



VCE & VCAL STUDENTS

ESSENTIAL INFORMATION HANDBOOK 2008

Most of the VCE and VCAL rules and procedures have been determined by the Victorian Assessment and Curriculum Authority (VCAA).

The VCAA website (www.vcaa.vic.edu.au) is a valuable information source for students and families.

VCE and VCAL Personnel in 2008

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**KEEP THIS DOCUMENT WITH YOUR MAIN FOLDER.
YOU WILL NEED TO REFER TO THIS THROUGHOUT THE WHOLE YEAR.**

Students in the Senior Years will have a variety of pathways through the VCE and VCAL but the rules and procedures are essentially common. If students feel that they have not been treated fairly they should discuss their concerns with the relevant Coordinator. If the problem remains unresolved it is appropriate to seek guidance from the College Student Welfare Coordinator and ultimately the College Principal.

It is the responsibility of students to familiarise themselves with the provisions outlined in this handbook. For clarification of specific procedures and policies it is appropriate to consult with the VCE and VCAL personnel listed on the front cover.

IMPORTANT DATES

Beginning of Units 1 & 3	Thursday Jan 29
End of Units 1 & 3	Friday, June 13
Beginning of Units 2 & 4	Monday June 16
End of Units 2 & 4	Friday November 7

Work cannot be assessed if submitted after the dates for the end of units.

Units 1 & 3	Exam Week	June 6-13
Units 3 & 4	Final Exams	Friday Oct 31 – Nov 21
Year 12 Orientation		November 18 - 21
Year 11 Final Exams		November 10 – 14

General Achievement Test (GAT) - Friday June 13
(any student doing a 3/4 VCE subject must sit for the GAT)

VET: Start and Finishing Dates (Wednesdays)

Term 1	Feb 6 – March 19
Term 2	April 9 – June 25
Term 3	July 16 – Sept 17
Term 4	Oct 10– Nov 5

Final dates for enrolling in units.

After these dates, changes cannot be made.

Units 1 & 2

Semester One enrolments	Friday February 15
Semester Two Final day for withdrawal	Friday June 27

Units 3 & 4

Semester One enrolments	-	Friday February 15
Final day for withdrawal from Unit 3/4 sequence		Friday, April 21
Final day for withdrawal from Unit 4 -		Friday July 14

VCE - COURSE WORK AND SCHOOL ASSESSED COURSE WORK (SACS)

What is the difference between course work and School Assessed Course Work (SACs)?

Course work is the work and exercises done in class and for homework. Your teacher will set these tasks for you. It is what goes on in the day-class activities.

SACs are assessment tasks. They will determine how well you have understood the work in the unit, and they are graded.

The Victorian Curriculum and Assessment Authority sets out clearly what the SACs are in Units 3 and 4. It is the job of the teacher to administer them and mark them. Each teacher has a copy of the relevant Study Design that sets out this information. In Units 1 and 2 assessment the College determines tasks.

All SACs take place in class over a specified period of time. No tasks are allowed to be completed outside of that class time.

In some subjects SACs prepared material can be taken into the class to help with a SAC. In Design & Technology, Art, Media, Studio arts and Visual Communication & Design, there will be SATs (School Assessed Tasks) as well as SACS. SATs are work that is drafted and worked on over a period of time in and out of class. In Units 3 & 4, SACs and SATs form part of the Study Score for the Unit. They are marked by the teacher.

In Units 1 and 2, SATs and SACs marks are not reported to the Victorian Curriculum and Assessment Authority. In Units 3 and 4, SATs and SACs marks are reported to the VCAA and the results will form part of your ENTER (Equivalent National Tertiary Entrance Rank - a score up to 100). The remaining part of your ENTER is comprised of your exam results.

How does a student gain an "S" for a Unit?

Teachers will determine a set of tasks students will have to do. These tasks will address a series of outcomes set by the VCAA. Basically, when you have completed the tasks, you will have covered the course content. These series of tasks can include the SACs and SATS. The students will be awarded an 'S' for a unit when:

- a. the work meets the required standard as described in the outcomes, and all required course work has been completed
- b. the work has been submitted on time
- c. the work is clearly the students' own
- d. there has been no serious breach of rules, including attendance rules.

VCAL COURSEWORK

To successfully complete a VCAL year, whether it be Foundation, Intermediate or Senior level, a student must satisfactorily complete at least 10 Units of work. For each Unit a student is required to meet a set of outcomes by showing that they are competent in a range of skills. As in VCE, the teacher will determine a set of tasks for the student to do to demonstrate these competencies. A student will successfully complete the unit when s/he produces work that the student and teacher have previously agreed will meet the required standard as prescribed in the outcomes. The work must have been submitted by the agreed deadline and be able to be authenticated by the teacher. As with VCE, students will only be awarded VCAL if there have been no serious breach of VCAA rules and the College attendance requirement.

VCE EXAMS:

Exams enable VCE students to demonstrate their learning. The exam does not form part of the assessment process for determining "S" or "N". VCAL subjects will not have formal Exams.

Units 1 & 2 These are conducted at the end of Semesters 1 and 2. They are set and marked by the school.

Units 3 & 4 These are conducted in June and November. They are set and marked by the Victorian Curriculum and Assessment Authority.

General Achievement Test (GAT) This is set and marked by the VCAA. The GAT is used to check the grades of the internally assessed work (SACs and SATS)

ATTENDANCE POLICY

Communication about Attendance Policy

This attendance policy is distributed to students at the beginning of the year.

Subject and Home Group teachers alert the students to the implementation of the policy at the start of the unit.

For each semester-length unit the following attendance policy applies.

1. No more than 5 undocumented/unexplained absences will be permitted. However, if a student is ill and medical certificates are provided, up to 12 absences will be accepted.
2. Students who exceed the permitted absence rate of 12, or who have reached 6 unexplained absences in a particular unit, will immediately be given an "unsatisfactory completion".
3. In the event of a student exceeding the attendance requirement the following procedures will apply:
 1. Firstly there will be an enrolment review. This means that the student may have to withdraw from the unit(s). However it may mean that in order to obtain "satisfactory completion" they apply for consideration of disadvantage on grounds of illness or other hardship, or apply for redemption after receiving "not satisfactory" (eg. making up for missed classes).

If students are given the opportunity to make up missed classes, this must be done on a Wednesday or after school. The arrangement must be made with the level coordinator and class teacher and the appropriate "*Making up missed classes*" form must be used.

What will happen?

- a. When a student reaches 5 unexplained absences or a total of 12 absences, the subject teacher notifies the level coordinator and alerts the student.
- b. When the absence rate reaches 6 unexplained or 13 in total, the subject teacher arranges an interview with the level coordinator, the student and themselves to undertake the enrolment review. Parents/guardians may be contacted at this stage.

SCHOOL ASSESSED COURSEWORK (SACs)

SACs have to take place in class time. Therefore, students must attend school for their SACs.

The following rules will apply if a student is absent from a SAC session.

- a. If they were away and have a medical certificate they will be considered for Special Provision. The student will be given an opportunity to undertake a task at another time. The process to be followed is outlined in the "Rescheduling of SACs" form.
- b. If they do not have a medical certificate, they will get a zero for that SAC.
- c. If a student misses part of a SAC, and has a medical certificate consideration will be given for the time lost.
- d. If a student misses part of a SAC, but does not have a medical certificate, consideration will not be given for time lost, and the work will be marked as presented.
- e. If a situation of extreme illness or hardship develops, other forms of Special Provision will be applied and other arrangements made.

Attendance Requirement for VET.

Attendance is critical to the completion of any certificate. VET classes are conducted at a range of institutions but all have identical attendance requirements

? Students must attend all sessions (School /TAFE)

? Students must attend all workplace sessions (Work placement)

Any absence should be treated as a major issue of concern. Students should immediately phone Margaret Fry at school (9389 0609) if they are unable to attend a session (illness, emergency).

AUTHENTICATION OF WORK

The teacher will not accept your work if they believe that it has been copied from somewhere else.

To show the teacher that your work is your own, you must:

- a. Regularly complete work in class
- b. Hand in work regularly throughout the semester. Show the teacher drafts of work when required
- c. Keep ALL drafts, notes etc. until the end of assessment.

PROCEDURES AND RULES RELATING TO ASSESSMENT OF ALL WORK

If there has been a substantial breach of rules (eg. the teacher is unable to authenticate a student's work) a formal investigation will take place. It may be necessary to hold an interview where the student is asked to demonstrate understanding of the work. If a student wishes to appeal against a ruling in relation to breach of rules, an interview panel, comprising no more than three teachers will be set up. The student should be given not less than 24 hours notice of this interview. (Such notice is not required for normal consultations between student and teacher.) If the student wishes, a parent or friend may attend the interview in a support role but not as an advocate.

The school may decide to ask the student to perform a supplementary assessment activity related to the task to help authenticate work. The student should be given not less than 24 hours notice in such an eventuality.

SPECIAL PROVISION

A student is eligible for assistance if affected to a significant degree by illness or other serious problems, or if he or she is disadvantaged by any physical disability or other impairment.

Assistance can be provided in a variety of forms. Application is made through the coordinators and appropriate forms of assistance are worked out with the students according to the VCAA rules. Special forms are used for this and documentation must be provided. If you fall into this category, it is important that you notify your Year Level Coordinator as soon as possible.

A handout titled "**Special Provision: policy and procedures**" outlines this process in more detail and is available from your coordinator.

Rules for Special Provision

Where students experience hardship eg. severe illness, and have trouble completing the course work, adjustments can be made in the amount of work which will be acceptable. These arrangements are worked out with the student and their parents, teachers and the Coordinators. The Principal makes the final decisions about all cases of Special Provision. The form "Application for Special Provision for coursework (Unit completion) and School-assessed Tasks" should be used.

Special Examination arrangements (including the GAT)

Eligible students may apply to the VCAA for special arrangements for their exams. In the case of Year 12 exams applications must be supported by recent independent professional advice (medical, psychological and/or educational test results). Applications must be made through the Year Level Coordinator. The closing date is March 5.

Examinations – applying for a Derived Examination Score (DES)

If you have become ill or experienced a traumatic event in the 2 weeks leading up to examinations or during the examination period, or during an examination you may apply to have your examination result determined by the VCAA. This applies to all examinations – written, oral and performance.

- ? You must apply through your coordinator. The Principal will determine whether you are eligible and make a recommendation to the VCAA.
- ? Your application must be substantiated with evidence from an independent professional (eg Doctor, Social Worker, Police Officer or Solicitor).
- ? The VCAA will make the final decision on your application.

Tertiary Entry – SEAS (Special Entry Access Schemes)

These are a direct application to VTAC for special consideration when applying for tertiary entrance. Students who feel that they have been disadvantaged or feel they are particularly eligible for a course, should submit an application to VTAC by November. See the VTAC website www.vtac.edu.au

Problems with coping

If you find that you cannot keep up with the work or that you cannot understand the subject, make sure you talk to your teacher, your coordinator or the Student Welfare Coordinator. Every problem has a solution; just don't let the problems go too far without seeking help.

REPORTING

Interim reports will be written by teachers at the end of Terms 1 and 3. Parent/teacher interviews are held when the Interim reports are delivered (April / September). These will be very brief, indicating whether or not you are coping with the work. At the end of Units 1 and 3 (Semester 1) full reports will be written, giving "S" or "N" for the unit. At the end of Units 2 and 4 (Semester 2), year 11 students receive full reports from the school. Year 12 students receive reports from the Victorian Curriculum and Assessment Authority, indicating "S" or "N", SAC grades and marks, and from VTAC your ENTER score. These are mailed directly to you. VCE and VCAL certificates must be collected from the school.

SAC, SAT & EXAM RESULTS (Units 3&4)

Final results are sent to students in the week beginning Monday December 15 at the address registered on the VASS Coordinator's computer.

Results for June exams are sent to schools in the week beginning Monday, August 4.

HOMEWORK

Year 11 - 2-3 hours each night (including weekends)

Year 12 - 3-5 hours each night (including weekends)

During Exam times you will need to do more than this.

WEDNESDAYS

- ? A study day at home or at school.
- ? You may be required to come to school for extra classes, excursions or exams.
- ? You may also wish to come to school to see teachers, work on a project, use special equipment
- ? Undertake VET program

GAT Practice will be conducted on a Wednesday (this is compulsory for all students who study at least one VCE 3&4 subject.)

If you have to make appointments during the week eg, medical, dental, Centrelink, driver's licence, etc. make sure you do this on a Wednesday when you are not required at school for course work or assessment.

PROMOTION POLICY

In order to complete the VCE in two years, a minimum of 8 units (including at least one unit of English) must be satisfactorily completed in Year 11. With 8 units, promotion to Year 12 is automatic.

If 4-7 units only have been satisfactorily completed, students will negotiate with the coordinators the most appropriate path, eg. Doing VCE and/or VCAL over three years.

UNITS REQUIRED TO GAIN THE VCE

Students must complete 16 units to gain their VCE including

? at least 3 units from English, Literature or ESL

? three 3\4 sequences other than from the English group

NB. To gain an ENTER score both units 3\4 from the English group must be satisfactorily completed.

TERTIARY APPLICATION - YEAR 12

In the period of August-September, you should purchase a VTAC (Victorian Tertiary Admissions Centre) handbook from the local newsagent. This provides information on all TAFE and University courses in Victoria and application procedures. **'You will have to make your application by a set date in September.'**

Much more information about tertiary entrance will be given to you in Terms 2 and 3 through Home Group and special meetings.

COMMUNICATION OF INFORMATION

The Senior School noticeboard (next to room 310) must be checked regularly.

Home Groups will provide you with important information throughout the year. Attendance at Home Group is compulsory.

The school Bulletin and website also report important information relevant to senior students.

SENIOR SCHOOL OFFICE

The Year 11 and 12 Coordinators and VASS Coordinator have an office next to Room 324.

If there is any change of information regarding your address, etc. this must be communicated to the VASS Coordinator and the General Office.

Several times throughout the year, student details sheets will be given to you. You must check that all details are correct (address, subject selection etc). You sign and return this to the VASS Coordinator.

CAREERS AND VCAL OFFICE

Next to Room 320. All Senior students should regularly consult with the Careers Teacher. Help available for decision making about careers, further study, VET, work experience.

HOMEGROUPS AND ASSEMBLIES

All students (including students not enrolled in Yr 12 English) have a designated Home Group. Home Group meetings will be conducted every Tuesday at the end of period 2. Important information will be given regarding VCAL & VCE administration, exams, tertiary application etc. These meetings are compulsory. Level assemblies will also be conducted in Home Group time.

PRIVATE STUDY AND THE USE OF THE LIBRARY

Certain areas are available for quiet private study, during study periods. These include the library, the level 3 study area, and any empty classrooms. If discussions are required, the canteen can be used, **NOT** the study areas.

During class time, (including your study periods) you must remain in the building. If you wish to leave the school area during a study period, or during lunchtime, it is necessary to sign out in the Senior School Students "Early Leavers" book in the office.

The Library is the primary research/study facility of the college. It is a place where students know they will be able to find an atmosphere of work.

Senior students especially are expected to provide an example to younger students. Senior students who are not intending to work quietly should use the canteen for discussion.

Photocopying

Rechargeable Photocopying/Printing cards are available from the General Office for \$2.

Deposit

In order to encourage prompt return of materials, Senior School students will be required to pay a deposit to be refunded on return of all outstanding loans.

Computers

The library computer network is for class work. Games are not permitted at any time. The computers may be booked in advance particularly during busy times of the year.

SCHOLARSHIPS & PRIZES

Several scholarships have been traditionally available to students who have satisfactorily completed VCE and are eligible to enter Tertiary Education.

One of these awards is the Quentin Blayney Art Prize. It is awarded to an Art student for excellence. The money is to help allay the cost of art materials while completing Art studies.

The Abdurahman Erbasi prize is awarded to a student who has achieved outstanding results in the face of hardship.

There is also an "all-rounder" medal that is awarded to one girl and one boy who have been outstanding as well as Subject prizes awarded for high achievement.

These scholarships and prizes are announced at the Year 12 Farewell Dinner on October 29.

There are many other Scholarships available for VCE students.