

BREACHES OF ASSESSMENT RULES POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact school administration on 9708 1319

PURPOSE

To outline to our school community the school's process for ensuring that students comply with VCAA rules for school-based assessment.

SCOPE

This policy applies to students in VCE and staff responsible for setting and monitoring school based assessment at Gleneagles SC.

RATIONALE

The results of school-based assessments and external assessments (including examinations) contribute towards a student's study score in each VCE study and towards their ATAR. This can therefore impact a student's future prospects. Due to this, staff and students must ensure that the integrity of all school-based assessments are maintained, with set rules being followed.

POLICY

All students must follow the VCAA and Gleneagles assessment rules:

VCAA assessment rules state that a student must:

- make sure that all work submitted for assessment is their own
- not plagiarise
- not cheat
- acknowledge all resources used, including
 - texts, websites and other source material
 - the name and status of any person or source who provided assistance and the type of assistance provided
- not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work
- not submit the same piece of work for assessment in more than one study, or more than once within a study
- not circulate or publish a piece of work that is being submitted for assessment in a study in the academic year of enrolment
- not knowingly assist another student in a breach of rules.

Acceptable levels of assistance include:

- incorporating ideas or material derived from other sources (for example, by reading, viewing or note-taking) but which have been transformed by the student and used in a new context
- prompting and general advice from another person or source, which leads to refinements or self-correction or both.

Unacceptable forms of assistance include:

- use of or copying another person's work, including their teacher's work, another source's work or other resources without acknowledgement
- use of or copying sample answers provided by their teacher, another person or another source
- corrections or improvements made or dictated by another person, including their teacher.

In considering if a student's work is their own, teachers should consider if the work:

- is atypical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

Gleneagles SC assessment rules:

1. Students must enter the room in absolute silence and remain so until the conclusion of the SAC/test/assessment.
2. Mobile phones, electronic devices and smart watches are not permitted in the assessment room and must be left in lockers. Any devices accidentally carried into the assessment room should be surrendered before reading time commences, otherwise penalties can apply.
3. Only transparent water bottles are permitted.
4. No pencil cases or books are allowed into the assessment room. All pens and
5. required materials should be stored in a transparent zip lock bag.
6. Non-smart watches must be removed and placed on the table in plain sight.
7. All materials, other than those specifically allowed for the SAC/test/assessment, such as writing implements or notes, are regarded as unauthorised and are not permitted.
8. Students who use unauthorised materials or are found to be accessing materials or students without permission will have their SAC/test collected and they will be reported to the VCE Coordinator for a Breach of Rules.
9. Students who arrive late to the SAC will not be given extra time to complete their work.
10. No students are permitted to leave an assessment early.
11. A student must not take any action that gives or attempts to give that student or another student an unfair advantage in an examination
12. A student must not communicate with another student while an assessment is being conducted
13. A student must not cause any nuisance, annoyance or interference to any other student while in an assessment
14. A student must not remove, tear out or damage any part of a bound reference, script book, question and answer book or answer book except formula sheets or similar permitted materials
15. A student must not begin to write or mark his or her paper or response material in any way, or use a calculator, until advised by a supervisor/teacher that writing may commence
16. A student must stay in their place or raise their hand if they wish to communicate with a supervisor/teacher
17. A student must cease writing when instructed to do so by a supervisor/teacher
18. A student must not leave their place until directed by a supervisor

Gleneagles SC authentication rules for students:

1. Not use the use of ideas, words, or images from another person (internet, books, AI) without proper referencing.
2. Not engage in unauthorised collaboration with another student on a task that is meant to be done individually.
3. Not use unauthorized notes, AI tools, or receiving help from tutors/parents to gain an unfair advantage.
4. Students must ensure all unacknowledged work is their own and sign a declaration to that effect.

If a student is suspected of breaching one or more of the above rules, the following process will occur, with an aim for completion within two weeks:

1. Staff member who has observed/been informed of the breach collects any breach item from the student (if applicable) and completes a 'VCE- breach of rules' chronicle. The staff member brings any breach item to the VCE Leader's office.
2. The Investigator (VCE Leader or another appropriately determined staff member) will complete a breach letter #1 and provide this to the student, informing them of the allegation (See appendix 1). The student will have the opportunity to provide either a verbal statement (student may have a support person with them) or a written statement in response to the allegation.
3. The Investigator will collect relevant evidence such as (but not limited to):
 - any instructions given to students by the teacher about the conditions under which the school-based assessment was to be undertaken (including the VCAA examination rules)
 - the student's work
 - copies of specific notes or another student's work or any other evidence of copying or cheating, such as unacknowledged source material if such an allegation relates to the use of unauthorised notes or cheating or copying from other students
 - samples of other work by the student for comparison, if relevant
 - the teacher's record of authentication
 - the teacher's opinion about the student's work
 - accurate notes of conversations with witnesses, the teacher and the student.
4. If the investigation suggests there is no substance to the allegation, the

student will be informed in writing through letter 3 (appendix 3). If the investigation suggests there is any substance to any part of the allegation, the student should be informed in writing of the nature of the allegation and be invited to attend an interview with the Decision Maker (Senior School Assistant Principal or Principal) to respond by being provided with letter 2 (appendix 2.) Adequate notice of the interview (24 hours) should be given to the student, who should be given the opportunity to bring a support person to the interview. The support person is there to provide moral support, rather than to represent the student or to speak on their behalf.

5. During the interview, At the meeting or hearing, the decision-maker must explain the purpose of the meeting or hearing to the student and confirm the allegation against the student and the possible outcomes. The decision-maker may ask questions of the student. The student must be given the opportunity at the meeting or hearing to respond to the evidence presented and to ask questions of any witnesses present at the meeting or hearing. The decision-maker must consider all evidence and submissions carefully, including the student's response, and whether the allegation (and the student's defence) is supported by evidence that is relevant and credible. The decision-maker must consider all relevant factors and no irrelevant factors. The decision-maker must decide on the balance of probabilities whether the allegation(s) can be proven – the allegation does not have to be proven beyond reasonable doubt. The decision-maker must decide, in relation to any allegation(s) found to be proven, whether a penalty should be imposed, and, if so, what penalty is appropriate. Subject to the school's policy on contravention of VCAA examination rules and VCAA rules for authentication of school-based assessment, possible penalties could include (but are not limited to):

- a verbal or written warning
- detention or suspension
- refusal to consider the student's work but an opportunity for the student to resubmit the work if there is sufficient time before the due date for submission of results according to the VCAA schedule
- refusal to accept the part of the student's work found to have been completed in contravention of VCAA rules and a subsequent determination of the appropriate result for the relevant outcome forming part of the VCE unit
- refusal to accept any part of the work, awarding an N for the outcome.

The decision-maker should inform the student of the decision and any penalty to be imposed at the meeting or hearing, and of the student's right to appeal the decision of the school to the VCAA in accordance with section 2.5.21 of the Education and Training Reform Act. The decision-maker should keep accurate records of their decision, the reasons for their decision and the penalty imposed, to enable the school to confirm these matters in writing.

6. After the interview is held, the Decision maker will provide the outcome in writing to the student through letter 3 (appendix 3.) In accordance with section 2.5.21 of the Education and Training Reform Act 2006 (Vic), if you do not agree with the decisions of the panel you may appeal, in writing within 2 weeks of receiving this letter, to:

- The Principal OR
- *Chief Executive Officer*
Victorian Curriculum and Assessment Authority
41 St Andrews Place
East Melbourne
Victoria 3002

SHARED EXPECTATIONS AND RESPONSIBILITIES

The following guideline will be adhered to in relation to this policy:

- The integrity of assessments is a shared responsibility between the college, teachers, students and their family members. In order to maximise the integrity of assessments it is important that everyone understands their obligations and responsibilities.

Gleneagles Secondary College will support students by:

- Ensuring the school's VCE handbook is relevant to students.
- Ensuring that the rules are made clear to the students through the VCE handbook
- Advising students and parents/carers of assessment dates at the beginning of the school year and provide them with a copy of VCE handbook.

Teachers will support students by:

- Ensuring that students are reminded of following the rules at the commencement of any assessment

- Assisting students to develop an understanding of the assessment rules

Students will take responsibility for their own learning by:

- Being aware of the college's rules regarding assessments
- Discussing with their teachers any confusion regarding assessments and or assessment procedures and rules

Families of students will support their children by:

- Being aware of the college's rules regarding assessments
- Encouraging students to follow all assessment procedures and rules

SUPPORT FOR STUDENTS AND PARENTS/CARERS

If you are concerned that your child may not understand the assessment rules, we encourage you to speak to their teachers or the relevant Sub School.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- [Available publicly on our school's website](#)
- [Hard copy available from school administration upon request](#)

APPENDIX

1: BREACH OF RULES LETTER 1

Mr/Ms [Name]
[Address]

[date] 2026

Dear [Name],

This is to inform you that there has been an allegation that you have breached one or more of the following VCAA rules regarding school-based assessments:

- not plagiarise the work of someone else or other source
- not cheat
- not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work.
- not disrupt other students during the commencement of an assessment

The alleged incident relates to your [Insert Subject] SAC, and the [Insert allegation].

You will have the opportunity to attend a meeting in response to this allegation. Details are as follows:

Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Location]

You are allowed to bring a support person to this meeting, however as per the VCAA rules they are not allowed to speak during the interview, only provide moral support. This will be a chance for you to give a statement of what occurred from your perspective. Alternatively, you can submit a statement in writing to the VCE Leader by 8:30am of the day of your meeting.

Yours sincerely,



Rebecca Hann
VCE Leader
School



Simon Cameron
Assistant Principal – Senior

2. BREACH OF RULES LETTER 2

Mr/Ms [Name]
[Address]

[Date] 2026

Dear [Name],

Thank you for your statement regarding the allegation that you have breached the following VCAA rules regarding school-based assessments:

- not plagiarise the work of someone else or other source**
- not cheat**
- not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work.**
- Not disrupt other students during the commencement of an assessment**

The alleged incident relates to your [Insert Subject] SAC, and the [Insert allegation].

Due to the seriousness of the alleged, you will have the opportunity to attend a meeting in response to this allegation. Details are as follows:

Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Location]

You are allowed to bring a support person to this meeting, however as per the VCAA rules they are not allowed to speak during the interview, only provide moral support. This will be a chance for you to give a statement of what occurred from your perspective.

During this time, the decision maker, (Senior School Assistant Principal), will consider your statement regarding the allegation as well as any further evidence put before them such as teacher statements, witness statements and copies of work.

Please note that possible consequences for breaching the above rules can be:

- **student to re-complete the task, or in the case of being found guilty,**
- **after school detention**
- **a suspension**
- **the student receiving a zero grade for the task therefore impacting a student's study score and/or ATAR.**



Rebecca Hann
VCE Leader
School



Simon Cameron
Assistant Principal – Senior

3. BREACH OF RULES LETTER 3

Mr/Ms [Name]
[Address]

[Date] 2026

Dear [Name],

Thank you for your attendance at the meeting on [Date] 2026, to discuss the allegations regarding a breach of Victorian Curriculum Assessment Authority (VCAA) rules in relation to your conduct during the recent [Insert Subject] SAC.

The decisions related to the allegation/s are as follows:

<i>Allegation of VCAA rules breached during a school-based assessment:</i>	<i>Finding</i>
not plagiarise the work of someone else or other source	Not breached
not cheat	Not breached
not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work.	Not breached
Not disrupt other students during the commencement of an assessment	Breached

Reasons for this decision, and evidence supporting this decision:

Witness statements, along with your own statement support that you spoke during the assessment despite clear instructions that this would be a breach of VCAA guidelines. This caused a disruption to other student's learning.

Penalty imposed:

Considering the evidence, the penalty imposed is: Wednesday after school reflection

Appeal:

In accordance with section 2.5.21 of the Education and Training Reform Act 2006 (Vic), if you do not agree with the decisions of the panel you may appeal, in writing within 2 weeks of receiving this letter, to:

- The Principal OR
- *Chief Executive Officer*
Victorian Curriculum and Assessment Authority
41 St Andrews Place
East Melbourne
Victoria 3002

We hope that you use this as a learning experience, take this matter seriously and ensure that you comply with all VCAA ruling regarding school-based assessment in the future.

Yours sincerely,



Rebecca Hann
VCE Leader



Simon Cameron
Assistant Principal – Senior School

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Consultation	Leadership Team
Approved by	Principal
Next scheduled review date	March 2027