

INTEGRITY OF SCHOOL BASED ASSESSMENT 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 expectations about the development and delivery of assessment and the steps teachers must take to ensure the security of the content.

SCOPE

This policy applies to assessments in all year levels 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 must ensure that the integrity of all school-based assessments are maintained.

POLICY

Creation of assessments at Gleneagles SC:

- Learning Area Leaders will ensure that all teaching staff are using the relevant study design.
- Teachers will review all support materials provided on the VCAA website to aid in creating assessment tasks.
- Teachers will review the previous year's statistical moderation report along with the previous year's assessments to determine if previous assessments have been to the correct assessment level.
- Assessment tasks should not be recycled, unless sufficient modifications are made to ensure that students cannot use other students' work from a previous academic year. Gleneagles SC requires a minimum of 80% difference to the previous task structure and content to ensure this requirement is met.
- Where commercially produced materials are being used for school-based assessment, the VCE subject team should make sure the tasks meet the study design requirements and that they have been sufficiently modified to be unique to the school to enable student work to be authenticated. Gleneagles SC requires a minimum of 80% difference to the task structure and content to ensure this requirement is met.
- Where publicly available materials are being used for school-based assessment, the VCE subject team should make sure the tasks meet the study design requirements and that they have been sufficiently modified to be unique to the school to enable student work to be authenticated. Gleneagles SC requires a minimum of 80% difference to the task structure and content to ensure this requirement is met.

- Where publicly available materials such as graphs/images are being used for school-based assessment, the VCE subject team should ensure that this material has also been presented/made available in class before the assessment. This ensures that no student could have an advantage due to prior research conducted at home.
- Before the assessment is given to students, the VCE subject team will determine the marking rubric/scheme together.

Production and storage of assessments at Gleneagles SC:

- Teachers should make sure that tasks are stored securely before delivery, to avoid unauthorised release to students that would compromise the assessment. Tasks should not be sent or stored electronically without due care. Tasks should only be printed using the staff room printer to ensure that no student has access to the printing area. Printed tasks must always remain in a locked office. Students are not allowed access to staff offices.

Delivery of assessment at Gleneagles SC:

- At the beginning of the year students will be provided with clear written details of VCAA's and the school's rules and procedures regarding the running of SACs and SATs in the VCE handbook.
- Subject teams will work together to determine their assessment schedule. This will be reported to the VCE Leader before the end of Step Up. This information will be collated and presented to parents by the end of week 1 of the year.
- If there is more than one class of a particular study in the school, the task should be booked in with Senior School to run on either a Wednesday or Friday after school with all classes sitting the assessment at the same time and in the same room. If this is not possible, the time lag between classes must be minimised, with the task being completed in class on the same day. If this is not possible, the assessment task should be suitably modified for each class.
- If modified tasks are required, the VCE subject team must apply internal moderation in the design of the task to ensure each task is equitable in regards to difficulty, length and structure.
- At the start of every assessment, teachers will read out the Gleneagles SC rules in regards to assessments. These can also be found in the Student VCE Handbook.
- If a task requires rescheduling for a whole class or cohort, the VCE Subject team/teacher must apply in writing to the Senior School Assistant Principal.
- If a task requires rescheduling for a student, the teacher of that student will submit a 'Catch up SAC' chronicle. This will automatically email the student and the parent details on how the student can complete the assessment at an alternative time and what evidence is required to support this. An alternative task must be provided that has been altered by a minimum of 20% to the original, and must be completed within 3 available SAC catch up sessions.
- If a student is suspected of breaching any assessment rules, the teacher will enter a 'Breach of process' chronicle. The 'Breach of assessment rules' policy will then be enacted.
- At the completion of an assessment, work will be marked and moderated. This can be completed in one of two ways:

- a) Staff meet and mark student work together, ensuring marks are agreed upon.
- b) Staff mark their own class's assessment pieces, staff meet and cross-mark. If this approach is chosen, a minimum of two low, two medium and two high from each class must be cross-marked to ensure all teachers are marking at the same level.
- The student's **provisional** mark will be provided through a Learning Task on Compass within two weeks of the assessment being completed. Written/verbal feedback will be provided by the teacher in order to aid the student in improving their understanding.
- The student will receive a copy of their original SAC to aid in revision. The student **MUST** retain this in a safe space until April 1 of the following year in case of VCAA audit.

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.

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:

- Fostering lifelong learning and connecting families with the learning of their children, as part of a comprehensive and balanced curriculum within Victorian schools
- Ensuring the school's VCE handbook is relevant to students.
- Advising students and parents/carers of assessment dates at the beginning of the school year and provide them with a copy of VCE handbook.
- Ensuring after school assessments are presented as an event on Compass to ensure visibility.

Teachers will support students by:

- Setting tasks that are purposeful and meaningful, and reinforce students' learning
- Ensuring students are aware of the tasks to be completed and encourage students to use a planner and digital tools to record tasks and due dates.
- Ensuring students with SEA approved by VCAA are catered to in the running of assessments
- Providing timely and effective feedback to students, where appropriate

- Assisting students to develop an understanding of the assessment rules
- Taking into consideration the workload of students so that they can manage their workload effectively, by having discussions with the students and other teachers.

Students will take responsibility for their own learning by:

- Establishing good independent study patterns through a study routine
- Being aware of the college's rules regarding assessments
- Discussing with their teachers any confusion regarding assessments and or assessment procedures and rules
- Following up on feedback from teachers

Families of students will support their children by:

- Being aware of the college's rules regarding assessments
- Encouraging students to establish good independent study patterns through a study routine
- 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](#)
- [Included in staff handbook/manual](#)
- [Discussed at annual staff briefings/meetings](#)
- [Discussed at parent information nights/sessions](#)
- [Discussed at student forums](#)
- [Hard copy available from school administration upon request](#)

POLICY REVIEW AND APPROVAL

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