



Edinburgh College

VCE

Authentication

Edinburgh College strives to demonstrate best practice in all areas of teaching and learning, including the assessment of student learning. This policy is based on requirements outlined by VCAA in the [VCE and VCAL Administrative Handbook 2019](#).

Authentication: Steps to ensure compliance

Using the VCAA documentation, the following policy has been established.

- All SACs/SATs
 - For each assessment, students should complete an Authentication Record for School-assessed Coursework or Authentication Record for School-assessed Tasks and the Externally-assessed Tasks.
 - All assessments should utilise the 2019 EC SAC cover page with all assessment producer branding removed (see below).
 - All documentation related to assessments (SAC/SAT) must be securely stored (before sitting, during marking and following).
 - Documents should be stored in a locked filing cabinet or locked room.
 - Students should never be left alone with assessment material.
 - Assessments should be kept until the following April after which all completed tasks and any answer keys must be destroyed via secure disposal or shredding.
 - Students should not take copies of completed or blank assessments home (unless the task requires some out-of-class work).
 - Where tasks are taken home - assessment tasks should not be recycled without modification, ensuring students are unable to use other students' work from a previous academic year
 - Where teachers utilise purchased assessments the following will apply:
 - Teachers are responsible for ensuring assessments adequately address the key knowledge and skills of the outcome.
 - Teachers are responsible to remove all branding and references to the producing company (including use of EC cover page).
 - Unit 3&4 assessments must be substantially altered so that the task sat by students is unique to EC. Similarly, SACs at the Unit 3&4 level must not be used across multiple years without being altered.
 - Where more than one class of the same subject/unit is running within the school, classes should be marked together (single teacher) or cross marking of top, middle and bottom students should occur (multiple teachers). (See partnership policy for more information on cross marking process. Appropriate time shall be provided for this process by the college.)
 - Students must not submit the same piece of work for assessment in more than one study, or more than once within a study - this includes the use of the same topic across subject areas or years.

Resolving Issues:

Should an issue of authentication be raised, an Academic Committee will be called to hear the evidence and make a decision. Options include:

- Concern confirmed – assessment will not be marked (no numerical grade will be given) – students will be able to resit an alternative task to receive a ‘Satisfactory.’
- Concern not confirmed – assessment will be marked as normal – no further action will be taken.

Should a parent/student not be happy with the result, they should refer to the [Complaints and Concerns Policy](#).