

POLICY FOR BREACHES OF VCAA RULES REGARDING SCHOOL-BASED AND EXTERNAL ASSESSMENTS

RATIONALE

This policy outlines the procedures for responding to allegations that students alleged to have breached VCAA rules or school-based assessment authentication rules. It ensures that all investigations and decisions regarding alleged breaches are conducted with procedural fairness and in accordance with the *VCE Administrative Handbook 2026*.

SCOPE

The policy applies to all students undertaking one or more VCE units of study at Wangaratta High School

ROLES AND RESPONSIBILITIES

Principal: Holds overall responsibility for the administration of VCAA rules and instructions within the school.

Assistant Principal: Acts as the designated decision maker for formal hearings and final determinations on penalties.

Senior Years Leader: Responsible for receiving initial reports of alleged breaches and overseeing the preliminary investigation.

Teachers: Must monitor the development of student work and report any suspected breaches or inappropriate behaviour to the Senior Years Leader immediately.

PROCESS FOR HANDLING ALLEGATIONS

Receipt of Allegation

- An allegation may be made by any person with information suggesting a rule breach (e.g., teacher, student, parent, or tutor).
- Allegations must be handled sensitively and kept confidential.

- Upon receipt of an allegation, the student's work will **not be assessed** for assessment pending investigation. The school will retain the original work and provide the student with a copy.
- The student will be notified in writing that an investigation will take place.

Preliminary Investigation

- The Senior Years Leader, in consultation with the Assistant Principal of Teaching and Learning, will conduct a preliminary investigation to determine if there is evidence to support the allegation.
- The investigator will interview the student, providing them an opportunity to respond to the allegations.
- Students may be asked to provide evidence of work development, discuss content to demonstrate knowledge, or complete a supplementary assessment task under supervision.

Formal Hearing

- If the preliminary investigation suggests the allegation has substance, the matter will be referred to a formal hearing.
- The student will be given at least 48 hours' notice of the hearing, the time, date and location of the meeting, the composition of the panel, and the clearly stated allegations. The student has the right to be accompanied by a support person (e.g., parent or guardian).
- The hearing panel will consist of the subject teacher, the Assistant Principal and, if required, a third party such as a member of the Wellbeing Team or the Year Level Leader.
- All members of the panel must understand the purpose of the hearing and, if possible or applicable, have sufficient knowledge of the study to allow full participation in the discussion and decisions.
- The hearing must take place in a situation where the student feels comfortable.

During the hearing the panel must;

- Explain clearly to the student the purpose of the hearing, the rules allegedly breached and the possible outcomes.
- Present any relevant evidence collected earlier to support the case and provide the student the opportunity to respond to the allegations.
- Conduct the hearing in a way that allows the student to feel as comfortable as possible.

Decision-Making and Penalties

The Assistant Principal will determine, on review and consideration of the evidence obtained, whether the breach occurred. Possible penalties include:

- A verbal or written warning.
- Refusal to consider the student's work, with an opportunity to resubmit if time permits.
- Refusal to accept part of the work, with the remainder assessed accordingly.
- Amending the student's School-based Assessment results or awarding an 'N' (Not Satisfactory) for the outcome/unit.

Communication of Outcome

Following a hearing, the school will write to the student within 7 days to confirm the findings, the reasons for the decision, the evidence supported, and any penalties imposed. The school aims to resolve all alleged breaches within 14 days of the initial report, subject to the complexity of the case.

The school will retain all material and records related to the allegation in the case of a student appealing the outcome.

STUDENT APPEALS

- Students have a statutory right to appeal a school's decision or penalty to the VCAA.
- Appeals must be lodged in writing with the VCAA Chief Executive Officer no later than 14 days after the student receives the written notice of the school's decision.

Notice of school decision following the resolution process

Following the interviews conducted by the VCAA-nominated representative, the school will notify both the student and the VCAA, in writing and within 7 days, that it has:

- Rescinded its decisions and any penalty imposed
- Rescinded the penalty imposed
- Reduced the penalty imposed
- Confirmed both the decision and the penalty imposed

If the school rescinds its decision and any penalty imposed in relation to the student, the student's appeal to VCAA is considered to have been withdrawn.

Appeal Hearing

If the student elects to proceed with an appeal, the VCAA CEO must refer the appeal to a review committee for hearing and determination. An appeal of this nature is conducted as a re-hearing (hearing the evidence from both the student and the school, from the beginning, and the review committee makes its own decision on the evidence).

If the review committee is satisfied that the student has breached the VCAA rules relating to School-based Assessments, it may do one of the following:

- Reprimand the student
- If practicable, permit the student to resubmit the schoolwork required for either assessment in the study or satisfactory completion of the study
- Refuse to accept part of the work and request the school to assess the student on the remainder of the work submitted
- Amend the student's school-based assessment results.

This decision must be conveyed to the student in writing.

STUDENT BREACH OF VCAA EXTERNAL EXAMINATION RULES

If an alleged breach of rules relating to the conduct of the GAT or VCE exams is detected, the student must be permitted to complete the examination and any discussion considered necessary must be conducted when the examination is finished. The student must be informed that an incident report is being forwarded to the VCAA.

Any alleged breach of examination rules, and any alleged cheating, dishonesty or obtaining assessment by fraudulent, illegal, or unfair means in relation to the GAT or VCE examinations should be reported to VCAA, and serious cases will be referred to a VCAA review committee. The review committee will conduct a hearing at which it will consider the circumstances of the alleged breach and determine an appropriate penalty.

For more detailed information regarding the procedures relating to breaches of VCAA external assessments, please refer to the VCAA Administrative Handbook.

COMMUNICATION

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

- Available publicly on our school's website
- Discussed with students during Homeroom briefings
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights
- Reminders in the school newsletter
- Hard copy available from Administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the 2026 VCAA Administrative Handbook and the WHS VCE and VCE VM Student and Parent Handbook.

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	April 2026
Consultation	Staff
Approved by	Executive Principal, Dave Armstrong, April 2026
Next scheduled review date	January 2027