



STUDENT HANDBOOK



Introduction

Valenture Institute is a global private online high school offering a curriculum recognised by the world's leading universities. Our students experience a highly engaging, inclusive and socially rich learning environment which is supported by expert teachers and mentors.

Our unique approach includes integration with worldwide sustainability objectives and encourages the holistic development of every student towards their purposeful and impactful future.

This Student Handbook provides an overview of the rules that all students will be expected to comply with during their time at Valenture Institute. This Handbook should be read together with Valenture Institute's [Qualification Terms & Conditions](#) and the Handbooks available on the [Handbooks page](#) of the Valenture Institute website.

This Handbook may be reviewed, amended or updated at any time. Any changes made to this Handbook will come into effect from the date that the amended Handbook is made available on the Valenture Institute website.

Valenture Institute has made every effort to ensure the accuracy of the information in our handbooks. However, we reserve the right at any time, if circumstances dictate, to:

- (i) make alterations or changes to any of the published details of the opportunities on offer or;
- (ii) add to or withdraw any of the opportunities on offer.

Our students are given every assurance that changes to opportunities will only be made under compelling circumstances and students will be fully informed as soon as possible.



Welcome

Welcome to Valenture Institute! We are excited that you have chosen Valenture Institute as your home for teaching and learning, and we look forward to sharing this learning experience with you.

Valenture Institute takes great pride in ensuring that each member of the learning community benefits from a rich and memorable experience. Navigating the learning experience presents so many opportunities, but will also present challenges for the community. We believe that challenges are a natural part of the learning process. At Valenture Institute we aim to equip each member of the learning community accordingly.

This is your Student Handbook, regardless of your qualification stream or subject selection. In this handbook you will find important information regarding the learning experience at Valenture Institute and key rules that apply to it.

We expect that every member of the learning community familiarises themselves with the rules contained in this handbook to ensure that we all take the necessary responsibility for upholding the strength and richness of the learning experience.

Please do take the time to read through this Handbook carefully by yourself and with your parent(s) / guardian(s). If anything is unclear, please do not hesitate to contact your dedicated Student Success Mentor.

Wishing you all of the very best with your learning experience journey!



Valenture Institute mission

Valenture Institute's mission is to evolve education – to think outside the classroom and integrate each student's learning with the causes and challenges they care about. Our global student body experiences a highly engaging, inclusive and socially rich learning experience steeped in academic excellence and rooted in sustainable practices. We believe in providing more than just a quality online education – we're dedicated to empowering a global student body of responsible citizens and equipping them to make the best of their collective and individual futures.

Valenture Institute values

Voluntary adoption of responsibility

No one else can force us to take responsibility for anything – we choose to take it. In choosing to take responsibility, we find meaning, through meaning we find purpose, and through purpose we make our unique contribution to the world. We believe that self-discipline is the cornerstone of success, and we diligently work towards our goals.

Truth

The pursuit of truth is a lifelong journey – both in our studies and our personal lives. In our engagement with others, we represent who we are and what we think truthfully, and we do so in a way that seeks to protect the dignity of those around us.



Humility

Humility is the beginning of wisdom, and we can't learn anything if we already think we have all the answers. In all our engagements, we are curious, open, and value the contributions of those around us.

Impact

Every action we take has an impact. We choose our actions carefully and seek to have a positive impact by working to understand the challenges at hand, and collaborating with others to solve them.

Connection

All of life's systems are connected. Alone, we can achieve, but by working symbiotically with the people around us and the planet we live on, we can truly succeed.

Inclusivity

We acknowledge and celebrate our differences. We respectfully engage in the challenges our differences present. We encourage individuality while seeking common purpose and meaning.



Contents

Introduction	2
Welcome	3
Valenture Institute mission	4
Valenture Institute values	4
General rules on application and admission	8
General rules on enrolment	8
General rules on qualification delivery	16
General rules on assessments and examinations	24
Continuous assessment	24
Extensions	27
Examinations and summative assessments	31
Requirements for award of qualification	35
Rules on conduct for students	39
Breach of student code of conduct	44
Student wellness	45
Operation of the Boutique Campuses	46



General rules on application and admission

- All applications are subject to **Valenture Institute's Admissions Policy** and its prescripts.
- All applications for admission to Valenture Institute must be completed online by following the relevant links on the website.
- Applicants to Valenture Institute must ensure that they provide all the required documentation (including identification) as identified during the application process.
- All applicants must ensure that they complete the application process by the stipulated deadlines.
- Applicants understand that the submission of an application does not automatically guarantee or entitle them to be offered a place of study at Valenture Institute.
- Applicants who are offered a place of study at Valenture Institute must confirm acceptance of this offer by the stipulated deadlines.

General rules on enrolment

Requirements for enrolment

- Applicants must meet the conditions for admission into a qualification in order to be enrolled as students.
- Any conditions set out in the offer letter post acceptance must be adhered to.
- Applicants must have a current email account and access to a computer, webcam, the internet and a printer.
- Students admitted to Valenture Institute must be familiar with using, and have adequate access to, a computer and the internet as they need to be able to read documents in Adobe PDF Reader, view Microsoft PowerPoint presentations, and read and create documents

Website: www.valentureinstitute.com



in Microsoft Word. In addition, students will need to install Adobe Flash Player to view the video lectures, resources and activities available in each of the Qualification's weekly Topics. Both Adobe applications are available for download:

Adobe Reader: <https://get.adobe.com/reader/?promoid=BUIGO>

Adobe Flash Player:

<https://get.adobe.com/flashplayer/?promoid=BUIGP>

- We recommend that students use Google Chrome as their internet browser when accessing the Valenture Online Campus. Although this is not a requirement, we have found that this browser performs best for ease of access to Qualification material. This browser can be downloaded from the following website:
<https://www.google.com/intl/en/chrome/browser/>
- Valenture Institute will, from time to time and through the appropriate channels, stipulate the software that all students must have access to. It is the students responsibility to acquire and familiarise themselves with this software. Valenture Institute may also stipulate that additional software and resources are required for certain qualifications.
- Students/parent(s)/guardian(s) are obliged to source and obtain access to the necessary software and resources required for Qualification completion at their own cost. Valenture Institute won't be held liable for any consequences of the use of such software or resources. Valenture Institute does not sponsor or endorse, nor is it affiliated with, the entities responsible for software and resources unless expressly stated otherwise – these are simply programs chosen for their global use patterns and effectiveness for the Qualification outcomes. Valenture Institute may change the Qualification requirements for a particular Qualification at any time by advising students through the Valenture Online Campus or by email to their chosen email address.
- Students are responsible for ensuring that the services that may be used as part of their qualification delivery (such as Google search engine, Google Suite, Vimeo and YouTube) are available in their particular jurisdiction.

Website: www.valentureinstitute.com



- Where the curriculum calls for practical experiments, specialist equipment may be provided by Valenture Institute. Such equipment and/or chemicals must only be used as directed by Valenture Institute staff. Valenture Institute will not be held liable for any loss incurred or injury suffered as a result of the negligent usage of this specialist equipment.

Student cards

- A virtual student card will be issued to each student who is registered at Valenture Institute.
- The student card is used as a means of identification and serves as proof that a person is a registered student at Valenture Institute and can take part in its academic offerings.
- The student card must be retained for the duration of each student's time at Valenture. If lost, students must alert Valenture Institute and request that a replacement card be issued.
- Any costs relating to the issuing of a replacement student card will be charged to the student's fee account.
- Those students who are enrolled for their studies at a Valenture Institute physical campus are required to carry their student card with them at all times.

Valenture Institute email account

- Enrolled students will be issued with a Valenture Institute email account. This account is to be used solely for the purposes of a student's learning experience.
- Students must take responsibility for checking their Valenture Institute email account daily for communications sent to them.
- Students are not permitted to use a personal (non-Valenture Institute domain) email address to communicate with any member of the Valenture Institute community as an enrolled student.



- Students are prohibited from sharing their email account details with anyone without first obtaining written permission from the Student Success Mentor.
- Valenture Institute has the right to monitor all communications and activity that is conducted under the Valenture Campus email domain.
- Valenture Institute has the right to share Valenture Institute student email addresses with third-party proprietors only in instances where this benefits the learning experience.

Virtual Clubs

- Virtual Clubs are optional additional experiences that students may join. The Code of Conduct applies generally to students' participation in these Clubs, and students must familiarise themselves with any rules or requirements specific to any Club they may join.

Extracurricular activities / clubs

- Valenture Institute provides a list of external extracurricular clubs that students may join if they wish to. Joining an external club is not a compulsory requirement. It should be noted that Valenture Institute does not have a direct relationship with any of these clubs. As such, it is the responsibility of the student and their parent(s) or guardian(s) to satisfy themselves with the suitability of the club and to cover any of the costs that are associated with affiliation.

Field trips & meetups

- Field trips and meetups may be convened if appropriate. These are optional in-person experiences that students (and in some instances, students and their parent(s) or guardian(s)) may participate in. The Code of Conduct applies generally to students' participation in these field trips and meetups, and any additional rules or requirements that students must adhere to will be communicated to students ahead of time.



- Meetups must be supervised by staff members or parents. Where parents supervise they are required to sign an indemnity waiver.

Absence & illness

This section applies to short periods of absence due to illness or extenuating circumstances. For longer periods that require a leave of absence, please see 'Leave of Absence' section below.

- Students are expected to participate in all activities and complete all of the requirements for their courses.
- Where a student is going to be absent from any academic activities due to illness or extenuating circumstances, their dedicated Student Success Mentor must be alerted timeously by the student's parent or guardian.
- If a student is absent due to illness for a period of more than three (3) school days, a sick note must be provided to their dedicated Student Success Mentor.
- Students are responsible for catching up all academic work and activities that have been missed during the period they were absent due to illness. Support in catching up will be provided by their dedicated Student Success Mentor.
- Where necessary, students are responsible for timeously requesting an extension to the deadlines for any submissions that could not be made due to their absence or illness.

Cancellation of enrolment

- Where a student wishes to cancel their enrollment at Valenture Institute, this must be raised by their parent(s) or guardian(s) with the student's Mentor.
- The student's parent(s)/guardian(s) will be required to meet with the Mentor to discuss their intention to cancel. The Mentor will consult with the parent(s) / guardian(s) to discuss the matter and to assist in reaching an informed decision. In the event that the decision is reached to proceed with the cancellation, the parent(s)/guardian(s)



must complete and submit a cancellation of enrollment form. This form will be provided by the Mentor.

- The relevant forms will be provided by the Mentor and must be completed by the parent(s) or guardian(s) and returned for processing.
- A cancellation of enrolment may have fee implications. These fee implications are clarified in the **Fees Handbook**.

Rules relating to fees

- By accepting an offer to study at Valenture Institute, the student's parent(s)/guardian(s)/nominated fee payer agrees to pay all fees associated with the student's qualification by the stipulated deadlines.
- Failure to pay outstanding fees by the stipulated deadlines may result in a student's access to, and participation in, their qualification being suspended or cancelled.
- No results or letters confirming attendance or completion of qualification components will be issued while fees remain outstanding. More detailed information with regards to fees are contained in the **Fees Handbook**.

Change of curriculum

- Students are required to review their enrolment on the Valenture Online Campus to ensure accuracy.
- Where a student requires a change in their curriculum due to an administrative error, they or their parent(s)/guardian(s) must notify their Student Success Mentor within 10 days of enrolment.
- Where a student wishes to make a change to their subject selection for the International GCSE curriculum, their parent(s)/guardian(s) must notify their Student Success Mentor within two weeks of the first semester.
- Any curriculum changes post the above-mentioned deadlines will require in-depth assessment by the school, which will provide feedback on the viability.



Transferring to a different type of Valenture Institute offering

- Should students wish to transfer from one Valenture Institute offering to another (e.g. Valenture Core to Boutique Campus or vice versa), it should be noted that what has been offered for their current enrollment will not automatically apply to the transferral. Students will have to re-apply for the new offering.
- Should students wish to transfer to a different Valenture Institute offering, they or their parent(s)/guardian(s) must contact their Student Success Mentor who will provide them with further information.

Leave of absence

This section applies to instances where a student needs to take an extended period of absence due to personal circumstances. For shorter periods of absence relating to illness or extenuating circumstances, see 'Absence and Illness' above.

- A leave of absence is applicable in a situation where a student needs to pause their studies due to personal circumstances.
- A leave of absence can be applied for at any time during the academic year.
- A leave of absence cannot be applied for retrospectively or once the qualification has been completed.
- Where a student wishes to take a leave of absence, this must be raised by their parent(s) or guardian(s) with the student's Mentor. They are required to contact the Mentor and will be advised on the steps to be followed, which will include the submission of a form and supporting documents pertaining to the reason for the request.
- The relevant forms will be provided by the Mentor and must be completed by the parent(s) or guardian(s) and returned, along with any necessary supporting documents, for processing.



- Reasons that are grounds for the possible approval of a leave of absence include:
 - Illness or medical grounds
 - Compassionate grounds
 - External study opportunity
 - Exceptional opportunity
- A leave of absence may be granted for a maximum period of one semester. Should the circumstances require a longer period of time, then this would need to be treated as a cancellation of enrollment and this process needs to be followed.
- Where a leave of absence is granted, all continuous assessment (formative assignments) records for the period for which marks have not yet been entered, will remain incomplete.
- During a leave of absence a student's record remains active and they will be able to access the Valenture Online Campus and liaise with their Mentor. A student with a leave of absence will retain access to the academic materials and progress on the Valenture Online Campus up to the date of when the leave of absence was processed. The student will not, however, have access to academic materials released on the Valenture Online Campus after the date on which their leave of absence was processed.
- A student has the right to return at the end of the period without reapplying, but notification must be provided to Valenture Institute of their return.
- A student who is granted leave of absence on medical grounds will be required to show that they are fit for study before resuming their studies.
- Where a student does not return from a Leave of Absence according to the approved period, Valenture Institute will make contact with their parent(s)/guardian(s) to establish the reason. If the student is not able to return to their studies at the end of the approved period, Valenture Institute will advise that the cancellation of enrolment process would



need to be followed, and the terms relating to a cancellation of enrolment will apply.

Reviews & Appeals

- A student, or their parent or guardian, may request a review of any of the student's grades where they believe there is an error in the calculation of the grade. All such requests must be made to the student's Mentor.
- A student, or their parent/guardian, may also appeal against a student's final grade, final result, or academic standing. All such appeals must be made to the student's Mentor, who will explain the process and timelines.
- The nature of appeals policy and procedure is dependent upon the relevant recognition/examination/awarding/accreditation body.
- While the outcome of a review can be appealed, the outcome of the appeal procedure is final.



General rules on qualification delivery

Relationship with Qualification bodies

- All Qualifications are designed and developed according to the specifications and standards of the relevant recognition/examining /awarding/accreditation body. The delivery of the Qualification is administered by Valenture Institute. This includes all members of the Student Success and Faculty Teams.

Language of Instruction

- English is the language of instruction and administration for all Qualifications offered through Valenture Institute. All Qualification work that is required for assessment purposes must be written in English, unless otherwise advised. This includes posts made on the discussion forum.
- Participants who have completed their full high school studies may be required to complete an English language proficiency test prior to tertiary study, should they wish to apply to a university abroad.

Valenture Online Campus

- Each Qualification consists of a number of Modules, Terms, Semesters and Topics delivered over a specified period through the Valenture Online Campus, accessible using the "Valenture Campus" website link provided upon enrolment. All Qualification-related documentation is provided in electronic format and can be accessed through the Valenture Online Campus.



Communications

- Students and parent(s)/guardian(s) may receive communication by telephone, email or text message from Valenture Institute representatives for Qualification administration and related purposes, including reminders of assignments and payments due, or other information related to registration, the student terms and conditions or this student handbook.
- **By accepting admission at Valenture Institute, students and their parent(s)/guardian(s) agree and consent to receipt of such communications** (although they may opt-out of any generic marketing communications that are unrelated to Qualification administration, at any time, through the supplied opt-out mechanism on the website).

Access to Valenture Online Campus

- Upon students final enrolment for a Qualification, a profile will be set up for them in the Valenture Online Campus (or, if they already have a profile, they will use their existing profile for the new Qualification). If a student is suspended from participation in a Qualification (for non-payment of fees or any other valid reason), Valenture Institute may suspend access to that student's profile on the Valenture Online Campus.
- Please note that there may be some time delay between admission and enrolment. Access to a Qualification presentation and the Valenture Online Campus may be limited to 30 days from the closure date.



Live sessions

- Qualifications require the attendance of live video-conferencing sessions facilitated by the Faculty and Student Success Teams of Valenture Institute.

Live session Duly Performed Requirement

- Each qualification has a minimum attendance requirement for facilitated live sessions. This requirement is made clear at the start of the semester and is tracked throughout. Duly performed status must be achieved to progress to the next semester. Exemptions may be granted based on the following grounds:
 - i. Illness or medical grounds
 - ii. Compassionate grounds
 - iii. External study opportunity
 - iv. Exceptional opportunity

Meet-ups

- Meet-ups are an opportunity for students to engage with each other in a face-to-face environment. Whilst Valenture Institute provides means to facilitate the arrangement of meet-ups, these are not compulsory, but do support enrichment to the learning experience. St Stithians Online School students who wish to attend any such meetup, in the absence of a staff member being present, must be accompanied by their parent or guardian. Valenture Institute strongly recommends that those students who wish to attend these meet-ups be accompanied by their parent(s) or legal guardian(s) to provide supervision. Where a decision is taken by the parent to waive supervision, this is at their sole discretion and St Stithians Online School is indemnified against all liability.

*Permitted use*

- Only students who are enrolled for a Qualification may participate in that Qualification. Students may not divulge their username or password to any other person, may not permit any other person to participate in the Qualification on their behalf, and may not impersonate any other person in dealing with Valenture Institute or access the Valenture Online Campus by using another user's username and password. If a student forgets their username or password, Valenture Institute will only take steps that it regards as being secure to ensure that the student regains access to their profile.

Prohibited use

Students are prohibited from doing the following:

- Making available copies of the Qualification content on a network server or web server for use by others.
- Using, displaying or otherwise making available the Qualification content, or any other materials, in an electronic format that enables it to be downloaded or distributed to any third party via mobile devices or shared in any peer-to-peer or similar file sharing arrangement, or by any other means.
- Sublicensing, reselling, renting, lending, assigning, ceding, donating or otherwise transferring or distributing the Qualification content or the rights granted under the student terms and conditions or this student handbook.
- Reverse engineering, decompiling, or disassembling any software that is contained within Qualification content or on the Valenture Online Campus.



- Removing any notice of copyright, trademark or other proprietary right from any place where it is on or embedded in the Qualification content (an example of this would be to edit the IPTC data).

Student responsibility

- Students must contact Valenture Institute immediately if they experience any unauthorised use of their profile details.
- Students accept that they are responsible for the consequences of their use of their profile in the Valenture Online Campus, and for maintaining it and all information on it. Valenture Institute takes security seriously, but as the user, students accept all the risks of any unauthorised access that could occur regarding their information.

Access disputes

- If there is a dispute as to who has the right to operate a profile in the Valenture Online Campus, Valenture Institute may deny access to the profile pending the outcome of the dispute to its satisfaction, and/or transfer the profile to the party claiming a right to it if Valenture Institute is satisfied that the profile was registered on behalf of that party.

Platform capability

- The Valenture Online Campus may not be fully compatible with mobile devices, including smartphones and tablets. To access and participate effectively in the Valenture Online Campus, students may require access to a desktop computer or a laptop computer. Students will be required to meet the cost of internet access themselves and of any upgrades that are required to their computer or mobile device.



External websites

- Valenture Institute is not responsible for technical support for any external websites. Qualifications that require students to use external websites do so to achieve the best learning outcomes. If students have any queries relating to external websites, they are required to contact the support services of the relevant websites directly (although they may request assistance from their Student Success Team through the Valenture Online Campus).
- Valenture Institute will not be liable for any costs, claims or damages that students may suffer as a result of their use of, or failure to access, any external website.

Videos

- Some videos are provided in Qualifications. These videos act as tutorials and lectures for the concepts covered in the specific topics, released weekly, and are compulsory unless otherwise stipulated.
- Students will need Adobe Flash Player installed to view the video lectures available. If students are using a slower internet connection, then attempting to view these videos may prove to be difficult.

Student Success Team

- Students primary contacts during a Qualification presentation will be their Valenture Institute Student Success Team.
- Students will be allocated a dedicated **Student Success Mentor** during the Qualification who will ensure that they have access to Qualification materials, and are supported and well informed about Qualification happenings.
- Student Success Mentors will be available during working hours (8 am - 5 pm SAST) Monday - Friday by telephone, email and the discussion forum in the Valenture Online Campus.



Technical Support Officers

- Technical Support Officers are available to students to handle any technical-related queries that students may experience during a Qualification presentation. These team members are on hand to offer general support not related to students' specific Qualification, and will be available during working hours (8 am - 5 pm SAST) Monday - Friday by telephone and email.

Faculty

- The Faculty team, *composed* of teachers, faculty leads and the Student Experience Director, provide instruction and guidance on Qualification content and academic-related queries. Interaction with Faculty is performed during live sessions, during Office Hours and on the discussion forum in the Valenture Online Campus.

Qualifications

- Each of the Qualifications that Valenture Institute offers are examined and delivered according to the curriculum and specifications of the relevant recognition/examination/awarding/accreditation body. Certification upon successful completion of a Qualification is awarded by the respective recognition/examination/awarding/accreditation body once all the requirements have been met. Unless otherwise stipulated, Valenture Institute does not issue certification for any qualifications. More information on certification is contained in the Certification section below.



General rules on assessments and examinations

All Qualifications include continuous assessment and examinations that must take place at a physical venue, unless stipulated otherwise for a specific Qualification. Further information and clarifications on this section are contained in the **Assessment Policy**.

Continuous assessment

Formative assessment

- Formative assessments include activities that take place during learning to provide information about how well the learning outcomes of a given learning task or program are being met by a student.
- These assessments are subject to review and grading by Faculty and, in some instances, by fellow students.

Summative assessment

- Summative assessments take place at the end of the teaching and learning cycle and give students opportunities to demonstrate what they have learnt.
- *These assessment types include:*
 - *Research projects*
 - *Presentations*
 - *Essay writing*
 - *Investigations*
 - *Tests*



- *Mock exams*
- *Semester examinations*
- *Final examinations (Valenture Institute Junior High Qualification)*

Weekly Topics

- Topics may include assignments that count towards the final Qualification result. Students' assignments will be assessed within an allocated time period. Any queries relating to a student's previous assignment that will affect the submission of their next assignment should be asked on the Valenture Online Campus discussion forum.

Assignment submission

- Assignments are due to be submitted on the date and time as indicated in the Qualification calendar or as otherwise indicated by a student's dedicated Mentor.
- If a student cannot meet an assignment deadline, the student is required to request an extension in line with the process outlined in the "Extensions" section below.

Grade Point Average (GPA)

- **Cumulative Grade Point Average:** The Grade Point Average is a cumulative average per subject calculated as a combination of formative and summative assessments weighted at 20% and 80% respectively.
- **Overall Grade Point Average:** is the average of all cumulative GPAs that a student has secured in all the subjects in the total academic duration.
- GPAs will be reflected in each report that is issued (end of term, end of semester and end of qualification).



Duly performed

- Students are required to familiarise themselves with the requirements to maintain their Duly Performed status for each course that they are enrolled for. The Duly Performed requirement is linked to students' attendance at live sessions. Attendance at live sessions is compulsory and students need to meet a minimum threshold per semester as per the Academic Handbook.
- Failure to meet these Duly Performed requirements may result in a student's report being withheld or compulsory parent-teacher meetings to discuss academic progress. This is an important measure of a students' progress and readiness to write summative assessments such as tests and exams.
- If a student's attendance rate falls below 80% for any subject, their DP status will be refused (DPR).
- A student's parent is required to excuse their child from school if they will not be in attendance at live sessions during the course of any day.
- Where a student fails to meet the stipulated Duly Performed Participation requirement for two consecutive semesters they will be academically excluded from studying with Valenture Institute for 6 (six) months. Following the lapse of the exclusion period students may contact Valenture Institute should they wish to reinstate their enrolment.
- Exemptions for the Duly Performed Requirement may be granted based on the following grounds:
 - Illness or medical grounds
 - Compassionate grounds
 - External study opportunity
 - Exceptional opportunity



Assignment rewrites

- Rewrites of assignments are not permitted. Qualifications include continuous assessment and exams, and because contextual feedback is provided after each assignment, rewrites provide an unfair advantage.

Continuous assessment re-marks

- Students may request, in writing, a re-mark of an assignment at any stage of the Qualification. However, no re-marks will be considered after a summative assessment has been written. **Please note that re-marks may result in an increase, decrease or no change to a mark or result.** The cost of an assignment re-mark is available on request. A re-mark must be requested in writing to a student's Mentor, and the re-mark fee paid, before the summative assessment for the Qualification.

Academic reports

- Consolidated academic progress reports will be issued to students and parents at the end of each term and semester where a student is enrolled. Unless stipulated otherwise, these progress reports will not contribute towards the final result for any Qualification.

Extensions

General rules on extensions

- If a student wishes to apply for an assignment extension, they will be required to make this request to their Mentor. **The number of extension requests during the Qualification is limited to 1 extension per submission, and may not be applied to more than 30% of the total number of continuous assessments for 18**

**month qualifications and 20% for 12 month qualifications.**

Requests will be automatically granted under the following conditions:

- The duration of extension requested is no longer than 3 days
- The student has not requested an extension for the same assessment already
- The student is under the extension limit.
- All requests that don't meet these conditions will be decided at the discretion of the respective teacher(s).
- **Holidays:** Allowances for the late submission of assignments may not be made if students are away on holiday during the teaching period. The Qualification dates are clearly provided in the information pack or documentation that is available to the student before a qualification commences. It is therefore the student's responsibility to ensure that they can submit assignments on time.

Extensions for Formative assessment tasks

- Students may apply for an extension on the due dates for up to 10% of formative tasks, per semester (not accrued or carried over to the following semester)
 - Requests must be made to the Mentor via a direct message or email.
 - The Mentor checks that the student is not over the 10% limit (per semester).
 - The Mentor resets the due date to **NO MORE THAN 3 DAYS PAST DUE DATE.**
- If permission is not granted to miss the due date on a formative task, and the due date is missed, then the student is given a '0' grade and will not receive an opportunity to complete the assignment.
- If the student has not applied for and been granted an extension, and the assignment due date is missed, the student will be granted leniency on the first occurrence with an automatic extension being given. Thereafter, should a student fail to meet an assignment due



date for any subject for which they are enrolled, a '0' grade will be awarded, without the opportunity to complete the assignment.

- If the student reaches their 5% threshold for assignment extensions, the first formal warning letter will be sent to inform the parent(s)/guardian(s) and the student.
- If the student reaches their final 10% threshold for assignment extensions, the second and final formal warning letter will be sent to inform the parent(s)/guardian(s) and the student. The Mentor will then set up a meeting with the student and parent(s)/guardian(s).
- Students will then be required to submit 100% of all further assignments in order to continue receiving grades for their assessments. Any further non-submissions by the due date will receive 0.
- Should an extension be requested once students have reached their limit of 10%, the Mentor will forward the request to the relevant member of faculty, who will consider the extenuating circumstances and make a decision on granting an extension.
- Only one extension per task will be granted.
- In the case of a leave of absence being granted, this is handled according to a different process.

Extensions for summative assessment tasks (not exams)

- If it is known beforehand (2 days or more) that a student will not complete a summative task (**except Mock and Final Exams**) as scheduled, a special arrangement must be made by contacting the Mentor at least 2 days **BEFORE THE TASK IS DUE**.
 - The Mentor will decide, on a case by case basis, if the reason for requesting a special arrangement is valid. It needs to be clear that these would be **unavoidable circumstances**.
 - For assessments that are not tests or exams: the Mentor resets the due date to **NO MORE THAN 3 DAYS PAST DUE DATE**.



- If the summative task is a **cycle test**, the student will write a Deferred Cycle Test during the allocated deferred cycle test block at the end of a term. This cycle test timetable is arranged by Ops in the afternoons after the end of live lessons and is administered by the subject teacher.
- If a student does not complete a **summative task**, it is the responsibility of the student to contact the Mentor and provide a valid reason (see below). If the student has not contacted the Mentor within 1 (one) week of the due date, a grade of '0' will automatically be issued. Valid reasons:
 - Illness or medical grounds (a doctor's note needs to be provided)
 - Accident or emergency (email from the parent/guardian to be provided)
 - Compassionate grounds (email from the parent/guardian to be provided)
 - External study opportunity (email from the parent/guardian to be provided)
 - Exceptional opportunity (email from the parent/guardian to be provided)

Grade queries

- If a student or parent wishes to query the grading of a task on the basis of picking up an error or a grade that is significantly below the student's usual GPA average, an application for a review of the marking of their task can be made to the Mentor.
- If the request is accepted, it will be passed on to the teacher(s) responsible for the course, who will review the task assessed.
- If it was the course teacher who marked the task, then a different faculty member will review the marking and the outcome of the review will be communicated to both the parents and the student.
- The review will be completed within three days of the request.



- Once a review is completed, the grades are either adjusted or feedback is provided.

Examinations and summative assessments

Examinations

- Examinations are classified as a summative form of assessment for a subject and Qualification. Unless stipulated otherwise, each subject and Qualification requires students to write a prescribed number of examinations. Students must take part in all examinations and summative assessments as required by their individual courses and Qualification.
- For the Junior High Qualification, all examinations are facilitated by Valenture Institute through online proctoring.
- For all Pearson Edexcel qualifications, examinations are set by Pearson Edexcel and must be written in person at a Pearson Edexcel approved venue.
- For information regarding deferred and supplementary examinations, please refer to the relevant Academic Handbook.
- For special accommodations, please refer to the relevant Academic Handbook.

Examination fees

- Unless stipulated otherwise, there are no additional exam fees as these are included in the tuition fees paid to Valenture Institute.

Examination body

- Valenture Institute does not set examinations for subjects and Qualifications. All examinations are set by the recognition/examination/awarding or accreditation body for the subjects and qualifications a student is enrolled for.

Website: www.valentureinstitute.com



Writing examinations

- All examinations are written at physical venues that accept Valenture Institute students, unless stipulated otherwise for a specific qualification. Examinations are written under proctored conditions. Valenture Institute will provide a list of available venues where these examinations are to be written. Parents and students are entirely responsible for the arrival of a student at the allocated examination venue according to the date(s) and time(s) stipulated on the examination timetable.

Marking of examinations

- Valenture Institute does not mark examinations for subjects and Qualifications. Unless stipulated otherwise, all examinations are marked by the recognition/examination/awarding or accreditation body for the subjects and qualifications a student is enrolled for.

Examination timetables

- Exam timetables are devised, set and disseminated by the recognition/examination/awarding or accreditation body for the subjects and qualifications a student is enrolled for. These timetables are released according to deadlines of the respective body. Valenture Institute holds no responsibility or influence over the examination timetables.

Readiness to write examinations

- Valenture Institute provides appropriate teaching and learning, supported by robust pedagogy, to support academic progression for students in the lead up to them writing examinations. Teaching and learning measures and support from Mentors will be provided to students to help them to identify their readiness to write examinations. The final decision to write an examination is the responsibility of the



student and their parent(s)/guardian(s). Valenture Institute will not be held responsible in the event of a student failing any examination.

Selecting when to write examinations

- Set exam periods or series within each year are determined by the recognition/examination/awarding or accreditation body for the subjects and qualifications a student is enrolled for. Students and their parent(s) / guardian(s) are notified of the availability of the timetables and are solely responsible for determining which series and specific dates examinations will be written.

Notification of intention to write examinations

- Students and their parent(s)/guardian(s) will be required to provide confirmation of their intention to write any examination within a series. They will be provided with instructions on the process to follow and the associated deadlines. Valenture Institute will not be held responsible in the event that students miss the communicated deadline and miss any examination as a result.

Examination rules

- Rules regarding all facets of examinations are set by the recognition/examination/awarding or accreditation body for the subjects and qualifications. These rules will be provided to students and must be adhered to. Any failure to adhere to these examination rules will be dealt with in accordance with the prescripts set out by the recognition/examination/awarding or accreditation body. Valenture Institute may be required to institute further sanctions at the direction of the respective body.

Examination attendance

- It is the students sole responsibility, under the care of their parent(s)/guardian(s), to ensure attendance at an exam that has been

Website: www.valentureinstitute.com



registered for. Valenture Institute bears no responsibility should a student fail to attend an examination and the implications thereof.

Special arrangements

- The classification of special arrangements and the associated protocols are determined by the recognition/examination/awarding or accreditation body. Where special arrangements are required the rules and protocols of the recognition/examination/awarding or accreditation body must be followed.

Examination re-writes

- The rules and protocols relating to the rewriting of examinations are determined by the recognition/examination/awarding or accreditation body and must be adhered to.

Qualification results

- A student's examination/final result or Qualification status is subject to the assessment policies of the relevant recognition/examination/awarding/accreditation body. Information related to the procedures will be provided to students during their enrolment. If a student has outstanding fees or amounts owing, their qualification result will be withheld until such time as the fees have been settled in full.

Timing of qualification results release

- The timing of the results for any summative assessments is determined by the respective recognition/examination/awarding/accreditation body. Valenture Institute cannot be held responsible for any implications associated with any delays in this respect.



Appeals

- If a student is dissatisfied with their academic standing (a summative result for the Qualification), they are within their rights to submit an appeal by contacting their Mentor who will explain the process and timelines to them. The nature of the appeals policy and procedure is dependent upon the relevant recognition/examination/awarding/accreditation body.

Final reports and progression

- For information on final reports and progression, please refer to the relevant Academic Handbook.

Requirements for award of qualification

- The requirements for the award of each Qualification offered by Valenture Institute is determined by the relevant recognition/examination/awarding/accreditation body. Students must ensure that they familiarise themselves with the requirements for the award of their specific Qualification their specific Qualification. This information is accessible through the Academic Handbook.
- **The Junior High qualification is a Valenture Institute qualification**, which upon successful completion, results in certification issued by Valenture Institute alone.



Certification

Certification/Statement of Results

- Any certificates or statement of results will be issued by the relevant recognition/examination/awarding/accreditation body of the Qualification in accordance with their rules, unless stipulated otherwise, and only where the awarding requirements have been met.
- No certificate or statement of results will be issued to students if they do not meet the stipulated requirements for the award of a certificate / statement of results. If a student is found to be guilty of academic dishonesty or breaching the code of conduct (even for the first offence), the recognition/examination/awarding/accreditation body may decide not to issue a certificate/statement of results to the student.

Wording and format of the certificate / statement of results

- The wording, format and branding of the certificate is determined by the relevant recognition/examination/awarding/accreditation body. No changes can be made to the standard format or wording of a certificate or statement of result(s) for any reason.

Name appearing on the certificate/statement of results

- The legal name of the student provided to Valenture Institute during the application process will appear on the certificate/statement of results.



Certificate/Statement of Results Delivery

- Valenture Institute will courier the student's certificate/statement of results to the student's street address provided to Valenture Institute during the registration process or any other address the student has nominated. Valenture Institute cannot be held liable should a student provide an incorrect address or if no address is given. Valenture Institute cannot guarantee the delivery date and time.

Nominating Third Party Address

- Should a student choose to nominate a third party to receive or collect their certificate on their behalf, this will be done at the student's own risk. Valenture Institute won't be held liable for any loss or theft arising from this nomination.

Certificate Return and Reroute

- If a certificate is returned to Valenture Institute's centre, the student will be contacted and informed of the return. Certificates returned due to being unclaimed by the designated recipient will be re-sent by courier at the student's written request.
- Where a certificate has been returned due to a failed delivery attempt, the student will be liable for the cost of re-sending the certificate.
- Should an incorrect or outdated address be provided and a delivery reroute be necessary, the student will be held liable for the cost of the said reroute.



Duplicates and reprints

- The rules and procedures regarding duplicates and reprints of certificates are determined by the respective awarding body, including any associated fees for such services. Valenture Institute cannot in any way waive or amend any of these rules or procedures.

Digital Certificates

- No digital copies of certificates/statement of results are issued for Qualifications. Digital certificates will only be issued for the successful completion of the Sustainable Development Goal Labs.

Certificate/Statement of Results Errors

- If a student receives their certificate/statement of results with a printing error they are required to notify Valenture Institute and Valenture Institute will advise on the process that needs to be followed based upon the stipulations by the relevant recognition/examination/awarding/accreditation body.
- Valenture Institute cannot be held liable for errors resulting from the incorrect provision of personal student information.
- Any re-issuing of a certificate/statement of results will be subject to the terms of the relevant recognition/examination/awarding/accreditation body, including any fees that must be paid.

Withheld certificate/statement of results

If a student is eligible for the award of a certificate/statement of results, their certificate/statement of results may be withheld as a result of the following circumstances:



- If the student is under investigation for academic dishonesty or misconduct and the matter has not been resolved in time, then the award of a certificate/statement of results may be suspended until the matter has been disposed of or resolved.
- If Valenture Institute has been instructed by the recognition/examination/awarding/accreditation body to withhold the certificate/statement of results.

Rules on conduct for students

General rules

- All students are required to adhere to a Code of Conduct which will be accessible through the General Orientation Course for each Qualification.
- Students and their parent(s) / guardian(s) must familiarise themselves with the Student Code of Conduct together with the Handbooks.
- Additional rules and other materials may be made available through the Valenture Online Campus, speaking to matters such as academic integrity and conduct, and students will be obliged to abide by the terms of these additional materials.
- Students must confirm, through the activity in the General Orientation Course that they have read the Code of Conduct as well as the binding Handbooks.

NB: PLEASE NOTE: failure to complete this activity will restrict your access to any further components on the Online Campus.



- A breach of the Code of Conduct may constitute a breach of the Qualification Terms & Conditions, and in such cases may result in a termination of the Agreement.

Academic conduct

- Students are expected to commit themselves to the principles of academic integrity in all of their academic work.
- Students may not intentionally or unintentionally make use of another person's work (defined as plagiarism) without providing reasonable and appropriate credit to the author or source of the work.
- Students may not submit in whole or in part the academic work of another student as their own.
- Students may not ask or acquire the services of another person or persons to complete, in whole or in part, any of their academic work and submit it as their own.
- Valenture Institute provides support and information in the Valenture Online Campus on how to avoid plagiarism and guidelines on adherence to academic conduct.
- It is important that students take responsibility for their own academic work.
- Valenture Institute may employ the use of plagiarism detection software to review academic work for integrity and to identify cases of plagiarism, for review.
- A student found guilty of committing plagiarism, whether intentionally or unintentionally, and irrespective of the degree to which the work is plagiarised, will face disciplinary action and appropriate sanction.
- Plagiarism in assignment submissions is treated extremely seriously. If a student is found guilty of plagiarism they may receive zero for the relevant assignment submission, and there may be additional sanctions applied that may have a material impact on the completion of the student's Qualification.



Safeguarding

- Valenture Institute has taken a zero-tolerance approach to bullying within its community.
- Students found to have engaged in bullying behaviour will face disciplinary action and appropriate sanction.
- Students are expected to comply with the Code of Conduct.
- Students are expected to familiarise themselves with Valenture Institute's **Safeguarding of Children Policy**.
- Students must commit themselves to engaging respectfully at all times with every member of the school community.
- In line with the Safeguarding of Children policy, students with knowledge of any instances of bullying are expected to report this immediately to an appropriate authority. This will be investigated and a decision reached by the Board of Valenture Institute.

Offensive content

- The discussion forums on the Valenture Online Campus serve as a platform for academic collaboration and enrich the learning experience through dynamic engagement and healthy debate.
- Valenture Institute retains the right to monitor and remove posts on the discussion forums (or any information otherwise disseminated through the Website or Valenture Online Campus) to ensure that the environment remains constructive and that the integrity of these interactions are maintained.
- To the extent that any person is harmed by a student's comments, Valenture Institute shall not be held responsible for the student's behaviour and student's hereby release Valenture Institute from and indemnify Valenture Institute against any such liability.



- Students agree to abide by the provisions of the Terms of Use on Valenture Institute's website with respect to acceptable use policies, especially in relation to offensive conduct.
- In addition, students undertake not to use Valenture Institute services to promote any business or enterprise, unless permitted to do so by a representative of Valenture Institute, or unless this forms part of a Qualification requirement.

Channels for complaints

- Valenture Institute will seek to address, wherever reasonably possible, all complaints in a mutually beneficial and satisfactory manner.
- All student complaints must be submitted by email to the dedicated Student Success Mentor.
- It is expected that both students, their parent(s) or guardian(s) and Valenture Institute and its staff will conduct themselves in an appropriate and courteous manner when managing complaints.
- Students may be requested to submit supporting documentation to assist Valenture Institute with the investigation of a complaint.
- Once a complaint has been fully investigated and due process followed, a course of action will be determined by Valenture Institute.
- If a mutually-satisfactory outcome, course of action, or conclusion cannot be reached through the complaints procedure, or any other kind of dispute arises between Valenture Institute and the student and their parent(s) or guardian(s), it is agreed that this will be resolved individually, without resort to any form of class action, and to the extent compliant with applicable law, exclusively by a court of competent jurisdiction located in the United Kingdom.
- Valenture Institute's right to apply to a competent court for relief should its intellectual property rights be violated or threatened, or where otherwise appropriate to obtain urgent, injunctive or equitable relief is not restricted by these rules.



Intellectual property

- Except where expressly stated to the contrary, any and all content contained on the website or Valenture Online Campus or otherwise provided to students by Valenture Institute is owned by or licensed to Valenture Institute, and Valenture Institute asserts and reserves all of its rights in this regard. Students may not disseminate Valenture Institute content on any platform or in any medium except on the Valenture Online Campus.
- Students and their parent(s) or guardian(s) agree and consent that Valenture Institute and the relevant recognition/examination/awarding/accreditation body applicable to the student's Qualification are entitled to use (at their discretion) all content shared by the student on the Valenture Online Campus for internal research and development, quality assurance, qualification improvement and non-commercial purposes.
- Students may share their own content, including assignments, with Valenture Institute, Teachers, Facilitators, the Student Success Team, and fellow students.
- Students retain all intellectual property rights in, and are responsible for, the content that they share.
- It is the responsibility of students to ensure the proper protection of their intellectual property.

Valenture Institute policies

- Students are expected to familiarise themselves with all Valenture Institute Policies and Procedures provided to them, and to comply with all of their contents.



Breach of student code of conduct

- All students are expected to abide by the Student Code of Conduct that has been developed to assist and guide student behaviour at Valenture Institute.
- Any corrective measures or disciplinary action against a student who has violated the Student Code of Conduct, and the sanction arising therefrom, will correspond with, and be appropriate to, the offence that has been committed.
- The disciplinary process is carried out as per the Student Code of Conduct.
- Sanctions in instances where a student is found guilty of violating the Student Code of Conduct following the disciplinary process may include, but are not limited to, removal from a course or courses, participation in a relevant life skills programme, referral for counselling, temporary suspension of school-related privileges, exclusion from activities and functions, temporary suspension from a course or from Valenture Institute as a whole, expulsion from Valenture Institute, or reporting to an appropriate authority of law (in extreme circumstances).
- Failure to comply with these interventions and corrective measures will lead to further interventions and may lead to the student being expelled from Valenture Institute.
- Students and their parent(s) or guardian(s) retain the right to be informed of the allegations brought against the student, to be given time to prepare a response to these charges, and to respond to the charges before the appropriate authority.
- Where a student declines to respond to the charges brought against them, Valenture Institute retains the right to proceed with the disciplinary process in their absence.
- Students and their parent(s) or guardian(s) retain the right to appeal the outcome of the disciplinary process.



Student wellness

Valenture Institute highly values and cares about the mental, emotional and social wellness of all students. As such, each student at Valenture Institute will be assigned a Student Success Mentor for the duration of their time as a student. The Student Success Mentors are in place to guide students along their learning pathway and provide support aimed at growing functional, engaging and optimal individuals.

Part of this guidance process includes mentoring, psycho-education, psycho-social support, guidance, and general support. It does not include psychological counselling and psychotherapy and a Student Success Mentor cannot provide psycho-therapeutic intervention with respect to mental health challenges and disorders.

Valenture Institute has partnered with ICAS (Independent Counselling and Advisory Services) to assist students who require psycho-therapeutic assistance beyond what can be provided by their Student Success Mentors. ICAS provides unlimited 24/7 telephonic counselling for students.

Where necessary, ICAS can also arrange for face-to-face counselling where this is required. All counselling and other psychological support offered through ICAS is entirely confidential and available to all students where the need has been identified by Valenture Institute's Student Success team and agreed to with the respective student and their parent(s) or guardian(s). Should a Psychologist recommend that a student/parent (that phones in) should receive in person counselling then ICAS covers the cost. However please note that coverage of these costs are not unlimited and additional costs are ultimately the full responsibility of the student's parent(s) or guardian(s). In this regard Valenture Institute will not be liable for any additional costs, claims or damages.



Operation of the physical campuses

Whilst Valenture Institute is a school that provides online high school service offerings, it also provides a “hybrid” offering where some students undertake our online services at physical locations known as “Boutique Campuses”.

All of the above components of this Student Handbook apply to all students at Valenture Institute, however there are specific activities and rules that apply only to students who are enrolled at Valenture Institute as part of a “Boutique Campus” offering. This information is first covered in person during the on-campus orientation day, thereafter students will be provided access to the Boutique Campus Operations Handbook.

Unless authorised by a directive from Valenture Institute, only students who have registered for their qualification to be completed at a Boutique Campus are permitted to access the campuses.