

STUDENT RECORDS AND RESULTS (SENIOR SECONDARY) POLICY

Context

Christian Brothers' College St Kilda (CBC St Kilda) is a Catholic school for girls and boys in the Edmund Rice tradition, established in 1878. CBC St Kilda is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Rationale

The Victorian Registration Standards (sch 8 cl 4) (CECV Guidelines ref 7.4) requires that a senior secondary education provider must:

- have policies and procedures in place:
 - to maintain accurate student records and ensure the integrity of student assessments
 - if the provider is not the awarding body, to enable compliance with the requirements of the awarding body for the course with regard to the assessment program and the timely provision of student enrolments and results
 - if the provider is also the awarding body, to deal with the assessment program and the timely provision of student enrolments and results
 - to monitor patterns of student participation and completion rates, and the quality of outcomes of students in the registered senior secondary education qualification
 - to undertake an annual analysis (that is made publicly available) of student participation and completion rates and outcomes
- prepare and maintain records of student assessments and comply with appropriate requests to provide copies of a student's records to the student or a person authorised by the student to receive the records
- have processes in place that comply with the requirements of the awarding body for the course for the accurate and timely issuing of qualifications and for the retention, archiving and retrieval of sufficient information about student enrolments and results to enable the re-issue of statements and certificates if required.

Policy Statement

Student Records and Results

Our assessment and reporting policies and procedures are designed to allow monitoring and recording of each student's performance and provide each student and parent with access to accurate information about the student's performance.

Shared Responsibility

Where the College shares responsibility for a senior secondary course with another provider, we maintain a copy of the written agreement between the College and the provider stating how the requirements of the student records and results standard will be met.

Documentation

The College maintains documentation that evidences our procedures for assessment and reporting. This documentation is maintained by the Director of Learning Development, the VCE Coordinator and the VCAL Convenor and copies of all documents are stored on our Learning Management System.

CECV Role

The CECV will coordinate the application for senior secondary with the VCAA and VRQA as required.

References

- EREA Policy on EREA Policy

Review

This policy will be reviewed December 2023.