

PURPOSE

The purpose of this policy is to explain how the school responds when a student is suspected of breaching VCE rules for school-based assessment or examinations. The policy ensures that all matters are handled fairly, consistently, confidentially and in line with VCAA requirements, while protecting the integrity of the VCE.

SCOPE

This policy applies to:

- All VCE students
- All school-based assessments (CATs, SACs, SATs)
- All staff involved in VCE delivery and assessment
- Alleged breaches of:
 - VCAA examination rules
 - School based assessment authentication rules
 - Academic integrity requirements, including misuse of generative Artificial Intelligence (AI)

PRINCIPLES

All investigations into alleged breaches will be guided by the principles of:

- Procedural fairness and natural justice (students are informed and heard)
- Confidentiality (information is shared only with relevant parties)
- Timeliness (matters are resolved as quickly as practicable)
- Impartial decision making (investigator and decision maker are separate)
- Consistency with VCAA rules and advice

ROLES AND RESPONSIBILITIES

Assistant Principal (Senior School)

Assistant Principal (Senior School) is the designated decision-maker and is responsible for:

- Ensuring the school complies with VCAA rules
- Appointing an investigator where required
- Convening an Academic Integrity Board if appropriate
- Making final decisions and determining penalties
- Ensuring students are informed of appeal rights
- Reporting matters to the VCAA where required

Senior School Leader (SSL) / VCE Coordinator

- May act as the Principal's delegate to manage investigations
- May chair or convene the Academic Integrity Board
- Must not be the final decision maker if they acted as investigator

Academic Integrity Board

- Appointed by Assistant Principal (Senior School)
- Consists of a minimum of 2 school staff
- Makes recommendations to Assistant Principal (Senior School) based on evidence

Investigator

- Conducts investigations in an impartial, evidence-based manner
- Collects and documents all relevant evidence
- Prepares a written report for the decision maker

Teachers

- Report suspected breaches promptly to the SSL, SLCs or VCE Coordinator.
- Provide assessment instructions, authentication records and observations
- Maintain confidentiality at all stages

Students

- Must follow all VCAA and school assessment rules
- Will be informed of any allegation made against them
- Have the right to respond and provide evidence
- May bring a support person to meetings
- May appeal decisions in accordance with Part A, Section 7

BREACHES COVERED BY THIS POLICY

This policy applies to, but is not limited to:

- Plagiarism
- Cheating or collusion
- Use of unauthorised materials or notes
- Submission of work that cannot be authenticated
- Unauthorised or undisclosed use of AI tools
- Breaches of VCAA examination conditions during school-based assessments

POSSIBLE OUTCOMES AND PENALTIES

Depending on the nature and severity of the breach, outcomes may include:

- No case to answer
- Verbal or written warning
- Requirement to resubmit work
- Requirement to demonstrate authenticity of work
- Refusal to accept part of the work
- Score reductions, partial or zero
- Award of N for an outcome
- Award of N for a unit

Penalties must always align with VCAA rules and published timelines.

APPEALS

Students have the right to appeal a school decision to the VCAA **within 14 days** of receiving written notification of the decision, in accordance with Section 2.5.21 of the *Education and Training Reform Act 2006*.

COMMUNICATION

This policy will be:

- Published in the VCE Information Booklet (student friendly language)
- Explained to students at the start of each academic year
- Made available to parents and guardians upon request

RELATED DOCUMENTS

- VCE School based Assessment Policy 2026
- Academic Integrity Policy
- VCE Administrative Handbook 2026
- VCE Information Booklet
- Procedure – Managing alleged breaches of VCAA rules (Attached)

Created date	August 2026
Approved by	Principal
Next review date	December 2026

PROCEDURE – MANAGING ALLEGED BREACHES OF VCAA RULES

Step 1: Reporting an Alleged Breach

- An allegation may be raised by a teacher, student, parent/guardian or other party
- Allegations must be reported to the SSL, SLCs or VCE Coordinator.
- The student's work is not accepted for assessment while the matter is investigated
- The original work is retained by the school; a copy is provided to the student

Step 2: Preliminary Review

- Assistant Principal (Senior School), SSL or VCE Coordinator determines whether the allegation requires formal investigation
- If required, an Investigator and Academic Integrity Board is appointed
- The student is notified in writing that an investigation will take place

Step 3: Formal Investigation

The Investigator will:

- Collect and review evidence, which may include:
 - Assessment task instructions and conditions
 - Student work
 - Authentication records and observations
 - Comparison samples (if relevant)
 - CCTV footage
- Ensure that evidence remains confidential and the property of the School
- Interview relevant staff and witnesses
- Inform the student of the allegation details
- Provide the student with an opportunity to:
 - Respond verbally and/or in writing
 - Provide evidence of authorship
 - Bring a support person to meetings

Step 4: Investigation Report

A written report is prepared outlining:

Allegation(s)

- List of evidence considered
- Student response
- Findings

The report is submitted to the Assistant Principal (Senior School) and the Chair of the Academic Integrity Board

Step 5: Decision Making

The Chair of the Academic Integrity Board:

- Reviews all evidence on the balance of probabilities
- Determines whether the allegation is proven
- Determines any penalty (if applicable)

The investigator **must not** be the decision maker

Step 6: Notification of Outcome

The student meets with the Academic Integrity Board and receives written confirmation of:

- The decision and reasons
- Any penalty imposed
- The impact on assessment or unit results

Step 7: Record Keeping

The school retains:

- Investigation records
- Evidence and correspondence
- Decisions and outcomes

Records are stored in line with VCAA audit and record keeping requirements.

Step 8: Appeal of Formal Decision

Appeals can be made to the Assistant Principal (Senior School)

APPENDIX A: FLOWCHART – MANAGING BREACHES

