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## VCE SPECIAL PROVISION OPTIONS FOR CLASSROOM LEARNING AND SCHOOL BASED ASSESSMENT

Students are eligible for Special Provision for classroom learning and 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 that 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 classroom activities and/or assessment tasks, or
- Allowing the student extra time to complete work or an assessment task, or
- Setting a substitute task of the same type, or
- Replacing a task with a different type, or
- Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended, or
- Using technology, aides or other special arrangements to complete the classroom learning and/or undertake assessment tasks, or
- Deriving satisfactory completion of outcomes or a score from other assessments or work completed by the student (if the provisions already mentioned are not feasible or reasonable).

### SPECIAL EXAMINATION ARRANGEMENTS FOR VCE EXTERNAL ASSESSMENTS

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 that 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:**

- Extra working time not exceeding 10 minutes per hour and to be used in addition to the 'scheduled writing time' of the VCE external assessment. In specific circumstances, the VCAA may approve 'extra working time' in excess of 10 minutes per hour
- Rest breaks not exceeding 10 minutes per hour of the 'total examination writing time'. In specific circumstances, the VCAA may approve 'unlimited rest breaks' to facilitate management of a significant medical or physical condition
- Alternative format examination papers such as enlarged print, electronic text and Braille
- Permission to use assistive technology and technological aids such as a computer, specific software or Assistive Hearing Technology for a student with hearing impairment
- A reader or electronic reader and/or scribe
- A clarifier, if the student has hearing impairment or language disorder
- An alternative examination venue, such as a separate room, a home or a hospital

Students who have been granted EAL status based on 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 (DES)**

If a student becomes ill or affected by other personal circumstances at the time of their VCE external assessment and whose result is unlikely to be a fair or accurate indication of their learning or achievement in the study may apply for a DES.

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

This policy was last updated in March 2018 and will be reviewed annually.