

# **BALLARAT HIGH SCHOOL VCE FOLIO POLICY**

This applies to the following subjects: Art, Media, Product Design & Technology, Studio Arts, & Visual Communication Design

## **MISSED OR FAILED SATs**

Where a student does not submit their folio by the due date they will receive a score of N/A and will fail the unit unless they negotiate redemption with their classroom teacher.

If a student does not successfully meet the assessment criteria of a SAT, they will have the opportunity to redeem the assessment by addressing missing or unsatisfactory work as discussed with their teacher. A maximum of 2 weeks will be provided to complete the folio redemption. If students do not redeem unsatisfactory work, they will fail the unit.

All folio redemptions will be documented on Edumate and parents/carers will receive notification.

## **AUTHENTICATION**

A substantial amount of work needs to be completed in class otherwise it may not be assessed as it cannot be authenticated. The SAT / folio must be submitted/observed throughout the semester for feedback and authentication as per the subject planner.

All imagery sourced from the internet, websites, books, etc. (such as inspiration) must be correctly cited in order to meet the requirements of the VCAA authentication process. Unless explicitly specified, it is essential that all work submitted as part of the SAT is the student's original work from that accreditation period.

If there is a breach it is reported to VCE leader and a VCE panel is formed Principal, VCE leader and a teacher of that subject. The student attends this meeting and can bring a support person. The panel then makes a decision.

## **SIGNING WORK IN**

Year 12 folios must be handed directly to your teacher and signed in, not left on desks or in classrooms.

## **LOST, STOLEN OR DAMAGED FOLIO**

If a teacher or student has lost a school assessed task, or it has been stolen or damaged, they must complete a written statement explaining the circumstances. The statement must be signed, dated and filed at the school. The principal will determine an initial score for the assessment task, acting on advice from the teacher and on the basis of records kept.

## **COMPUTERS**

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- there is an alternative system available for producing assessable work in case of computer or printer malfunction or unavailability
- hard copies of the work in progress are produced regularly
- each time changes are made, the work is saved as a backup file, which should not be stored on the computer.

A very effective form of backing up is to print your work and put it in your folio.

## **SUBMITTING CONTEMPORARY ARTWORKS (e.g. INSTALLATIONS, PERFORMANCE PIECES)**

A student who is working with a contemporary art form such as installation, performance art, environmental art, etc. (or any artwork which cannot be physically submitted on the due date) is responsible for setting up the artwork and photographing / recording it *prior* to its formal submission so that it can be accurately assessed.

## **HANDING BACK FOLIOS**

Students may collect folios after the commencement of Year 12 exams. Uncollected folios will be disposed of at the end of Term 1 the following year.