



VSL Distance Education: Late or Non-completion of Work Protocol

At VSL Distance Education (DE), attendance is measured by attendance in oral lessons, communication with the teacher and submission of coursework. A minimum of 75% of these tasks must be completed to be considered to have completed a course or portion of a course.

1. Students must inform their teacher if they are unable to submit work by the due date.
2. Teachers are not obliged to provide feedback on worksets that are more than two weeks overdue.
3. Overdue worksets will be checked for completion and graded overall.
4. A student is exempt for this policy:
 - a. for the first term of their enrolment, if they are a late enrolment
 - b. if they are absent from their home school for more than two weeks and provide evidence to support this, for example a medical certificate
 - c. if they have made another arrangement with the teacher in advance
5. If a student submits three or more worksets within the space of a week, the two most recent worksets will be provided feedback if they have been submitted within the two-week submission window. Any remaining worksets will be checked for completion and given an overall grade.
6. VCE students who are significantly behind in coursework will not be permitted to sit assessment tasks and will be subject to VSL withdrawal processes. These processes begin at the teacher's discretion, when a student has not submitted work for 4 weeks or more.
7. Students in Years 7-10 are subject to withdrawal processes, when attendance tasks have not been completed for 6 weeks. This process will commence at the discretion of the teacher.
8. Where withdrawal processes have commenced, the teacher will notify the student, home school supervisor and parent of a warning. Following the initial warning, the student will be withdrawn after 7-10 working days, if the student has not begun working following accepted VSL submission processes. The teacher will notify the student, home school supervisor and parent of the withdrawal, using the standard VSL DE withdrawal notification form.
9. Students should not be withdrawn during Term 1, except at the home school or parent's request.
10. Students who enrol after the submission date of the first workset are expected to be up to date with submission by the beginning of the following term.
11. Teachers are not expected to send reminders to students, parents and home school supervisors. Parents and home school supervisors are able to track student submission progress in the View Student Progress web page.
12. Oral lessons: students should agree on an oral lesson time with their teacher and stick to this time on a fortnightly basis unless otherwise agreed with their teacher. Students should be online and on time for their oral lesson. Students should notify the teacher in advance if they will be late or will not attend their lesson. If a lesson is missed without notice, the teacher is under no obligation to make up the lesson and may record the lesson as *Did not attend* for purposes of reporting. Any arrangement to make up missed lessons is at the discretion of the teacher. A student will be considered to have missed an oral lesson if they have not made any contact with the teacher five minutes after the scheduled appointment time.
13. Please note that teachers are not expected to make up lessons falling on a student free day or public holiday. If a teacher is unwell, it may not always be possible to make up a lesson. The teacher will advise if it is possible.