve – Key takeaways**

* Derived scores are about impacts at the time of the examination not about impacts throughout the year or compensating for learning that has not take place
* Evidence must be timely and complete, have copies of the C1 Form on hand and take contemporaneous notes.
* There are strict application closing dates. These are listed on the students examination/assessment timetable or can be downloaded from VASS

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