

Document current as at 19 November 2019. Updates to content may have been made since this date. Refer to your Fundamentals site for the latest version.

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new updated

Student Records and Results (Senior Secondary)

Source of Obligation	<p>The Victorian Registration Standards (sch 8 cl 4) (CECV Guidelines ref 7.4) requires that a senior secondary education provider must:</p> <ul style="list-style-type: none">• have policies and procedures in place:<ul style="list-style-type: none">• 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.
Student Records and Results	<p>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.</p>
Shared Responsibility	<p>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.</p>
Documentation	<p>The College maintains documentation that evidences our procedures for assessment and reporting.</p> <p>This documentation is maintained by the Heads of Faculties and copies of all documents are stored in College File Libraries.</p>
CECV Role	<p>The CECV will coordinate the application for senior secondary with the VCAA and VRQA as required.</p>
Implementation	<p>St Patrick's College has set up a series of compliance tasks in CompliSpace Assurance, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.</p>