

ACADEMIC PROGRESS AND COMPLETION WITHIN EXPECTED DURATION OF STUDY POLICY AND PROCEDURE

Approving authority	School Council
Purpose	This policy has been developed to provide students and staff of Ozford College with guidelines for monitoring and reporting on student performance and to deal with satisfactory and unsatisfactory academic progress.
Responsible Officer	High School Coordinator
Associated documents	Curriculum Framework, Assessment, Mode of Delivery, Reporting And Record-Keeping Policy and Procedure VCAA's Procedures for Assessment in VCE studies (available on VCAA website) Student Support and Services Policy and Procedure Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedure Student Complaints and Appeals Policy and Procedure VCAA Complaints Handling Policy and Procedure

1. RATIONALE

Satisfactory academic progress is necessary for all Ozford College (the College) students to complete their course and to meet the requirements of the VRQA Minimum standards, ESOS Act, and National Code 2018 Standards 8 and 9.

2. SCOPE

This policy and procedure applies to all the College staff and students.

3. POLICY

- 3.1 All students are informed before they commence the course of the requirements to achieve satisfactory course progress and to complete the course within the agreed duration.
- 3.2 All students are expected to take responsibility for their own learning and behaviour. Every student is expected to adhere to the requirements of the College with regard to submission of work, punctuality, academic progress and attendance at classes.
- 3.3 All students are expected to complete their courses within the expected duration, as specified on the student's Confirmation of Enrolment. The expected duration of study specified in the overseas student's CoE cannot exceed the CRICOS registered duration.
- 3.4 Year 10 Students must satisfactorily complete the semester units in English, Mathematics, Science, Commerce, Health and PE, and IT to progress to Year 11 the following year.
- 3.5 Year 11 students must satisfactorily complete a minimum of 6 units including English in Year 11 to be able to proceed to Year 12 the following year.
- 3.6 Year 12 Victorian Certificate of Education (VCE) or the Victorian Certificate of Education Vocational Major (VCE VM) students are required to successfully complete

the required number of units stipulated by VCAA in order to meet the course requirements.

- 3.7 **Satisfactory Subject Performance / Outcome** occurs when students meet all the requirements to receive an “S” (satisfactory/pass) mark for the outcomes of a particular subject (unit) or subjects (units). These Outcomes are defined in the VCE study designs or in the Year 10 course outline.
- 3.8 Students are identified as **at risk of non-completion of a subject** if they fail to sit or received an “N” in one or more major assessment tasks / SACs (School Assessed Coursework).
- 3.9 Every effort will be made to assist students to complete their study successfully. The College will regularly assess and monitor student attendance, completion of tasks for each subject to identify students who are potentially at risk of non-completion of a subject and implement intervention strategies. This includes identifying the needs for additional support, giving opportunity for students to be re-assessed and assessing their English language proficiency.
- 3.10 Decisions about the satisfactory completion of a subject or unit are made at the end of each semester. Teachers are required to keep appropriate records and to undertake assessments in a timely fashion to enable effective monitoring of student progress and the implementation of all procedures.
- 3.11 **Satisfactory Academic / Course Progress** occurs where the student passes 50% or more of the total number of subjects in which the student has been enrolled in a semester (a compulsory study period). For students completing VCAA courses, satisfactory course progress is when the student satisfies the VCAA course progress requirements.
- 3.12 Course progress will be monitored by the High School Coordinator. Students at risk of not meeting satisfactory academic progress or completing within the expected duration will be identified at the end of every semester.
- 3.13 Students are identified as **at risk of making unsatisfactory academic progress** when they fail more than 50% of the total number of subjects in which the student has been enrolled in a compulsory study period.
- 3.14 Students at risk will be offered support. Students will be advised of the requirement to participate in an intervention program designed to assist them in being successful in their studies and completing the course in the expected timeframe. Participation in the recommended intervention program will be documented. Parents/guardians of students under 18 years of age will be informed.
- 3.15 For Year 10 students, **Unsatisfactory Academic / Course Progress** occurs where a student in two consecutive compulsory study period fails more than 50% of the total number of subjects in which the student has been enrolled. The student’s ability to complete within the expected duration is also assessed, ie. the approved duration of the student visa.

- 3.16 For students completing Victorian Certificate of Education (VCE) or the Victorian Certificate of Education Vocational Major (VCE VM) courses, unsatisfactory course progress and inability to complete within the expected duration occurs when the student will not satisfy the course requirements by the end of Year 12.
- 3.17 The College is required to notify the student in writing of its intention to report the student for a breach of satisfactory academic progress requirements or inability to complete within the expected duration. The student will also be notified in writing that he or she may appeal the intention to report within 20 working days of the notification. Parents/guardians of students under 18 year of age will be informed.
- 3.18 At all stages of the above-mentioned monitoring process, the impact of any decision relating to the implementation of intervention strategies on the expected course duration for a student will be examined.
- 3.19 Study duration will only be extended where it is clear that the course cannot be completed in the expected duration as specified on the Confirmation of Enrolment (CoE) as a result of:
- compassionate or compelling circumstances;
 - the implementation of the intervention strategy for students who are at risk of not meeting satisfactory course progress, including academic counselling or remedial programs; or
 - an approved deferral or suspension of study as set out in the **Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedure**.
- 3.20 The College will only report unsatisfactory course progress in PRISMS in accordance with section 19(2) of the ESOS Act if:
- the internal and external complaints processes have been completed and the decision or recommendation supports Ozford, or
 - the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - the student has chosen not to access the external complaints and appeals process, or
 - the student withdraws from the internal or external appeals processes by notifying the College in writing.
- 3.21 The College will report the change to the overseas student's enrolment under section 19 of the ESOS Act as set out in the **Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedure**.

4. PROCEDURE

Record and Monitor Academic Course progress

- 4.1 Students are informed of the academic/course progress requirements during orientation and at the commencement of each academic year. VCE students are informed of the course progress requirements as part of VCE briefing sessions.
- 4.2 The **Curriculum Framework, Assessment, Mode of Delivery, Reporting and Record-Keeping Policy and Procedure** sets out the College assessment processes and record keeping requirements.

- 4.3 Students can access their assessment outcomes in the Compass Student Management System.

Procedures for Application to undertake SAC or Assessment Task

- 4.4 Any student who:
- Misses the scheduled time for a SAC or Assessment Task;
 - Missed the submission deadline for any other required work; or,
 - Needs to redo or resubmit any work needed as evidence of satisfactory completion of a Unit; will undertake that requirement after discussion with the appropriate subject teacher.
- 4.5 Students needing to undertake a SAC are to be issued with the Application Form. They complete the form and give it to the Teacher. The teacher hands back the Return Slip to the Student.
- 4.6 Failure to attend a scheduled session will be followed up by the subject teacher and the High School Coordinator.

Procedures for Notice of Failure (Students)

- 4.7 Failure to submit the work by a second deadline or very poor performance on the task may mean that the student is in danger of failing the subject.
- 4.8 In these circumstances, a Notice of Failure is provided to the student by the teacher using the attached Notice of Failure Form.
- 4.9 The new deadline and required attendance at special after school sessions as detailed in the Notice are highlighted to the student
- 4.10 A record of the issue of the Notice of Failure made on the teacher's assessment records.
- 4.11 A copy of the Notice is placed in the Register in the High School network folder (R:\ High School).
- 4.12 Details relating to the student and the work to be undertaken in special after school sessions are entered and placed in the Register for the Thursdays after school Special Sessions.
- 4.13 Once the deadline has passed the issuing teacher notifies the High School Coordinator whether the terms of the notice have been complied with or not by sending an email to the High School Coordinator. The High School Coordinator records compliance or not on the Register copy of the Notice.
- 4.14 These Notices of Failure can be issued at any time. They are to be issued as soon as applicable and not kept until near the end of the semester.

- 4.15 Students who have failed or not submitted the first major assessment task will be identified and contacted. A “Notice of Failure” of the assessment outcome is issued to the student.
- 4.16 This is designed as an interim monitoring of those students who are potentially *at risk of not completing a subject*. The at-risk students will have an opportunity to explain their unsatisfactory performance of the assessments to the relevant teacher or High School Coordinator. Advice and support will be provided to students to ensure that the students is able to complete the subject.
- 4.17 If required, the student will need to negotiate to re-sit assessment / resubmission of work with the subject teacher. If the teacher approves a re-sit/ resubmission, a reassessment time will be organised for student to re-sit the SAC or submits other work requirements. If work performance is acceptable then “Satisfactory” outcome is achieved.
- 4.18 If the teacher does not approve re-sit due to insufficient evidence to justify a re-sit or work performance is unacceptable the student must attend academic counselling with the High School Coordinator.

Assessment of academic/course progress

- 4.19 All students receive regular reporting on academic/course progress:
- At the end of term one and three (mid semester), an interim report is prepared for each student.
 - At the end of each semester (terms 2 and 4), a fully detailed official report of student achievement is prepared and provided to the student and the parent(s) and guardian(s) of students under 18 years of age.
- 4.20 Each student’s academic progress will be reviewed by examining the interim (term) or semester report and followed up with a one-on-one progress meeting with teachers, the student and the parent(s) or guardian(s) in person or via Zoom/Teams.
- 4.21 Any students **at risk of unsatisfactory course progress** will be identified and intervention strategies activated. Students will be issued with a warning letter and intervention strategies implemented including:
- Meeting with the student, his/her parent(s)/guardian(s) or carer/homestay host of under 18 and the High School Coordinator) to identify issues around poor academic performance.
 - Academic/Study skill support and submitting draft of assessment for review
 - Additional English language support
 - Personal Counselling to improve study habits and time management
 - Further opportunities for resubmission or reassessment
 - Any other support as deemed appropriate
- 4.22 The student’s academic performance will be monitored in the following study period and further support supplied as required.
- 4.23 These procedures are in addition to the help and assistance provided by teachers to students as part of the normal teaching and learning and assessment processes.

- 4.24 If, during the intervention process, reporting process, or at any other time, the student reports or College staff become aware of any situations that could be a 'compassionate or compelling circumstance' such as a serious illness, a serious injury or death of a family member, then the High School Coordinator and the Student Services staff will provide support to the student. This may include consideration of an extension of duration.

Extension of duration

- 4.25 An application to extend the duration of a student's enrolment must be discussed with the High School Coordinator.
- 4.26 Students will be required to provide evidence of the compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents;
 - major political upheaval, a pandemic/serious disease or a natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 - a traumatic experience that has impacted on the student which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime, supported by police or psychologist's reports; or
 - where the College was unable to offer a pre-requisite unit.
- When determining whether compassionate or compelling circumstances exist, the College staff will use professional judgement to assess each case on its individual merits considering the documentary evidence provided to support the claim and will keep copies of these documents in the student's file.
- 4.27 Where there is evidence of a 'compassionate or compelling circumstance' that in itself may require extension of the student's CoE due to the need for leave of absence, or the student's unsatisfactory academic progress is explained by the 'compassionate or compelling circumstance', then the student's CoE may be extended for a duration deemed to be appropriate by the High School coordinator.
- 4.28 Where there is a variation in the student's load that may affect their expected duration of study, this variation and the reasons for it must be recorded on the student's file.
- 4.29 The student must be reported on PRISMS and/or a new CoE issued when the student can only complete their course of study by extending the expected date of completion, due to the variations.
- 4.30 Where a student's study duration needs to be extended, a new offer letter will be generated and a new CoE will be issued to the student. The student will be advised to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

- 4.31 Except in the circumstances specified Standard 9.2 of the National Code, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.

Unsatisfactory course progress and/or inability to complete within the expected duration

- 4.32 Where a student in two consecutive compulsory study period fails more than 50% of the total number of subjects in which the student has been enrolled or does not meet course progress requirements, the student is identified as not meeting course progress requirements (**Unsatisfactory Academic / Course Progress**).
- 4.33 The College will notify the student in writing of its intention to report the student for a breach of satisfactory academic progress requirements. The student will be notified that:
- The College intends to report the overseas student for unsatisfactory course progress and/or inability to complete within the expected duration;
 - the reasons for the intention to report; and
 - he or she has the right to access the complaints and appeals process within 20 working days of the notification.
- 4.34 Students have the right, where reasonable grounds exist, to make and have heard a complaint or appeal against notification both internally and externally. The student's enrolment will be maintained during the internal and external complaints and appeals process.
- 4.35 The College will report unsatisfactory course progress in PRISMS in accordance with section 19(2) of the ESOS Act if:
- the internal and external complaints processes have been completed and the decision or recommendation supports Ozford, or
 - the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - the student has chosen not to access the external complaints and appeals process, or
 - the student withdraws from the internal or external appeals processes by notifying the College in writing.

Cancellation of enrolment.

- 4.36 The **Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedure** sets out the cancellation of enrolment process.

5. FEEDBACK

Feedback or comments on this policy or procedure is welcomed by the listed responsible officer.

OZFORD COLLEGE Academic Progress Flowchart

