



WELLINGTON SECONDARY COLLEGE VCE STUDENTS WITH SPECIAL NEEDS

(Much of this information has been gleaned from the VCAA Administrative Handbook)

Special Provision options for School-based assessment

Students are eligible for Special Provision for School-based Assessment if their ability to demonstrate achievement is adversely affected by:

- An acute or chronic illness
- A long term impairment
- Personal circumstances.

Students who think they might be eligible for this Special Provision must apply to the Head of Senior School. For a medical condition, students will need to provide the school with a current medical letter outlining their diagnosis, and the symptoms and issues which will impact on their school performance. Students who have experienced a recent personal trauma will require current external evidence. Long-term impairments/disabilities will require a medical statement or recent intellectual and educational testing evidence (learning disability) and a history of how they have been assisted at school over the years.

If a student is eligible, Wellington Secondary College will be able to assist them by:

- Rescheduling assessment tasks, or
- Setting alternative or substitute tasks, or
- Allowing more time to complete a task, or
- Allowing the use of different arrangements to complete an assessment.

If none of these provisions reasonably overcomes a student's situation, the school may decide to determine their result from other assessments or work already done in that study.

Special Examination Arrangements for VCE Examinations

The VCAA recognises that some students with an illness or disability may require Special Examination Arrangements to enable them to access the examination questions and communicate their responses in a timed examination.

Students who think they might be eligible for this Special Provision must apply to the Head of Senior School. The school must apply to the VCAA by completing the application form and include the appropriate supporting medical, psychological and educational documentation. If students have a long-term impairment, the school needs to provide details of the arrangements which have been provided for them at school. The VCAA will not grant Special Examination Arrangements to students who have long-term impairments where there has been no demonstrated requirement for the arrangements at school.

Special Examination Arrangements may include:

- Rest breaks
- Extra reading time in addition to the official reading time
(if extra reading time is approved by the VCAA it will be incorporated into the student's examination writing time)

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Students who have been granted EAL status on the basis of unfamiliarity with the English language are not eligible for Special Examination Arrangements on this basis alone, unless they qualify for EAL status because of a hearing impairment.

Applications

Applications for Special Examination Arrangements for all VCE examinations will close the first week of March of each year.

All Special Examination Arrangements for a student must be approved by the VCAA upon application from the school.

The VCAA does not accept applications made directly by students, parents/guardians or independent professionals

Derived Examination Score

If a student becomes ill or experiences an accident or personal trauma at the time of their VCE examinations, they may apply for a Derived Examination Score.

The official Derived Examination Score individual Application containing details of eligibility and evidence requirements will be available from the Head of Senior School prior to the VCE Examination period.

A Derived Examination Score cannot be applied for on the basis of:

- Unfamiliarity with the English language
- Teacher absence or other teacher related difficulties
- A long-term or chronic condition or illness
- Matters that could have been avoided by the student, e.g. misreading the examination timetable or instructions, or matters related to school discipline
- Matters of a student's own choosing, such as involvement in social events, sporting or training activities, school events or volunteer work.

This applies to all VCE examinations - written, oral and performance.

Attendance at Examinations

Students should attend every examination session if at all possible and not miss an examination because they do not feel able to do their best.

The Special Provision procedures are designed to cover the case of a student who performs below expectations due to adverse circumstances.

If a student does not attend an examination session and their application for a Derived Examination Score is not approved they will not receive a score for that examination. The VCAA does not expect students to attend an examination session against medical advice, but they must still meet the eligibility requirements and they must have a definitive statement from their doctor about their diagnosis and inability to attend.

If a student is prevented from attending an examination session it is imperative that the student notifies the Head of Senior School or Principal immediately.

If a student is ill but able to attend the examination they should inform the Chief Supervisor of their condition as soon as possible before or during the examination. The Chief Supervisor is responsible for completing the relevant section of the application form. If a student is unable to attend, the Head of Senior School should complete this section.

Closing Dates for Applications

The VCAA must receive all applications no later than 7 days after a student's last examination. Students should refer to their individual Student Assessment Timetable for particular closing dates.

Students will be notified of the outcome of their applications when they receive their VCE results package.

Completing the Application

Specific details on how to complete each section of the Derived Examination Score Application are provided on the application.

It is very important to read and follow these instructions carefully. Submitting an incomplete application may jeopardise the chances of the application being approved.

Submitting your application

Students who believe they are eligible for a Derived Examination Score should first seek advice from the school. It is the student's responsibility to ensure all relevant sections of the application are completed prior to being submitted. If circumstances are of an exceptionally private and sensitive nature, students may apply directly to the VCAA. Students will still be required to provide evidence in support of their application.

Special Provision for Other Circumstances

Compassionate Late Withdrawal or Interrupted Studies

If an illness or personal circumstance has been so severe that a student has not been coping with the VCE demands, speak with the Head of Senior School about Compassionate Late Withdrawal or Interrupted Studies status. The school will need supporting professional evidence if a student decides to pursue either of these options.

Special Entry Access Scheme (SEAS)

The Special Entry Access Scheme (SEAS) is the umbrella program run by most institutions for applicants who have experienced educational disadvantage. SEAS plays a very specific function in selection. The Director of Student Pathways will provide advice and guidance in the completion of SEAS applications

Students leaving school grounds

At times due to excursions, extra-curricular activities and external subjects e.g. TAFE subjects, Integration students and students who may be deemed 'at risk' by the Special Learning Needs Team may need to leave the school to attend these activities. Each student will be treated on a case by cases basis according to the nature of the risk.

If the student is high need the teaching aide will accompany the student or ensure that they arrive to the venue safely.

If the student is deemed at risk, the parent will be contacted and asked to either accompany the student to the activity or be asked to ensure the student doesn't attend the activity without a mental health plan/ safety plan provided by a health practitioner. The level of risk must be assessed on a case to case basis.

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| Date Implemented | WSC Format June24th 2014 |
| Author | BL/HU/LA |
| Approved By | BL |

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| Approval Authority (Signature & Date) | |
| Date Reviewed | |
| Responsible for Review | HU/LA |
| Review Date | FEB Annually |
| References | |