

VCE / VCAL Special Provision Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to provide clear guidelines to teachers and students within the Institute's VCE programs on special provision requirements, standards and how issues will be managed.

2. Scope

This policy statement and procedure applies to all students enrolled directly into the Institute's VCE and VCAL programs and all teachers employed to deliver these programs.

3. Overview / principles

Special Provision enables students whose learning and assessment programs are affected by

- illness
- impairment or
- personal circumstances

A student who believes he or she may be eligible for Special Provision should apply for Special Provision through their Home Room Teacher. This must be done as soon as possible. Documentary evidence will be required to support the application.

There are four forms of Special Provision for the VCE:

- Student Programs
- School-Based Assessment
- Special Examination Arrangements
- Derived Examination Scores

In each case there are specific eligibility requirements that apply. For Student Programs and School-Based Assessment, the school is responsible for determining eligibility and the nature of the provisions granted. For Special Examination Arrangements and Derived Examination Score applications, the VCAA is responsible for determining eligibility and for granting approval.

3.1 Student Programs

The purpose of Special Provision in student programs is to help students in defined circumstances to complete the VCE in a reasonable time frame. A student is eligible for this provision if he or she is significantly adversely affected by illness or other serious cause or if he or she is disadvantaged by a disability or impairment. Special provision can be in the form of a student obtaining assistance by an aide, or allowed to use technological assistance.

Prolonged absence from school or study is not itself grounds for special provision.

3.2 School-Based Assessment

Students are eligible for Special Provision for School-Based Assessment if they are adversely affected by illness, impairment or traumatic personal and family circumstances. The usual provision granted in this category may include allowing the student to undertake the task at a later date, allowing the student extra time to complete the task, substituting or replacing one task with another task or using technology to complete the task. All these possible provisions will be dependent on the resources of the school.

3.3 Special Exam Arrangements

Students may apply to the VCAA for Special Examination Arrangement undertaking Units 3/4 studies. Students are eligible for Special Examination Arrangements if it can be demonstrated that achievement on the examination is adversely affected by accident or sudden onset of illness, personal, family circumstances or long term impairments. Special examination arrangements may take the form of extra reading time, extra writing time, rest breaks or the use of technological aids.

3.4 Derived Examination Score

The Derived Examination Score (DES) is calculated by the VCAA and may be used as the student's examination result where the student has met the eligibility requirements for the provision. The DES is intended for the student who is ill or affected by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study.

Students are eligible for the DES if immediately before or during an examination period they can demonstrate that they have been affected by the onset of an illness or experienced an accident or personal trauma that has affected their performance in the examination or has prevented them from attending the examination.

Students who are eligible for Special Provision are not exempt from meeting the requirements for Satisfactory Completion of the VCE, or from being assessed against the outcomes for a study.

3.5 Student Responsibility

It is the student's responsibility to apply for Special Provision and to supply the supporting documentation. Any student who believes they may be eligible should speak to the Senior School Leader. The student's Statement of Results does not indicate that Special Provision has been made.

Students do not have grounds for Special Provision if they:

- are absent from school or study for prolonged periods without evidence of significant hardship
- are comparatively unfamiliar with the English language as their only disadvantage
- are affected by teacher absence and other teacher related difficulties
- are affected by faulty technology in the preparation of work
- misread an examination timetable or an examination paper

3.6 How to Apply for Special Provision:

The Home Room Teacher is the first point of contact regarding Special Provision. They will make a decision on the nature of special provision; however, the actual decision is decided externally. The following categories exist:

3.6.1 Permanent Disability

The Gordon must be informed in writing of any permanent disability at the very beginning of the year (end of February at the latest). Medical and/or psychological documentation must be included.

Extended Absence from School

The school must be informed in writing far in advance of the proposed absence, or in the case of unexpected circumstances, as soon as reasonably possible. The communication must outline clearly the reasons for the absence (where relevant, accompanied by medical documentation) and be signed by a parent or guardian. Parents or guardians may be requested to attend an interview to discuss the matter.

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NOTE: Extended holidays for senior students will not be approved by the school under any circumstances.

3.6.2 Family Problems and/or Ill Health

The school must be informed in writing of any request for consideration based on these grounds as soon as reasonably possible. The request must be accompanied by documentation from a professional and signed by a parent or guardian. A parent or guardian may be asked to attend an interview to discuss the request.

3.6.3 Special Entry Access Schemes (SEAS)

SEAS Applications are handled by the Victorian Tertiary Admission Centre (VTAC) for tertiary entrance purposes.

Students are eligible to apply for this if they experience continuing personal circumstances affecting their performance in their Year 12 program. Eligible students are advised to discuss their situation with the Senior Sub School Leader or Careers Counsellors.

3.6.4 Examinations

Year 12

All studies will hold an end of year examination as prescribed by the VCAA. Internal exams will also be held at the end of term 3, as practice for the external end of year exams.

Examination Timetables will be published at the earliest available opportunity. They will be published on:

- VCE Student Noticeboard
- Gordon Online "VCE Homeroom" Tile

Students who have applied for Special Provision will have arrangements organised as appropriate.

All examinations MUST take place on the day scheduled in the timetable. It is not possible to reschedule an examination to another day. Students are therefore expected to attend examinations even if there are difficulties in them doing this (e.g. due to illness, family problems). Under these circumstances, students may be eligible for Special Provision and special arrangements such as an extension of time, or a separate examination room may be made available (with the approval of the VCAA). Applications for Special Provisions are to be made to the Home Room Teacher.

Details of conditions, rules, approved materials etc. will be provided by the VCAA via a student information booklet prior to the June examination period.

Year 11

Students will be expected to sit an exam in all Study Units at the end of each semester. All exams are to be of 90 minutes duration with the exception of English/EAL which will be 120 minutes duration plus ten minutes of reading time. Exams are not to be counted as SAC Tasks. A Year 11 examination period will be set aside for these exams, and an examination timetable published and distributed to Year 11 students. The Unit teacher will carry out assessment of each exam.

3.7 General Achievement Test – The GAT

All students enrolled in one or more sequences of Units 3 and 4 must sit the General Achievement Test (GAT) in June. Exemptions from the GAT may be given only in exceptional circumstances.

A sentence on the student's Statement of Results will indicate whether the student has obtained results in the General Achievement Test. A statement of GAT results is mailed to each student with all the other VCE results, but it does not count for tertiary selection.

As the GAT is used as a comparison for SACs and SATs, students should be aware of its significance in these studies.

4. Responsibilities

POSITION	GOVERNANCE / RESPONSIBILITY
Senior College Principal	Ensuring the policy is available to all staff and VCE / VCAL students
Teachers	Monitoring student's classwork and task submissions Producing assessment customised annual tasks in a way that minimises the risks of inauthenticity
Home Room Teachers	Monitoring student attendance and progress across their home group Organising student progress meetings where students fail to meet standards

5. Key aligned internal documents

Refer to the [Operational Management System \(OMS\)](#) for copies of all policies, procedures and supporting documents.

VCE / VCAL Special Provisions – advice for Teachers SSC RD 04.01

VCE / VCAL Attendance Policy and Procedure SSC PR 01

VCE Assessment Policy and Procedure SSC PR 02

VCE / VCAL Authentication Policy and Procedure SSC PR 03

VCE / VCAL Satisfactory Completion Policy and Procedure SSC PR 05

VCE / VCAL Administrative Procedure SSC PR 06

VCE / VCAL Management of Medical Conditions SSC PR 07

VCE / VCAL Student Records Management SSC PR 08

Student Conduct Policy QA PO 12

6. Key aligned external documents

[VCE and VCAL Administrative Handbook \(VCAA\)](#)

[Guide for Non-School Senior Secondary Education Providers \(VRQA\)](#)

7. Review and approval

	POSITION	AREA
Business Process Owner	Head	Centre for Culinary, Education and Teaching
Endorsed by (if applicable):	Nil	
Ratified by (if applicable):	Risk and Compliance Committee	
Review schedule:	This policy will be reviewed every 3 years (or earlier as required)	
Last reviewed / updated:	18 August 2021	