

Procedure for analyzing records and results policy (Senior school)

Maintenance of school records

Procedures must be established to keep records and documentation of decisions relating to:

- unit completion and graded assessments (and initial School-based Assessments if appropriate)
- student appeals and resultant decisions
- applications and decisions relating to Second Language eligibility and English as an Additional Language (EAL) agreements to work in partnership with other providers in determining initial School-based Assessments applications for extensions of time, with supporting documentation
- applications for, and approvals of, Special Provision, with supporting documentation
- student absences, and whether or not these are approved
- any interviews with a student and resulting decisions.

It is expected that schools will advise students of the need to retain work completed for assessment until the end of the year in which the work was undertaken. Schools may wish to supervise the storage of student work for this purpose, but it is not required.

Work assessed as N, or which may be, for other reasons, the subject of dispute at a later date should be retained at the school. Such work may be retained in original or photocopied form.

Retention of School-based Assessments

The decision about whether or not to return School-based Assessments to students rests with the school. The VCAA will usually not request to see copies of student work.

However, as part of the School-based Assessment audit program the VCAA may request that a school submit copies of specific School-based Assessments completed by students. The VCAA will either nominate specific student work or ask the school to choose student work.

Advice on which studies will form part of the School-based Assessment audit program will be communicated to schools via email early in 2015. Schools involved in the Unit 3 School-based Assessment audit will be notified in late February/early March and schools involved in the Unit 4 School-based Assessment audit will be notified in early August.

The *Privacy and Data Protection Act 2014* (Vic) (PDP Act) sets standards for the way the Victorian public sector collects and handles the personal information of individuals. Victorian government schools must comply with the PDP Act.

The collection and handling of personal information of individuals by non-government schools is regulated by the *Privacy Act 1988* (Cth).

Access to student data

As a general rule, no information should be provided to parents by the school about a student without the student's written authority. However, s 1.2.1(f), s 5.10.1(2) and Item 9 of Schedule 5 of the *Education and Training Reform Act 2006*, and regulation 51 and Item 3 of Schedule 2 of the *Education and Training Reform Regulations 2007* require schools registered with the VRQA to ensure that parents of students have access to accurate information about their achievement and performance. This information must include at least two written reports relating to their performance. Schools should seek their own advice about fulfilling their obligations to provide information to parents from DEECD or the relevant sectoral agency.

Students should be allowed to access their VCE or VCAL records during the course of their study and, at the discretion of the principal, after completion of the course.

Security and storage

Confidential student VCE and VCAL records held by the school should be kept under secure conditions, accessible only to persons authorised by the principal. Minimum secure conditions consist of a locked filing cabinet or cupboard within a locked storeroom.

- School copies of results should be held separately from collections of student work. Duplicate master records should also be stored separately. Computer databases should be kept in such a way that records are not accessible to students or unauthorised persons.

Freedom of Information (FOI)

Under provisions of the *Freedom of Information Act 1982* students are entitled to access specific personal records held by schools. Requests for access to records related to School-based Assessment held by a school should be directed to the Manager, Freedom of Information and Privacy, DEECD, or emailed to: foi@edumail.vic.gov.au.

The VCAA holds specific records related to student personal details, enrolment and assessment. Requests for access to these records under the Freedom of Information Act must be directed to the Freedom of Information Officer, VCAA. No school should privately process such applications.

Maintenance and disposal of records

Note that the term 'schools' in this section refers to schools and other VCE and VCAL providers.

Advice for government schools

Government schools are obliged to keep school records and dispose of such records in accordance with the relevant record disposal authority (RDA) guidelines, which are established by the keeper under the *Public Records Act 1973* (<http://prov.vic.gov.au>). RDA guidelines describe the major categories of records kept by schools and specify the minimum period for which they should be retained.

These are the relevant government school RDA guidelines:

PROS01/01 General Retention and Disposal Authority for School Records

PROS10/09 Retention and Disposal Authority for Records of Education and Early Childhood Development Functions

PROS08/10 Curriculum and Assessment Functions Records RDA.

Date of next review: February 2016 (As the VCAA Handbook details are altered)

This policy was ratified by the Wallan Secondary College Council on

17th February 2015

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.