# ISP Online Studies Student Assessment

## Purpose

This document specifies the student assessment that must be undertaken by a school prior to granting permission to international students holding a subclass 500 Student – Schools visa (Standard or Study Abroad students) to participate in online studies.

International student participation in online studies is limited to the following providers:

* the Victorian School of Languages (VSL)
* Virtual School Victoria (VSV)
* Victorian Virtual Learning Network (VVLN)
* Centre for Higher Education Studies (CHES), limited to VCE subjects delivered by CHES.

This document should be read in conjunction with the [International Student Program (ISP) Online Studies Policy](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Online_Studies_Policy.docx) and the [ISP Online Studies Procedure](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Online_Studies_Procedure.docx). This document is for Department of Education (DE or department) International Education Division (IED) staff and schools.

## Details

Student name: Click or tap here to enter text.

International student ID: Click or tap here to enter text.

School: Click or tap here to enter text.

Student year level: Click or tap here to enter text.

Provider name: Choose an item.

Subject: Click or tap here to enter text.

Subject start date: Click or tap here to enter text.

Subject end date: Click or tap here to enter text.

Start and end times of classes: Click or tap here to enter text.

## International student assessment

This international student assessment must be undertaken by the school to identify any additional support needs of the student with respect to online studies.

### English language proficiency

How do you rate the student’s ability to follow written instructions in English? Choose an item.

How do you rate the student’s ability to follow verbal instructions in English? Choose an item.

Based on this assessment, please outline any additional support the student may require
from your school to participate in the proposed studies:

|  |
| --- |
| Click or tap here to enter text. |
| Additional support can include: providing the student with additional language support; working with the student to ensure that they understand written or verbal instructions; meeting more frequently with the student to see how they are progressing; providing one-on-one support to the student; and any other form of support that the school considers necessary. |

### Student considerations

Is the student confident enough to participate in online studies? Choose an item.

Do you think the student has the ability to successfully self-direct their online studies? Choose an item.

Does the student have any cultural requirements that need to be considered? Choose an item.

Does the student have any additional needs that may require additional support
for them to participate in these studies? Choose an item.

Based on this assessment, please outline any additional support the student may require
from your school to participate in the proposed studies:

|  |
| --- |
| Click or tap here to enter text. |
| Additional support can include: meeting more frequently with the student to see how they are progressing; support designed to address specific additional needs; and any other form of support that the school considers necessary. Please keep in mind that schools must take reasonable steps to support students who may be disadvantaged by any costs associated with these studies, such as costs associated with additional or special needs. |

### Studying online

Is the student computer literate and able to navigate an online environment? Choose an item.

Does the student have access to an appropriate electronic device and internet access to study online –
either provided by the school or through other arrangements? Choose an item.

Does the student have the necessary equipment to participate in a fortnightly phone/video
conference lesson with a teacher, if necessary? Choose an item.

Have you explained the department’s Acceptable Use Agreement to the student, talked to the student
about online safety and asked the student to sign the agreement? Choose an item.

Based on this assessment, please outline any additional support the student may require
from your school to participate in the proposed studies:

|  |
| --- |
| Click or tap here to enter text. |
| Additional support can include: providing the student with tutorial sessions to increase their computer and online literacy; providing the student with an appropriate electronic device/s and/or internet access; providing them with a room for their online lesson; meeting more frequently with the student to see how they are progressing; and any other form of support that the school considers necessary. |

## School supervisor attestation

To be completed by the school supervisor:

I confirm that I have:

[ ]  read and understood the [ISP Online Studies Policy](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Online_Studies_Policy.docx) document

[ ]  informed the student that if they are permitted to undertake these studies that I will be their school supervisor and the student can come to me with any concerns they have about their studies, or their safety and wellbeing

[ ]  informed the student that I will meet with them once they have participated in their first class and once every term, unless the student assessment has identified the need for more frequent meetings to support the student

[ ]  discussed acceptable behaviour by the student, other students, instructors and others and told the student that they can ask any questions or raise any concerns with me

[ ]  discussed the importance of student safety and wellbeing, relevant safeguards the school has in place in this area and that the student can raise any concerns with me

[ ]  informed the student that their attendance and course progress in these studies will be monitored by the school to ensure the student complies with their attendance and course progress student visa conditions

[ ]  discussed online behaviour and cybersafety with the student

[ ]  discussed the department’s Acceptable Use Agreement for online learning with the student and had the student sign the agreement.

Based on the information contained in this document, I confirm that:

[ ]  **I recommend** the student’s participation in online studies.

[ ]  **I do not recommend** the student’s participation in online studies.

Name:

Signed:

Dated:

## Principal attestation and decision

To be completed by the principal:

I confirm that:

[ ]  I have reviewed the completed international student assessment and noted any suggested supports

[ ]  I acknowledge that if I provide approval for the student to participate in these studies the school is responsible for providing the supports identified in the student’s assessment at no cost to the student

[ ]  I acknowledge that the school is responsible for paying any fees associated with the student participating in online studies and confirm that the student will not be charged any additional fees.

Based on the information contained in this document, I confirm that:

[ ]  **I approve** the student’s participation. I confirm our school has the capacity to provide any identified supports.

[ ]  **I do not approve** the student’s participation. I cannot confirm that our school has the capacity to provide any identified supports.

Name:

Signed:

Dated:

### Administration

[ ]  School emails a copy of this completed and signed assessment document and a signed copy of the [Acceptable Use Agreement](https://www.education.vic.gov.au/PAL/acceptable-use-agreement-for-upper-primary-secondary-schools-guidelines-template.docx) to DE (IED) at isp.quality@education.vic.gov.au.

## Document maintenance

Strategy and Quality Assurance Unit

International Education Division

Level 28, 80 Collins Street, Melbourne, Victoria 3000

Email: isp.quality@education.vic.gov.au

Phone: + 61 3 7022 1000