

POLICIES AND PROCEDURES

Policy Name	VCE Assessment and Cross Marking Policy
Constructed / Reviewed by	Head of Senior School
Approved by	Executive Team
Review	Reviewed: 2009, 2012, 2013, Feb 2014, Mar 2016, Jan 2019, Jan 2020, June 2021, May 2023, May 2025, April 2026 Next Review: 2027

1. Statement of Context

Assessment at Yarra Valley Grammar is an ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements in order to improve future student learning. At the VCE level, the Victorian Curriculum and Assessment Authority (VCAA) requires schools to implement clear, consistent and secure processes for the development, delivery, authentication, marking, cross marking, return and storage of School-assessed Coursework (SACs) and School-assessed Tasks (SATs).

Cross marking and robust assessment practices are an expectation of professional practice. These processes ensure fairness, accuracy, and consistency of results across classes and cohorts and protect the integrity of VCE outcomes, particularly in the context of statistical moderation, authentication requirements, and VCAA audits.

2. Reference Documents

- VCAA VCE Administrative Handbook (current edition)
- VCAA Study Designs and Assessment Advice
- Yarra Valley Grammar Assessment Policy
- Yarra Valley Grammar IT Acceptable Use Policy (Students)
- Yarra Valley Grammar VCE Student Handbook

3. Aim

The aim of this policy is to provide teachers with a uniform, detailed and consistent approach to:

POLICIES AND PROCEDURES

Provide information regarding VCE school-based assessment:

- Developing and modifying SACs and SATs
- Ensuring assessment security and integrity
- Scheduling and delivering assessments fairly
- Authenticating student work
- Marking, cross marking and moderation
- Returning, retaining and auditing assessment materials
- Providing timely, constructive and informative feedback to students

4. Scope

This policy applies to all teachers delivering VCE Units 1–4 and encompasses SACs, SATs, tasks completed under test and non-test conditions, assessments delivered across single or multiple classes, and all assessment materials stored physically or digitally.

5. Guiding Principles

All VCE school-based assessments must:

- Allow student work to be authenticated as their own
- Provide a fair and level playing field, so no student or class is advantaged or disadvantaged
- Be protected from unauthorised access prior to delivery
- Comply fully with VCAA rules, assessment advice and audit expectations
- Support improved student learning through timely feedback

6. Development and Modification of Assessment Tasks

Any publicly available, commercially produced or previously used assessment task must be substantively modified prior to use. Re-use without sufficient modification is not permitted.

Substantive modification may include changes to stimulus material, context, scenario, data sets, question structure, sequencing, response format or criteria weighting.

Assessment tasks must be designed to prevent access to prior student work, minimise opportunities for collusion, and mitigate emerging risks including unauthorised use of artificial intelligence.



POLICIES AND PROCEDURES

7. Security of Assessment Materials

Digital SAC and SAT materials must be stored only on secure, access-restricted school platforms such as Google Drive and OneNote and must not be accessible to students prior to delivery. Materials must not be stored on personal devices, unapproved cloud services or student-accessible drives, nor transmitted via unsecured email.

Physical copies must be stored in locked locations, printed as close as practicable to assessment time, never left unattended, and collected immediately after completion.

8. Scheduling and Delivery of SACs and SATs

All VCE Unit 3 and 4 SACs and SATs must be entered into the approved school SAC/SAT calendar on the portal. There must be no more than three Unit 3 and 4 SACs scheduled on any given day.

Where the same SAC is delivered across multiple classes, it must occur on the same day with minimal time lag. Larger cohort SACs will occur through the After-school SAC Program.

Unless specified in the study design, SACs should be 60 minutes or less. Longer assessments must be structured to ensure no student advantage or disadvantage.

Approved after-school SACs are supervised by trained examination invigilators wherever possible. The Head of Department or a subject teacher must be onsite for the duration of the SAC to manage issues and complete attendance documentation.

All students must receive the same information, same task, same conditions, same deadline and same release date for results.

9. SAC/SAT Handout Requirements

Students must receive a SAC/SAT handout at least one week prior to the assessment outlining task details, assessment criteria, timing, assessment rules and permitted materials, mark weighting, estimated return date and any subject-specific authentication requirements.

10. Authentication of Student Work

Teachers must comply with all VCAA authentication requirements. Authentication records must be completed where any portion of work is completed outside class.

POLICIES AND PROCEDURES

Students are bound by the School's IT Acceptable Use Policy when completing any component of a SAC or SAT. AI tools must not be used to generate or substantially edit assessment work unless explicit permission is granted by the teacher. Any permitted AI use must be disclosed and acknowledged.

11. Marking and Cross Marking of SACs and SATs

All Unit 3 and 4 SACs and SATs must be cross marked. Cross marking should occur within a reasonable timeframe, ideally within two weeks of task completion.

Where sample cross marking occurs, a minimum of four students or 20% of the cohort must be reviewed. Marking must be blind. Differences must be resolved by consensus, with escalation to the Head of Department or a third assessor where required.

Teachers must not disclose or discuss a student's ranking or relative position within a subject cohort with students.

All Unit 3 and 4 results must be recorded as raw scores or percentages, not grades. All results published on Canvas must include the approved VCAA moderation disclaimer - *Please note that these results are internal results and as such are subject to change through VCAA's moderation process. Moderation of internal results is based on each student's result/s in the GAT in June and their external VCE examination/s in October/November.*

12. Satisfactory Completion and the VCE Certificate

To be awarded the VCE, students must satisfactorily complete a minimum of 16 VCE units, including:

- Three units from the English group, with two at Units 3 & 4 level
- Three additional Unit 3 & 4 sequences other than English

A unit result of S (Satisfactory) or N (Not Satisfactory) is reported to the VCAA via the Senior School office and Senior School Office Administrator.

An outcome is satisfactory when:

- The work meets the required standard
- The work is the student's own
- The work is submitted on time
- Attendance requirements are met
- No breach of VCAA or School rules has occurred

POLICIES AND PROCEDURES

Students may appeal an N result for a VCE unit by writing to the Head of Senior School within 14 days of receiving notification.

13. Return and Retention of SACs and SATs

SACs are returned once marked, cross marked and results have been finalised, typically no more than 14 days after the assessment date. Tasks requiring external cross marking may take longer.

Students must complete a SAC Review Proforma prior to retaining their work and are expected to re-attempt SAC questions for learning purposes.

SATs must be retained by the school until the VCAA-approved return date.

14. Missed Assessments

Students who miss a SAC or SAT due to illness or injury must provide a medical certificate to the Senior School office or Deputy Head of Senior School and complete the approved reschedule process Google form on the portal. Teachers must complete the SAC reschedule Google form on the Staff Hub and must not independently reschedule assessments.

15. International Students and Approved Materials

Electronic translators are not permitted in Unit 3 and 4 SACs, SATs or examinations. Only VCAA-approved materials may be used.

16. Breaches, Cheating and Plagiarism

Electronic devices, including mobile phones and smart watches, are not permitted in assessments. Device restrictions must be announced prior to commencement.

Misuse of digital tools, unauthorised AI use, impersonation, manipulation of images, audio or data, or breaches of assessment conditions constitute serious breaches and will be managed in accordance with VCAA rules and School disciplinary processes. Parents/carers will be informed of confirmed breaches.

Suspected breaches are investigated by a Senior School Panel, comprising:

- The relevant Year Level Co-ordinator
- The Head of Department



POLICIES AND PROCEDURES

- The Deputy Head of Senior School

Statements will be collected via student interviews and written communication from students, teachers, invigilators, or other relevant parties. After due consideration by the panel, a recommendation will be made to the Head of Senior School regarding the breach and proposed consequences who then confirm a decision and communicate it to the student, parents, panel and subject teacher.

Consequences may include:

- Loss of marks
- Requirement to resubmit work
- Award of N for outcomes or units
- A school-based sanction

Students may appeal the decision to the CEO of the VCAA within 14 days of receiving notification.

17. Audits, Monitoring and Review

Teachers of subjects selected for VCAA audit will be notified as required. Heads of Department and the VCE Co-ordinator and/or Deputy Head of Senior School or Head of Senior School will monitor compliance.

18. Approval and Variations

Any variation to this policy must be approved by the Head of Senior School.