

VCE ADMINISTRATIVE AUDIT 2026

Victorian Tamil Association (VTA) Tamil School

VCE Tamil Provider — Units 1 to 4 (CCAFL 2025–2028)

School	Victorian Tamil Association (VTA) Tamil School
Principal	Mr Murugesu Paramanathan
VCE Tamil Coordinator	Ms Abirami Shankar
VCE Delivery	VCE Tamil Units 1–4 — School-assessed Coursework (SAC) only. VTA Tamil School does not deliver a School-assessed Task (SAT).
VCE Campuses	Glen Waverley, Mill Park, Wyndham, Narre Warren and Caroline Spring
Submission Period	21 April – 1 May 2026
Reference	VCE Administrative Handbook 2026 (VCAA)

Preface and How to Read This Document

This document has been prepared by VTA Tamil School in response to the 2026 VCE Administrative Audit. It consolidates the school's policies and procedures across the four areas required by the Victorian Curriculum and Assessment Authority (VCAA):

- Section 1 — Communication to students
- Section 2 — Integrity of school-based assessment
- Section 3 — Redeeming outcomes — submitting further evidence for satisfactory completion
- Section 4 — Breaches of rules and investigations

Where information is also contained in the VTA Tamil School Student Handbook 2026 — provided in writing to every enrolled VCE Tamil student at the start of the year — a cross-reference to the relevant Handbook section is included at the start of each section below. This document therefore sits alongside the Student Handbook and adds the school-facing policies (such as SAC security protocols) that are not ordinarily included in a student-facing handbook.

Important: VTA Tamil School delivers School-assessed Coursework (SAC) only. The school does not deliver a School-assessed Task (SAT). References throughout this document are therefore to SACs only.

Section 1: Communication to Students

VCAA Requirement: *VCE providers must ensure that students have access to accurate information about the course. The school must provide information to students in writing about a range of VCAA and school rules, processes and requirements for the VCE (VCE Administrative Handbook 2026, pages 28–29).*

Cross-reference: VTA Tamil School Student Handbook 2026 — Sections 10 (General Information Before You Start), 16 (VCE Tamil Requirements) and 17 (Authentication Rules and Procedures).

1.1 How Information Is Communicated to Students

At the commencement of each academic year, every enrolled VCE Tamil student at VTA Tamil School is provided with the following written information:

- The VTA Tamil School Student Handbook 2026 (printed copy distributed at orientation and a PDF emailed to the student and parent/guardian)
- A Unit 1–4 VCE Tamil Course Outline, including the Study Design reference, the SAC assessment schedule and key dates for the year
- A signed Student Acknowledgement Form (Appendix A) confirming the student has read and understood the rules set out in the Handbook

The information below is also reiterated orally during the Year 11 and Year 12 VCE Tamil orientation sessions held in the first two weeks of Term 1, and is published on the VTA Tamil School website at www.vtatamilschool.org.au.

1.2 Eligibility Criteria for Award of the VCE

Cross-reference: Student Handbook Section 16 — ‘VCE Requirements for Completion’.

To be awarded the Victorian Certificate of Education, a student must satisfactorily complete a minimum of 16 units, which must include:

- Three units of English, with at least one Unit 3–4 sequence from the English group of studies; and
- Three further Unit 3–4 sequences in addition to the English Unit 3–4 sequence.

VCE Tamil (Units 3 and 4) delivered at VTA Tamil School may count as one of these Unit 3–4 sequences. Satisfactory completion of VCE Tamil requires satisfactory demonstration of all outcomes for each unit.

1.3 Plagiarism, Cheating and Authentication of School-based Assessments

Cross-reference: Student Handbook Section 17 — ‘Authentication Rules and Procedures for Students’.

VCE Tamil SACs at VTA Tamil School are delivered as supervised in-class tasks. SACs are conducted in one of two formats: supervised written tasks (completed in class under exam-style conditions with

no access to pre-prepared notes unless specifically permitted by the task), and oral tasks (interviews, role-plays, discussions or presentations in Tamil, conducted with the classroom teacher and typically audio-recorded for moderation). The school does not set take-home SACs and does not deliver a School-assessed Task (SAT). All SAC performances must be the student's own work, produced in class in the current calendar year. The following rules apply:

- Students must not bring into a SAC, or present as their own during a SAC, any material that is copied from another person, from a published source, from online material, or from artificial intelligence (AI) or machine-translation tools. For oral SACs, this includes pre-written or memorised responses passed off as spontaneous interaction.
- Students must not allow another person to copy their work or to complete any part of an assessment on their behalf.
- Students must acknowledge the source of any information, idea, image or phrase that is not their own, using an appropriate referencing convention.
- Because all VCE Tamil SACs are delivered under teacher supervision in class, the primary method of authentication is direct supervision at the time the SAC is performed. Teachers also authenticate student work through comparison with the student's ongoing classwork and oral proficiency in Tamil, and through audio recording of oral SACs.
- Each student must sign the Declaration of Authenticity immediately on completion of every SAC (written or oral), confirming that the work is their own, that no unauthorised assistance was received, and that they have not discussed, and will not discuss, the contents of the SAC with any student yet to sit it.

Breaches of these rules are investigated and managed in accordance with Section 4 of this document.

1.4 Procedure for Rescheduling a SAC (Extension of Time)

Because VCE Tamil SACs at VTA Tamil School are delivered in class under supervision, a student who is unable to attend on the scheduled SAC day (due to illness, injury, bereavement or other serious and unforeseen circumstances) will be offered an alternative session to sit the SAC, rather than an extended deadline. The procedure is as follows:

1. The student (or parent/guardian if the student is unwell) must contact the VCE Tamil Coordinator in writing as soon as possible and, where practicable, before the scheduled date of the SAC.
2. The student must complete the SAC Rescheduling Application Form (Appendix B) and attach supporting documentation (e.g. medical certificate from a registered medical practitioner, or other appropriate evidence).
3. The VCE Tamil Coordinator will assess the application within three (3) working days and advise the student in writing of the outcome.
4. If rescheduling is granted, the student will be offered an alternative supervised session to sit the SAC. Where the original SAC contents may have been discussed among students, an

equivalent alternative task assessing the same outcome to the same standard will be used. The rescheduled SAC will be held as soon as practicable, before the VCAA reporting deadline.

5. If rescheduling is not granted, the student may lodge an appeal in accordance with Section 1.5.

1.5 Procedure for Lodging an Appeal Against a School Decision

A student who wishes to appeal a decision made by VTA Tamil School in relation to VCE Tamil — including decisions about satisfactory completion of an outcome, an N or J result, a refusal of an extension, a refusal of Special Provision, or the outcome of a breach investigation — may do so using the following process:

6. The student (or parent/guardian) submits a written appeal using the Appeal Form (Appendix D) to the Principal within ten (10) working days of being notified of the decision.
7. The appeal must clearly set out the decision being appealed and the grounds for the appeal.
8. The Principal will convene a Review Panel consisting of the Principal, a senior VCE Tamil teacher who was not involved in the original decision, and one other member of the school leadership team.
9. The Review Panel will consider the appeal within ten (10) working days of receipt. The student will have the opportunity to present information in support of the appeal, in person or in writing, and may be accompanied by a parent/guardian or support person.
10. The Principal will communicate the outcome of the appeal in writing, including reasons for the decision.
11. Where the matter relates to VCAA rules and the student remains dissatisfied, the student may appeal to the VCAA on the grounds that a breach had not occurred or that the penalty was too severe, in accordance with the VCE Administrative Handbook 2026.

1.6 Procedure for Applying for Special Provision

VTA Tamil School is committed to ensuring that students who experience significant hardship — including illness, injury, disability, family circumstances or other factors — are able to demonstrate their learning. Special Provision is available in two forms:

- **Special Provision for school-based assessment:** arranged directly with VTA Tamil School and may include extra time, rest breaks, use of a scribe, alternative formats or rescheduled SACs.
- **Special Examination Arrangements (SEA) for external examinations:** approved by the VCAA on application through the school.

Procedure for applying:

12. The student, parent/guardian or teacher identifies a need for Special Provision and contacts the VCE Tamil Coordinator.

13. The student completes the Special Provision Application Form (Appendix C) and provides supporting documentation (e.g. medical report, educational psychologist report, or statement from a relevant professional).
14. For school-based assessment, the VCE Tamil Coordinator, in consultation with the Principal, will determine the provision(s) to be made and advise the student in writing.
15. For Special Examination Arrangements, VTA Tamil School will submit the application to the VCAA via VASS by the published VCAA deadline.
16. Applications for SEA must be made in the year the examination is sat and supporting evidence must meet the standards specified by the VCAA.

1.7 Consequences of Receiving an N or J Result for a Unit

Students must understand the consequences of receiving an N (Not Satisfactory) or J result for a unit:

N Result

- An N result indicates that the student has not demonstrated achievement of one or more outcomes for a unit, or has not complied with attendance or authentication requirements.
- An N for a unit means that the unit does not count toward satisfactory completion of the VCE and cannot be used to meet the 16-unit minimum.
- For VCE Tamil Units 3 and 4, an N result in either unit means the student will not receive a study score for Tamil, and the unit cannot contribute to the student's ATAR.
- Before an N is finalised, students must be given the opportunity to redeem the outcome in accordance with Section 3.

J Result

- A J result indicates that a breach of VCAA rules has occurred (for example, a substantiated breach of authentication rules) and that no score has been awarded for the affected SAC or examination component.
- A J result may result in a student being unable to achieve satisfactory completion of the unit, and may affect the student's study score and ATAR.
- The process leading to a J determination is set out in Section 4.

Students who receive an N or J result will be advised in writing by the VCE Tamil Coordinator, and will be informed of their right to appeal under Section 1.5.

Section 2: Integrity of School-based Assessment

VCAA Requirement: *Schools must develop a document that clearly states the school's expectations about the development and delivery of assessment and the steps teachers must take to ensure the security of the content (VCE Administrative Handbook 2026, pages 30–31).*

2.1 Scope and Application

This policy applies to all VCE Tamil SAC tasks developed and delivered at VTA Tamil School across its five VCE campuses (Glen Waverley, Mill Park, Wyndham, Narre Warren and Caroline Spring). It is provided to all VCE Tamil teachers at the commencement of each academic year and is reinforced at pre-assessment teacher briefings held before each SAC cycle. VTA Tamil School does not deliver a School-assessed Task (SAT); accordingly, all expectations below relate to SAC tasks only.

2.2 Development of SAC Tasks

- All SAC tasks must be developed in accordance with the VCE Tamil Study Design (CCAFL 2025–2028), the performance descriptors for each outcome, and the assessment advice published by the VCAA.
- SAC tasks must be original to VTA Tamil School. Where publicly available resources are used as a starting point — including previously used tasks, commercial tasks, subject association materials, past VCE examinations, or resources available on the internet — they must be sufficiently modified to ensure the assessment is unique. Modification includes, but is not limited to, changing the stimulus text, the topic, the specific questions, the response format, the vocabulary set, and the marking criteria where appropriate.
- All SAC tasks must be reviewed and approved by the VCE Tamil Coordinator prior to delivery. The Coordinator's review verifies study design alignment, task originality, clarity of instructions and appropriateness of timing.
- A record of all approved tasks, and the resources they were derived from or modified against, is maintained by the VCE Tamil Coordinator for audit purposes.

2.3 Digital and Physical Storage and Security Protocols

To ensure that students cannot access SAC tasks prior to delivery, the following storage and security protocols apply:

Digital security

- All draft and final SAC tasks are stored in a designated access-controlled folder on the VTA Tamil School secure cloud drive. Access is restricted to the VCE Tamil Coordinator and the specific teachers assigned to deliver the task.
- Files are password-protected. Passwords must not be shared with students under any circumstances.
- SAC tasks must not be stored on personal devices, personal email accounts, public cloud drives, or on classroom computers that are accessible to students.

- Teachers must not send SAC tasks to students, parents or colleagues outside the approved delivery window.
- Where SAC tasks are distributed digitally on the day of the assessment, they must be delivered through a supervised, in-class mechanism (e.g. printed handout, or a secure platform that releases the task only at the start of the assessment).

Physical security

- Printed SAC papers are stored in a locked cupboard or locked filing cabinet at the designated VTA campus, with access restricted to the campus coordinator and the assessing teacher.
- Printing of SAC tasks occurs as close as practicable to the assessment date, and the number of copies printed is recorded.
- Any surplus, damaged or draft copies are shredded. Shredded waste is not placed in general recycling.
- Completed student scripts are collected in full at the end of the SAC and stored securely until marking is complete. Scripts are retained until after the VCAA release of final results and any appeal period has expired.

2.4 Use of Publicly Available Resources

Where a SAC task draws on a publicly available resource — including previously used VTA tasks, commercial publications, subject association materials, past VCE Tamil examinations, or online Tamil-language texts — the teacher must ensure that the resource is sufficiently modified so that the assessment is unique to the current cohort. As a minimum:

- The stimulus text must be replaced, rewritten or substantially altered. A cosmetic change (e.g. changing names or dates only) is not sufficient.
- The questions and prompts must be rewritten so that pre-prepared answers cannot be used.
- Where past VCAA examinations are used as a source, the task must not reproduce any item from a past paper verbatim.

The VCE Tamil Coordinator verifies this modification as part of the task approval process described in Section 2.2.

2.5 Delivery of the Same SAC to Multiple Classes

Although VCE Tamil classes are taught across five campuses (Glen Waverley, Mill Park, Wyndham, Narre Warren and Caroline Spring), all VCE Tamil SACs are delivered centrally at the Glen Waverley campus. Students from every teaching campus travel to Glen Waverley on the scheduled SAC date(s) and sit the SAC under the supervision of the VCE Tamil Coordinator and designated teachers. This centralised arrangement is specifically designed to preserve the integrity of the assessment. The following protocols apply:

- Written SACs are, wherever practicable, sat by all VCE Tamil students in a single supervised session at Glen Waverley. Where the cohort size makes this impractical, multiple sittings are

scheduled consecutively on the same day with a strictly minimised time gap between sittings.

- Oral SACs are scheduled across the shortest practicable window (typically a single day at Glen Waverley). Students who have sat the oral SAC are kept physically separate from students who have not yet sat it (see Section 2.6 below).
- Where, exceptionally, a student cannot sit the SAC with the main cohort (for example, due to approved rescheduling under Section 1.4), the student sits an equivalent alternative task designed by the VCE Tamil Coordinator. The alternative task retains equivalent demand and assesses the same outcome to the same standard.
- Students who have sat the SAC are instructed not to discuss the contents of the assessment with any student who has not yet sat it. This instruction is reiterated orally at the end of each SAC and is included in the student's Declaration of Authenticity.
- Completed scripts and audio recordings of oral SACs are not returned to or shared with students until after every enrolled VCE Tamil student has completed the SAC.

2.6 Specific Protocols for Oral SACs

Oral SACs in VCE Tamil (for example, role-plays, interviews, discussions and presentations) pose distinct security risks compared with written tasks, because students who have completed the SAC could inform those yet to sit it about the questions or topics. The following protocols apply at Glen Waverley on oral SAC day:

- Two separate rooms are used: a holding room for students who have not yet sat the oral SAC, and an assessment room in which the oral is conducted. A third area (post-assessment) is used for students who have finished.
- Students who have completed the oral SAC must not return to or communicate with students in the holding room. The post-assessment area is supervised by a staff member to enforce this separation.
- All personal devices (mobile phones, smart watches, tablets) are collected from students before they enter the holding room and returned only after they have finished the oral SAC and moved to the post-assessment area.
- The order of students sitting the oral SAC is determined by the VCE Tamil Coordinator and is not shared with students in advance.
- Every oral SAC is audio-recorded by the assessing teacher. Recordings are labelled with the student's name and VCAA number, stored on the VTA Tamil School secure cloud drive (access restricted to the VCE Tamil Coordinator and the assessing teacher), and retained until after the VCAA release of final results and any appeal period has expired.
- Where the oral SAC uses prompt cards or stimulus sheets, multiple equivalent versions are prepared so that consecutive students are not given the same prompt. All prompts and stimulus materials are collected after each student.

- Immediately on completion of the oral SAC, the student signs the Declaration of Authenticity, which includes a written undertaking not to discuss the contents of the oral SAC with any student.

2.7 Teacher Responsibilities

All VCE Tamil teachers at VTA Tamil School are required to:

- Complete annual training on SAC security, authentication and the VCE Administrative Handbook at the start of each academic year.
- Sign the VTA Tamil School Teacher Assessment Integrity Declaration acknowledging their responsibilities under this policy.
- Report any suspected breach of assessment security to the VCE Tamil Coordinator immediately.

Section 3: Redeeming Outcomes

Submitting Further Evidence for Satisfactory Completion

VCAA Requirement: *If a student has received an N for an outcome, they must be given the opportunity to redeem the outcome (VCE Administrative Handbook 2026, page 70).*

Cross-reference: Student Handbook Section 16 — ‘Learning Outcomes — Non-Satisfactory’ (updated 2026).

3.1 Principles

VTA Tamil School is committed to giving every VCE Tamil student a genuine opportunity to demonstrate the outcomes of each unit. Where a student has been assessed as N (Not Satisfactory) for an outcome, the school delays the decision about satisfactory completion to allow the student to complete or submit further work. This policy applies to all outcomes across VCE Tamil Units 1–4.

3.2 Redemption Process

17. When a teacher assesses a student as N for an outcome, the teacher records the reason(s) in writing, identifies which aspect(s) of the outcome have not been demonstrated, and notifies the VCE Tamil Coordinator within five (5) working days.
18. The student (and parent/guardian if the student is under 18) is notified in writing of the initial N result, the specific outcome not yet demonstrated, the opportunities available to redeem the outcome, and the timeframe for doing so.
19. The student is offered at least two (2) further opportunities to demonstrate the outcome, through tasks that differ from the original SAC. Examples of alternative tasks include:
 - A supervised re-written response on a different topic that assesses the same outcome
 - A supervised oral interview, role-play or short presentation in Tamil conducted by the classroom teacher
 - A structured set of short supervised in-class tasks that together demonstrate the outcome
 - A supervised listening or reading comprehension task at the equivalent level
20. Alternative tasks are designed and approved by the VCE Tamil Coordinator, and are conducted under teacher supervision in class in the same manner as the original SAC. Redemption tasks are scheduled at Glen Waverley or, by arrangement, at the student’s teaching campus under the supervision of the classroom teacher.
21. The decision about satisfactory completion of the unit is delayed until the student has had the opportunity to complete the redemption tasks, or the VCAA deadline for reporting satisfactory completion is reached, whichever is earlier.

3.3 Effect on the Original SAC Score

Important: Redemption relates only to satisfactory completion of the outcome (S/N). For Units 3 and 4 VCE Tamil, the original SAC score must stand. Students are not permitted to resubmit or re-sit a SAC to improve their score. The only exception is where Special Provision has been granted in accordance with Section 1.6.

This distinction is communicated to students during the Year 12 orientation and is included in the VTA Tamil School Student Handbook 2026.

3.4 Confirmation of Satisfactory Completion

Once a student has successfully demonstrated the outcome through a redemption task, the VCE Tamil Coordinator will:

- Record the change from N to S against the outcome in the student's assessment record
- Update the VASS reporting in accordance with VCAA deadlines
- Notify the student (and parent/guardian if the student is under 18) in writing

Where a student does not demonstrate the outcome after the further opportunities provided, the N result is confirmed. The student is advised in writing of the result, the consequences (per Section 1.7), and the right to appeal (per Section 1.5).

Section 4: Breaches of Rules and Investigations

VCAA Requirement: *Schools are responsible for ensuring that students comply with VCAA rules for school-based assessment (VCE Administrative Handbook 2026, page 83).*

Cross-reference: Student Handbook Section 17 — ‘Authentication Rules and Procedures’ (rules, acceptable/unacceptable forms of assistance, and student right of appeal to the VCAA).

4.1 Scope

This policy sets out the process followed by VTA Tamil School when an allegation is received that a VCE Tamil student has breached VCAA examination rules or school-based assessment authentication rules. Possible breaches include, but are not limited to:

- Plagiarism, including copying from another student, published material, online sources, AI or machine-translation tools
- Collusion — where two or more students submit work that is substantially the same or was produced jointly without authorisation
- Impersonation or having another person complete work on the student’s behalf
- Use of unauthorised materials or devices during a SAC or examination, including bringing a mobile phone, smart watch, notes or pre-written scripts into a written or oral SAC room
- Falsification of evidence (e.g. false medical certificates) in support of an extension, Special Provision or redemption
- Communication with any student about the content of a SAC before every enrolled student has sat it, including discussion between the post-assessment area and the holding room during oral SAC day
- Presenting a memorised or pre-rehearsed script as spontaneous interaction during an oral SAC, or being coached by another person during the oral SAC

4.2 Roles and Responsibilities

Role	Responsibility
Classroom Teacher	Reports suspected breach to the VCE Tamil Coordinator in writing within 2 working days, preserving any evidence.
VCE Tamil Coordinator	Conducts the initial investigation, gathers evidence, interviews the student, and makes a written recommendation to the Principal.
Principal (Designated Decision-Maker)	Makes the final determination on whether a breach has occurred, the penalty to apply, and any referral to the VCAA. The Principal is the designated decision-maker for the purposes of this policy.
Review Panel	Considers any appeal against the Principal’s determination, as described in Section 1.5.

Student	Is entitled to be informed of the allegation, to respond in writing and in person, and to be accompanied by a parent/guardian or support person during any interview.
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4.3 Process Followed When an Allegation Is Received

22. Receipt of allegation. The allegation is submitted in writing to the VCE Tamil Coordinator. All allegations — whether raised by a teacher, another student, a member of the public, or identified through authentication processes — are taken seriously and investigated.
23. Preliminary assessment. Within three (3) working days of receiving the allegation, the VCE Tamil Coordinator determines whether there is sufficient basis to commence a formal investigation. If not, the matter is closed and a written record is retained.
24. Notification to the student. If a formal investigation is commenced, the student (and parent/guardian if the student is under 18) is notified in writing within two (2) working days. The notification sets out the nature of the allegation, the evidence being considered, the process that will be followed, the student’s right to respond, the student’s right to be accompanied, and the indicative timeframe.
25. Student’s opportunity to respond. The student is given a minimum of five (5) working days to provide a written response, and is invited to attend a meeting with the VCE Tamil Coordinator to present their response in person. The student may be accompanied by a parent/guardian or a support person. Where the student requires additional time due to illness or hardship, an extension will be granted on application.
26. Investigation. The VCE Tamil Coordinator gathers and reviews all relevant evidence, including the student’s response. For written SACs this may include comparing the SAC script against the student’s ongoing classwork and in-class writing. For oral SACs this includes reviewing the audio recording of the SAC and consulting with the assessing teacher. Where AI or machine-translation use is suspected, the submitted work is compared against the student’s in-class writing and oral proficiency in Tamil.
27. Recommendation and determination. The VCE Tamil Coordinator prepares a written report with findings and a recommendation. The Principal, as designated decision-maker, considers the report and makes the final determination.
28. Communication of outcome. The outcome is communicated to the student (and parent/guardian if the student is under 18) in writing. The communication includes the determination, the reasons, the penalty (if any), the student’s right to appeal, and, where required, that the matter has been referred to the VCAA.
29. Referral to the VCAA. Where the alleged breach relates to a Unit 3 or 4 assessment, and the school determines that a breach has occurred, the matter is reported to the VCAA in accordance with the VCE Administrative Handbook 2026.

4.4 Communication Protocols During the Investigation

- All communication from the school to the student (and parent/guardian where the student is under 18) is in writing, delivered by email with a printed copy held on the student's file.
- Students are kept informed of the progress of the investigation at key stages: commencement, receipt of response, determination, and outcome of any appeal.
- Confidentiality is maintained throughout the investigation. Information about the allegation is shared only with those who need to know in order to conduct the investigation.
- The student is not identified to other students as being under investigation.

4.5 Timeframe for Investigating and Resolving Alleged Breaches

Subject to the availability of the student, the availability of evidence, and the VCAA reporting deadlines, VTA Tamil School aims to complete the investigation and communicate the outcome within twenty (20) working days of receiving the allegation. Where this timeframe cannot be met — for example, due to the complexity of the matter or the student's absence — the student will be notified in writing of the revised timeframe and the reason for the delay.

Investigations that relate to Unit 3 or 4 assessments are prioritised to ensure that any necessary report to the VCAA is made within the timeframes specified in the VCE Administrative Handbook 2026.

4.6 Possible Penalties

Where a breach is substantiated, one or more of the following penalties may be applied, having regard to the nature and seriousness of the breach, whether it is a first or repeat offence, and any mitigating circumstances:

- A written warning placed on the student's file
- A requirement that the student complete an alternative assessment task under supervised conditions (with no improvement to the original score)
- A mark of zero for the affected task or component
- An N (Not Satisfactory) result for the relevant outcome, with redemption opportunities as per Section 3
- A J result for the affected SAC or examination component
- Reporting of the matter to the VCAA, which may result in further penalties imposed by the VCAA, up to and including an N for the unit or cancellation of results

Penalties are proportionate to the breach and consistent with penalties applied in comparable cases at the school.

4.7 Avenues of Appeal

A student who disagrees with the determination or the penalty imposed has the right to appeal. The appeal process is set out in Section 1.5. In summary:

- The student lodges a written appeal with the Principal within ten (10) working days of notification of the outcome.
- A Review Panel, which does not include the original decision-maker, considers the appeal.
- The outcome of the appeal is communicated in writing.
- Where the matter relates to VCAA rules, the student may appeal to the VCAA on the grounds that a breach had not occurred or that the penalty was too severe.

Appendix A: Student Acknowledgement Form

To be signed by every VCE Tamil student (and parent/guardian where the student is under 18) at the commencement of each academic year.

Student name: _____

VCAA student number: _____

Campus: _____

Unit(s) enrolled: Unit 1 Unit 2 Unit 3 Unit 4

I acknowledge that I have received, read and understood the VTA Tamil School Student Handbook 2026 and this VCE Administrative Audit Evidence document, including the information on:

- Eligibility criteria for award of the VCE
- Rules on plagiarism, cheating and authentication
- Procedures for obtaining an extension of time
- Procedures for lodging an appeal
- Procedures for applying for Special Provision
- The consequences of receiving an N or J result

Student signature: _____ Date: _____

Parent/guardian signature (if student is under 18): _____

Date: _____

Appendix B: SAC Rescheduling Application Form

Submit this form to the VCE Tamil Coordinator as soon as possible — ideally before the scheduled date of the SAC.

Student name: _____

Campus: _____

Unit and Outcome: _____

Task title: _____

Originally scheduled SAC date: _____

Preferred alternative session: _____

Reason for the rescheduling request:

Supporting documentation attached:

Medical certificate Other (specify) _____

Student signature: _____ Date: _____

FOR OFFICE USE ONLY

Decision: Approved — rescheduled to _____ Declined

Reason (if declined): _____

VCE Tamil Coordinator signature: _____ Date: _____

Appendix C: Special Provision Application Form

Submit this form with supporting documentation to the VCE Tamil Coordinator.

Student name: _____

VCAA student number: _____

Campus: _____

Unit(s) affected: _____

Type of Special Provision applied for:

- School-based assessment only
- Special Examination Arrangements (VCAA external examination)
- Both

Nature of the difficulty or circumstance:

Provision(s) requested (e.g. extra time, rest breaks, rescheduled SAC, alternative format):

Supporting documentation attached:

- Medical report Educational psychologist report Other _____

Student signature: _____ Date: _____

Parent/guardian signature (if under 18): _____

Appendix D: Appeal Against a School Decision Form

Submit this form to the Principal within ten (10) working days of being notified of the decision being appealed.

Student name: _____

Campus: _____

Unit and Outcome: _____

Date of the decision being appealed: _____

Decision being appealed (tick one):

- N result for an outcome
- J result for a SAC or examination
- Refusal of SAC rescheduling
- Refusal of Special Provision
- Outcome of a breach investigation
- Other: _____

Grounds for the appeal:

Supporting documentation attached (list):

Student signature: _____ Date: _____

Parent/guardian signature (if under 18): _____

Endorsement

This VCE Administrative Audit Evidence document has been prepared in accordance with the 2026 VCE Administrative Audit requirements published by the Victorian Curriculum and Assessment Authority (VCAA) and in alignment with the VCE Administrative Handbook 2026. It supplements the VTA Tamil School Student Handbook 2026 and is provided to all VCE Tamil students, teachers and coordinators at VTA Tamil School.

Mr Murugesu Paramanathan

Principal, VTA Tamil School

Date: _____

Ms Abirami Shankar

VCE Tamil Coordinator, VTA Tamil School

Date: _____