Tarneit Senior College

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VCE and VCAL POLICIES AND PROCEDURES 2015
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Welcome:

TO ALL LATER YEARS STUDENTS AND THEIR FAMILIES

Please read this booklet carefully as it contains important information from VCAA and information on the College’s Policies and Procedures.

VCE will be a most demanding time for you. The successful completion of the year requires a commitment in effort and time from you that is difficult to maintain. Be assured that through good organisation and time management, you will succeed. Your teachers are here to help. The relationship that you will build with your teachers may be very different to what you were used to in the past. Success is achievable and within your grasp. This is an exciting time for you, your family and the College. Remember, we are here to help! We wish all the very best for the coming years.
VCE ASSESSMENT

STUDENT PROGRAM SELECTION AND SATISFACTORY COMPLETION OF THE VCE

MINIMUM REQUIREMENTS
The minimum requirement for a student’s program for the award of the VCE is satisfactory completion of 16 units which include:

- three units of the common study of English/English ESL (Units 1, 2, 3 or 4)
- three sequences of Units 3 and 4 studies other than English, which can be VCE VET sequences

Please note that VTAC advises that for the calculation of a student’s ENTER, satisfactory completion of both Units 3 and 4 of English or English ESL is required.

SATISFACTORY COMPLETION OF UNITS

This section deals with the Victorian Curriculum Assessment Authority (VCAA) policy and procedures relating to achievement of learning outcomes, for the purposes of determining satisfactory completion of a unit. For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for that unit as specified in the Study Design. This decision will be based on the teacher’s judgment of the student’s performance on assessment tasks designated for the unit.

WHAT THE STUDENT MUST DO
Achievement of an outcome means:

- the work meets the required standard
- the work was submitted on time
- the work is clearly the student’s own
- there has been no substantive breach of rules.

If all outcomes are achieved, the student receives S for the unit.

A student may not be granted satisfactory completion if:

- the work is not of the required standard;
- the student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including Special Provision;
- the work cannot be authenticated;
- there has been a substantive breach of rules including school attendance rules.

If any of the outcomes are not achieved, the student receives N for the unit.

Where a student has completed work but there has been a substantive breach of class attendance, the student may be awarded N.

School rules
In addition to observing these rules of the VCAA, students must also observe the rules of their school.

Computer work
A student who uses a computer to produce work for assessment is responsible for ensuring that:

- there is an alternative system available in case of computer or printer malfunction or unavailability
- hard copies of the work in progress are produced regularly
- each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.
APPEALS

Students have the right to appeal decisions about:
- Non Satisfactory Completion
- Special Provision
- Authentication
- Extensions
- Redemptions
- Other breaches of rules

The process for appeals is as follows:
- Student notifies the Campus Principal of intention to appeal
- A formal interview will be undertaken with a school based appeals panel
- Composition of the panels will be the Principal or nominee, Assistant Principal and relevant teachers.
- Students may request a support person to be present, e.g. parent/guardian/friend.
- All deliberations must be documented and outcomes must be conveyed to the student in writing.

ATTENDANCE APPEALS

Students are advised to regularly check their approved attendance record with their teachers. Where a student has not met the attendance requirements for a particular subject, they may appeal in writing to the Principal who will establish a review of their absences. Where appropriate, a meeting will be called with the teacher, the student, a parent or guardian and the Principal to discuss the circumstances. The teacher and Campus Principal will make the final decision.

ASSESSMENT OF UNITS 3 AND 4

For each study, students’ levels of achievement for Units 3 and 4 sequences will continue to be assessed using school-based assessment and external examinations. Each study will continue to have three assessment components, either one school assessment and two examinations or two school assessments and one examination. There will be an increase in the weighting of examinations in some studies. These assessments will be reported as grades A+ to E; UG. Examination grades and school assessment grades will continue to be reported separately.

SCHOOL ASSESSED COURSEWORK (SAC)

Coursework assesses each student’s overall level of achievement on the assessment tasks designated in the study design. The study design specifies a range of tasks to assess achievement of each of the unit’s outcomes. Assessment tasks designated for Coursework must be part of the regular teaching and learning program and must be completed mainly in class time. Results of Coursework count towards a student’s Study Score in each VCE study and ultimately towards the student’s Equivalent National Tertiary Entrance Rank (ENTER).

It is compulsory that students attend all classes where School Assessed Coursework is being assessed. If students are unable to attend these classes due to serious circumstances they should refer to the section on Special Provision later in this handbook.
SCHOOL ASSESSED TASKS (SAT)

School-assessed tasks are designed to assess specific sets of skills. Assessment of students’ levels of achievement on school-assessed tasks will be on the basis of teacher ratings on criteria specified by the VCAA. Schools will provide to the VCAA a score obtained by summing the criteria ratings. To ensure state wide comparability, schools’ assessments will be monitored using the GAT and where necessary reviewed by the VCAA.

EXAMINATIONS

All studies will have examinations as part of their assessment. The two examinations periods will be in June and November. Some LOTE studies have an oral examination in October.

AUTHENTICATION

Students must be responsible for ensuring that the teacher has no difficulty in authenticating their work. They should understand that teachers cannot authenticate work about which they have doubts until further evidence is provided.

Victorian Curriculum Assessment Authority rules
1. Students must submit for assessment only work that is their own. All assistance received by the student in producing the work must be acknowledged and be obvious to the reader.
2. Students must acknowledge all resources used, including:
   • text and source material
   • the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. Students must not receive undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:
• the incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context
• prompting and general advice from another person or source which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:
• use of, or copying of, another student’s work. Students must ensure that all unacknowledged work submitted is genuinely their own.
• actual corrections or improvements made or dictated by another person.

4. Students must not submit the same piece of work for assessment more than once.
5. Students who knowingly assist other students in a Breach of Rules may be penalised.
6. Students must sign the Authentication Record for School-assessed Coursework at the time of submitting the completed task. This declaration states that all unacknowledged work is the student’s own. Students must also sign a general declaration that they will observe the rules and instructions for the VCE, and accept disciplinary provisions.

Teachers may require students to submit classwork, complete tests, or undergo interview to prove authentication.
SUBMISSION DATES

- The classroom teacher will set deadlines for submission of work.
- If you are unable to meet an initial deadline, approach the teacher before the deadline to negotiate a possible extension.
- If a student feels they cannot complete the required work by the set date, they must apply for an extension before the due date.
- If a student does not submit the work by the due date and has failed to apply for an extension, a non-submission of assessment task letter will be sent home to parents, which will need to be signed by classroom teacher, student, YEAR LEVEL CO-ORDINATOR, and parent confirming the non-submission of work.
- Provided the student has negotiated with their classroom teacher, work submitted after the due date can obtain an S if it is up to standard but will not receive a grade.

EXTENSION OF TIME TO COMPLETE SAC or SAT

1. If you apply for an extension of time for a SAC or SAT, you must provide evidence of illness, personal hardship, unfamiliarity with English or other serious cause.

2. Before the due date, see your class teacher and discuss the reasons for needing an extension. A further submission date may be organised between the student and the teacher, which will be recorded by the teacher.

3. If a teacher has not agreed to the extension then you must discuss the situation with your Year Level Co-ordinator and complete an official form (on Page 13 of this handbook)

4. The classroom teacher and the Year Level Co-ordinator will meet to discuss the extension.

5. If the extension is not granted the classroom teacher will notify the student and the Year Level Co-ordinator will contact parent/s to discuss the issue in an interview with the classroom teacher, and two of Year Level Co-ordinator, YLC, Leading teacher or a Principal class member.

ABSENCES ON DAYS OF SCHOOL ASSESSMENT

Attendance by students on days of school assessment is compulsory. Students absent on these days will only be considered for rescheduling an assessment under extreme circumstances. All applications for rescheduling of an assessment should be accompanied by appropriate and current documentation. On return to school you must see your Year Level Co-ordinator to apply for such an application.

RELEASE OF RESULTS

After work is submitted and marked, teachers should provide feedback to students. Appropriate feedback includes:

- Advice on particular problem areas
- Advice on where and how improvements can be made for further learning
- Reporting S or N decisions and/or written comments on students' performance against each outcome.
• Reporting/Release of student results is an important aspect of the feedback to students. In providing this feedback teachers may give students their marks on individual course work tasks; timing of this process will be in line with the individual study program and as determined by the Unit teacher.

When providing marks, teachers must advise students that their total course work scores MAY CHANGE following statistical moderation.

SATS
Teachers may disclose to students, their grades for SATS. Again, these MAY CHANGE as a result of the review process.

SPECIAL PROVISION

A student is eligible for Special Provision for:

• SAC’s, SAT’s & Exams

Any student who does not attend a SAC or SAT due to illness or other medical reasons, must provide a medical certificate for that day.

if during the completion of any of these tasks, he or she is:

• affected significantly by illness, by any factors relating to personal environment, or by other serious cause
• prevented by illness, by any factors relating to personal environment, or by other serious cause from completing a task for graded assessment
• disadvantaged by any physical disability or impairment.

Students who are eligible should discuss the matter with their Year Level Co-ordinator as soon as possible.

Students do not have grounds for Special Provision if they:

• are absent from school or study for prolonged periods without evidence of significant hardship
• are comparatively unfamiliar with the English language as their only disadvantage
• are affected by teacher absence and other teacher-related difficulties
• misread an examination timetable or an examination paper.

How to apply

The student must notify the school of circumstances which might entitle him or her to Special Provision.

The student should notify their Year Level Co-ordinator and complete a Special Provision application. All applications should be accompanied by appropriate and current documentation, which might include medical certificates, medical reports or reports from social workers, youth workers or other professionals.

STUDENT RESPONSIBILITIES

• Students must maintain an 90% attendance in each individual class
• Students must ensure that all unacknowledged work submitted for school assessed work is genuinely their own work
• Students must acknowledge all resources used.
• Students must not receive undue assistance from any other person in the preparation and submission of work.
• Students must produce appropriate evidence of the development of SAT’s or SAC’s, from planning and drafting, through to the final piece of work.
• Students must not submit the same piece of work for assessment more than once.
• Students must sign the Authentication Record for School-assessed Coursework at the time of submitting the completed task.
VCAL (Victorian Certificate of Applied Learning)

VCAL aims to provide the skills, knowledge and attitudes to enable students to make informed choices regarding pathways to work, training and further education. The VCAL has three award levels:

- Foundation
- Intermediate
- Senior

Each of the 3 award levels has a nominal duration of 1000 hours. Each VCAL unit is 100 nominal hours in length. Each unit successfully completed contributes one credit toward the VCAL at the appropriate award level. The nominal hours include both scheduled and unscheduled time.

The three qualification levels provide flexible entry and exit points for a range of student abilities and interests and offer a clear progression for skills, knowledge and attitudinal development.

The VCAL units include:
- Work Related Skills/Structured Workplace Learning (SWL)
- Personal Development Skills
- Literacy Skills – Reading and Writing
- Literacy Skills – Oral Communication
- Numeracy Skills and
- Industry Specific Skills, usually VET studies.
- VCE Foundation Mathematics Units 1 & 2

ASSESSMENT IN VCAL

A VCAL unit provides learning outcomes that are not linked to a particular curriculum or syllabus design. They enable the development of locally relevant teaching and learning programs that will lead to achievement of the learning outcomes.

A range of assessment methods can be used to verify successful completion of the learning outcomes of each VCAL unit. They may include but not limited to the following:

- Student self-assessment
- Teacher observation
- Reflective work journals
- Student log books
- Oral presentations
- Written text
- Oral explanation of text
- Discussion
- Debates
- Role plays
- Folios of tasks or investigations
- Photos
ATTENDANCE

You must bring a note from home for each absence, including VET and work placement. **This must be handed to your Year Level Co-ordinator the next morning that you return to school.** If this is not done then a phone call to your parent/guardian will be made for an explanation of your absence.

Students are expected to attend all time tabled classes, VET and work placement. **Any absences may lead to an inability to authenticate work.** Failure to attend a minimum of 90% of lessons for a subject will result in an unsatisfactory result.

Lateness to class will not be tolerated. There will be sanctions for lateness including detention. Students who are repeatedly late to class may need to be interviewed with their parents to determine strategies to assist them to attend class punctually.

Attendance at your VET school and work placement is compulsory. If you are going to be absent for any reason you **must** notify the VET school or your employer and VCAL Coordinator before 8am that morning.
Later Years Promotion Policy

Rationale
This Policy aims to:

- ensure students are supported by college staff in the successful completion of their studies
- encourage and motivate students to achieve their maximum potential
- provide clear expectations to students, their parents and the teaching staff
- ensure students, caregivers and staff are aware of the demands of the VCE/VCAL to enable students to reach their potential in Year 12.

Guiding Principles
To better prepare students for the demands of the VCE/VCAL, in terms of meeting deadlines, submitting work, study skills, attendance and satisfactory completion of units.
To provide a clear and consistent framework within which decisions regarding student future pathways are made.

Implementation
At Year 10 and VCE, students are required to successfully complete:

- 8 out of 12 units over the year
- at least 4 out of 6 units in Semester 2
- at least one semester of English over the year
- at least one semester of Pathways over the year

Students are also required to attend a minimum of 90% of class time over each semester.

Students will be supported by MIPs/Careers Co-ordinator, Form Group Teachers and Year Level Co-ordinators to achieve these outcomes.

Parent interviews will be held for students who pass 4 or fewer subjects at the end of Semester One.
The purpose of the interview is to:

- gain parental support in assisting improved student learning outcomes
- implement strategies for improving student learning in Semester 2.
- establish an agreed process for monitoring student learning

Each student will be reviewed on an individual basis.

Extenuating circumstances will be taken into consideration in determining a student’s suitability for promotion to the next year level such as:

- prolonged illness (with medical certificate)
- extended absences (eg overseas)
- time of arrival at the college

Pathways for students on modified curriculum programs will be considered separately, taking students’ individual learning needs into account.

Consultation will also take place between the students’ classroom teachers and the student and their parents to determine a recommendation regarding their promotion.
2014 EXAM DATES

Semester One
Year 12: GAT will be held on Wednesday 11th June
Year 11&12: Exams begin Tuesday 10th June and end Friday 13th June

Semester Two
Year 12: Exams begin Wednesday 29th October
Year 11: Exams begin Monday 18th November and end Friday 22nd November
MISSED SAC or SAT
(A copy to be retained by the Year Level Co-ordinator, parent and classroom teacher)

Today’s Date: __________________
Teacher’s Name: ___________________ Subject: ______________________________
Student’s Name: ___________________ SAC or SAT Missed: _______________________
Date of Missed SAC or SAT: ___________________
Reason: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Date that Parent/Guradian was notified: _________________________________

Checklist of supporting documents attached:
Confidential Welfare Coordinator's report
Qualified medical practitioner (report/certificate)

APPLICATION FOR RESCHEDULING OF SAC or SAT

Today's Date: _____________

Date of SAC or SAT missed: ___________ New time and date (Time) ___________ (Date) ___________
(To be negotiated with both the classroom teacher and Year Level Co-ordinator)

Signatures:
Teacher: ___________________________ YLC: ______________________________
Student: ___________________________

Note: Non attendance for this SAC may lead to failure to demonstrate achievement of outcomes which may result in an N for this unit.

COMPLETION OF SAC or SAT

Occurred on: ______________________

Signatures:
Student: ___________________________ YLC: ______________________________

13
LATER YEARS PANEL FORM
EXTENSION OF TIME

Student name: ___________________________ Date: _________________________
Student Number: ___________________________ Study: ___________________________

Details of application
1. State the Outcome Assessment: SAC or SAT

2. State the reason for the application. (attach a separate sheet if necessary)

3. Checklist of supporting documents provided.
   Confidential Teacher/Coordinator's report
   Qualified medical practitioner (report/letter)
   Other reports/letters

Student Signature: ___________________________
Parent/Guardian Signature: ___________________________

4. Original date due ___________________________ Extension Date: ___________________________

5. Attach any documents.

*NOTE: THIS FORM NEEDS TO BE SUBMITTED TO YOUR YLC WITHIN 24 HOURS OF COLLECTING THIS FORM

FOR PANEL USE ONLY

6. Panel's Recommendation

7. Conditions to be met by student.

Extension Date: ___________________________

Signatures:
Student: ___________________________ Date: ___________________________
Parent/Guardian: ___________________________ Date: ___________________________
Panel Members: ___________________________

____________________________________
____________________________________
TARNEIT SENIOR COLLEGE  
STUDIES OUTSIDE THIS SCHOOL

Student’s Name............................................................

Course Studied..........................................................

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<tr>
<th>VCE Unit Name:</th>
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<th>3&amp;4</th>
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<th>VET Details</th>
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Please Tick appropriate box

Where are you doing this course?...........................................................................................................

You should obtain documentation from your provider indicating your enrolment. These must be submitted to your YEAR LEVEL CO-ORDINATOR before Friday 14th February, 2014.

------------------------------------------------------------------

------------------------------------------------------------------
Application for Special Provision for School-assessed Coursework and School-assessed Tasks and Unit Completion

This form is to be retained by the school together with the supporting evidence.

Notes
2. Applications for Special Provision approved by the school are NOT reported to the VCAA.
3. Student to complete Sections 1 and 2. School to complete Sections 3 to 5.
   This form may be used by the school to assist in recording applications for Special Provision:
   - curriculum delivery and Student Programs
   - school-based assessment

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>VCAA SCHOOL CODE</th>
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1. Student details

Student name ____________________________________________________________

Student Number ________________

Date of application _____________________________

2. Details of application

2.1 Assessment tasks for VCE unit completion □
   - Unit 1 □
   - Unit 2 □
   - Unit 3 □
   - Unit 4 □
   School-assessed Tasks □
   Assessment tasks for completion of VICAL Learning Program □

2.2 I am applying for:
   □ additional time to complete work
   □ use of an aide
   □ use of technology to complete and present work
   □ other (please specify) _____________________________

2.3 Period the application covers, from ___ / ___ / __ to ___ / ___ / __

2.4 List studies applying for:

<table>
<thead>
<tr>
<th>Study name</th>
<th>Task title</th>
<th>OFFICE USE ONLY Approved/Not approved</th>
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Principal’s signature __________________________________________________

Date ___ / ___ / ______

This application will not be processed unless accompanied by appropriate documentation.