



Emerald Secondary College

Summary of Senior School VCE and Year 10 Policies and Procedures

All students who complete a VCE subject participate in a variety of sessions that focus on VCAA and College Policies and Procedures for the VCE. Below is a summary of the Policies and Procedures Handbook. Please refer to this for further information or contact the College.

Senior School Team

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Principal

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Assistant Principal

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Assistant Principal

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Year 10 Coordinator

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VCAA Website

www.vcaa.vic.edu.au

All College VCE Policies and Procedures are based on and compliant with advice and policies from the Victorian Curriculum and Assessment Authority.

For more detail on VCAA policies and processes contact VCAA on
(03) 9032 1700 1800 134 197.

VCE COMPLETION

The minimum requirement for satisfactory completion of VCE is 16 units, which must include:

- three units from the English group (English or Literature), with both units Units 3 and 4 from the English group.
- at least three sequences of Units 3 and 4 studies other than English.

For the Australian Tertiary Admission Rank (ATAR) students must satisfactorily complete both Units 3 and 4 of an English subject and at least three sequences of Units 3 and 4 studies other than English.

ATTENDANCE

To satisfactorily complete the VCE students must also meet the attendance requirement of 90% for each subject in both Year 11 and Year 12.

- Attendance at all scheduled VCE classes is **compulsory**
- Students who fail to attend a scheduled class must provide a medical certificate or other evidence upon return to school. Absence is the approved or unapproved.
- Students who do not meet the above requirement or **who do not attend at least 90% of scheduled classes** (regardless whether approved or unapproved) will be unable to meet Victorian Curriculum and Assessment Authority and College Attendance requirements.
- Students whose attendance is below 90% for the Unit will be informed by class teachers and given the opportunity to improve their attendance.
- *Please note* – students whose attendance is below 90% in a Unit of Study will receive an ‘N’ result irrespective of the student’s SAC results.
- Parents will be contacted by teachers, Year Level Coordinators or the Senior School Leader to inform them of attendance issues.

PLEASE NOTE: Holidays during school terms are not an approved absence.

Students who elect to no longer attend a subject **will not be withdrawn** from a subject and their absences will count towards their overall attendance rate. This may mean that the student does not meet the College Attendance requirement.

PROMOTION

To have access to a Year 12 course a student must complete a **minimum** of **eight 1/2 Units** including one English, and also meet the 90% attendance requirement.

SATISFACTORY COMPLETION OF A VCE UNIT

For satisfactory completion of a Unit, a student must demonstrate achievement of **each** of the Outcomes for that Unit as specified in the VCAA Study Design. Students must satisfactorily complete:

- School Assessed Coursework (SAC) or School Assessed Tasks (SATs)
- Coursework
- 90% attendance requirements

Satisfactory completion of a learning outcome means:

- it meets the required standard
- the work was submitted on time
- the work is clearly the student’s own
- the student has observed the VCAA and school rules

- the student meets the attendance requirements (90%) so that the teacher can verify that it is the student's own work

COURSE LOAD

Students in Year 11 are required to take **six** VCE subjects or their equivalent (such as five VCE subjects and a VETis course). Students may be permitted to take on a reduced subject load provided there is a significant medical or environmental condition that makes six subjects onerous. This determination will be made by the Principal.

Students in Year 12 are required to take **five** subjects or their equivalent (such as four VCE subjects and a VETis course). Students may take four subjects if one or both of the following conditions are met:

- there is *significant* medical or environmental conditions that makes five subjects onerous. For mental health related conditions, a letter from a psychologist or psychiatrist is required.
- the student has taken two Unit 3/4 sequences previously and earned a Study Score of at least 35 scaled for **both** studies.

ATTENDANCE AT SCHEDULED SAC TASKS:

- Attendance at all scheduled SAC tasks is **compulsory**.

The College Redemption and Reschedule process applies for students who do not attend a SAC.

See last page for the process.

- Should a student be unable to attend a scheduled SAC task, it is the student's responsibility to notify the subject teacher of such non-attendance (in person or via phone) **before** the SAC task whenever possible.
- Upon return to class the student **must** present suitable medical or other evidence (for illness a medical certificate must be presented) to the Senior School Leader who will then decide upon an appropriate time to complete the missed SAC task **within 1 week of the original date**. Rescheduled SACs will be held on Tuesday and Thursday afternoons in the Senior School.
- Students **must** meet with the Senior School Leader to arrange a time within the accepted timeframe to reschedule the task.
- Students **will not** be permitted to complete missed SAC tasks without the permission of the Senior School Leader.
- If a student **does not** have a valid and *School Approved* reason for missing a SAC they **may** be offered a Redemption Task for an S or N **but NO SCORE** will be awarded.
- In a number of subjects, SACs will take place after school from 3.30-5.00 pm. Students will be given ample notice of these dates via the Assessment Timeline and After School SAC Assessment Timeline.

SAC 'N' RESULT

The College Redemption process applies for students who do not pass a SAC. See last page for the process. If an 'N' has been awarded because work has not been completed by the due date/s or the work has not been completed to the required standard, it is possible to redeem it to an 'S' by successfully completing the Redemption Task.

- The Redemption Task will not be graded and only 'S' or 'N' will be awarded
- In Unit 3 & 4 the original score is to be retained and sent to VCAA.
- In Unit 1 & 2 the original score remains on the student's record and report.
- Once a student has two 'N's in the one subject, redemption cannot occur again

- An assessment task can only be **redeemed once**. If the redemption is unsuccessful, the original grade of 'N' will stand and the student will receive an overall result of 'N' for the Unit.
- Redemption SAC tasks must be completed **within 1 week of the student being made aware of the 'N' result**. Rescheduled SACs will be held on Tuesday and Thursday afternoons in the Senior School.
- Students must meet with the Senior School Leader to arrange a time within the accepted timeframe to Redeem the task.
- If a student receives more than one 'N' result an interview will be held between the subject teacher, student and Year Level Coordinator.

SAC and SAT TIMELINES AND DEADLINES

- Students must complete all set work required to demonstrate the achievement of learning outcomes during the semester in which the Unit is undertaken, according to the completion and submission dates set by the College.
- These dates will be provided by the class teacher and are published on Compass.
- It is expected that some changes to these submission dates may occur.
- In all such cases, students will be informed of the new date prior to the commencement of the relevant task.
- **SATs** must be submitted by 4.00 pm on the due date or as stated by the classroom teacher. Students who do not submit their SATs by the due date will undertake the College Redemption and Reschedule process. See the last page for the process.

EXTENSION OF TIME FOR COURSEWORK

If a student needs to apply for an extension of time to complete a **task other than a SAC or a SAT**, they will need to:

1. Discuss the matter with their classroom teacher and reach an agreement prior to the due date, in consultation with the Senior School Leader or Year Level Co-coordinator.
2. The agreed date will be recorded on Compass by the teacher as an extension date.
3. If the two parties are unable to come to an agreement, then the Senior School Leader will decide the extension date. The agreed extension date should not exceed one week after the set deadline, with an expectation for the closest date possible unless the student is applying for special provision.

SPECIAL PROVISION - SCHOOL-BASED ASSESSMENT

The school may approve special provisions and arrangements for school-based assessments. Students are eligible for Special Provisions for school-based assessment if their ability to demonstrate achievement is adversely affected by:

- Illness (physical or psychological) – acute and chronic
- Impairment or disability (including learning disorders) – long term
- Personal circumstances

The VCAA recognises that teachers, because of their knowledge of individual students and their circumstances, can sensitively vary the school assessment programs to accommodate student circumstances. So as to not later disadvantage students and create unrealistic expectations, the VCAA recommends that schools approve arrangements for school-based assessment/s, which are consistent with the Special Examination Arrangements approved by the VCAA. Any form of Special

Provision for school-based assessment must only occur after approval from the Senior School Leader.

See the Senior School Leader if assistance is required in this area.

There are a number of ways in which schools can make alternative arrangements to enable students to be assessed against the Unit outcomes of the study design, including:

- rescheduling an assessment task
- setting alternative or substitute tasks
- allowing more time to complete a task
- the provision of different arrangements (e.g. rest breaks) to complete an assessment

SPECIAL PROVISION - SPECIAL EXAMINATION ARRANGEMENTS

Schools may apply to the VCAA for modified examination arrangements for individual students. Principals must apply each year for students who are undertaking Units 3 and 4 in successive years.

Students are eligible for Special Examination Arrangements if it can be demonstrated that their capacity to access the examination is impaired due to:

- severe health impairment
- significant physical disability
- hearing impairment
- vision impairment
- learning disability
- severe language disorder

**** Applications are due to VCAA by early March 2017 (date to be advised)****

AUTHENTICATION

Authentication is the process of checking that work submitted by a student is their own.

- Work will only be assessed if the teacher is certain that it is the student's own work.
- Students need to be aware that it is their responsibility to ensure that the teacher has no difficulty in authenticating their work. **The onus of proof is on the student to show the work is his or her own.**
- The best method of ensuring the authenticity of student work is for them to attend classes so that teachers can see their work in progress.
- For School Assessed Tasks (SATs)
 - Teachers must ensure that there is a sufficient range of topics within their class to enable them to distinguish an individual student's work and therefore to assist in the authentication process.
 - Teachers must monitor and record each student's development of work, from planning and drafting through to completion in the Authentication Records for School-assessed Tasks form (see Senior School Leader for this form). This requires regular sightings of the work by the teacher.
 - Observations of individual work done in class should be recorded. The teacher and student must sign each recorded observation. If the school is being reviewed, this sheet should be included with the work.

BREACH OF AUTHENTICATION:

The Victorian Curriculum and Assessment Authority sets down the following rules which students must observe when preparing work for assessment. These rules apply to Coursework, School Assessed Coursework (SACs) and to School Assessed Tasks (SATs).

- Students must ensure that all unacknowledged work submitted for assessment is genuinely their own work.
- Students must acknowledge all resources used, including:
 - text, websites and source material
 - the name(s) and status of any person(s) who provided assistance and the type of assistance provided (see the student planner for more details)
- 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) 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:

- The use of, or copying of, another person's work or other resources without acknowledgment
- Corrections or improvements made or dictated by another person.

Students who are found to have breached the VCAA and College Authentication rules will face a range of sanctions which will include receiving an 'N' result for the Outcome, additional authentication processes throughout their course of study, and Suspension or Expulsion from the College.

ATTENDANCE AT EXAMINATIONS:

Students are required to attend every examination including the GAT (General Achievement Test).

- **If a student is ill and able to attend the examination**, they should inform the Chief Supervisor of their condition as soon as possible before or during the examination. The Chief Supervisor is responsible for completing Section B of the Individual Application Form.
- **If the student did not attend the examination students must apply for a Derived Exam Score (DES) through the VCAA process.** See the VCAA website and contact the Senior School Office immediately for assistance.
- The professional providing the independent evidence to support the application for a DES must have examined or treated the student or have been consulted by the student **on the day before the examination or on the same day** as the examination.

Closing date for applications

The VCAA must receive an application **no later than seven days after the student's last examination** in the relevant examination period.

STUDYING DISTANCE ED OR VETIS

STUDY PERIODS

Students in Year 12, or those studying a DEV or VET subject are allocated Study Periods in their timetable. Students are expected to use this time wisely to complete work and prepare for assessments and must organise and maintain their own personal study routine. Not all study periods will be directly supervised. Students are expected to only be in the Library, the S7 Silent Study room, or the Common Room. Students not using these times or spaces appropriately will be removed from these areas and placed in an alternative location to assist in their study.

LEAVING THE COLLEGE DURING SCHOOL HOURS:

- **Students in Year 11 are expected to attend school for the entire day.** Students in **Year 11** are **not permitted** to leave the College during scheduled College hours, for any reason. Parent permission does not constitute a school-approved absence.
- **Students in Year 12 must attend the College from period 1 until their last class** for the day. They are permitted to leave the school grounds after all their timetabled classes have finished for the day providing they bring a written note from their parents and obtain an '**Early Leavers Pass**' from the Senior School Office.
- Year 12 students are **not permitted to leave the College grounds** at any other time during the College day unless they have written permission from their parents **and** a member of the Senior School Team.
- All VCE students are strongly encouraged to make appointments, including driving lessons, outside school hours as teachers can legitimately request a student's attendance until the end of the school day.
- Students are expected to use the Senior Centre and/or Library during study periods.

**** If students are leaving the College they must sign out at the General Office (using Kiosk) EVERY TIME including those students with an Early Leaver's pass****

DRIVING TO SCHOOL

All students are subject to the College's Student Driving to School Policy. During the course of the year many Year 12 students will successfully sit their licence test and be able to drive their car to school. Being able to park in the College grounds is a privilege provided to Year 12 students, not a right. Please note the following information:

- Students need to **apply** to the Senior School Office for **permission to drive** to school and park on site. Parental permission is also required.
- Drivers are not to carry other student passengers to or from the College unless the Senior School Office has received written permission from the parent/guardian of those intended passengers. This includes siblings
- Students are **not to use their cars during the course of the school day** unless they are leaving early
- Cars need to be parked in the designated area. Cars and the car park are out of bounds during the school day.
- Students must abide by road rules and speed limits within the College.
- The Senior School Team will revoke the permission to park at the College grounds if these conditions are not met.

Process for VCE Redemption and Reschedule

Student does not attend a SAC

1. It is the student's responsibility to meet the requirements for attending all assessment tasks
2. The student must contact the College on the day of assessment, prior if possible
3. **Subject Teacher** to complete **Amber Chronicle** entry informing parents of missed SAC, need for Medical Certificate & 1 week deadline to reschedule/redeem.
4. On return, student **MUST** produce a **MEDICAL CERTIFICATE** (or other professional documentation) and present it to the Year Level Coordinator/Senior School Leader

Redemption

(If unapproved absence)

5. Student may not be permitted to complete the original task
6. Student will be offered a Redemption Task rescheduled after school for N to S but NO SCORE awarded
7. Task must be completed within **1 week** of original date.
8. **Teacher** to Complete **Reschedule / Redemption SAC Cover Sheet** (white form) & include with **task** in 'In-Tray'.
9. **Student to see Senior Leader in Senior School Office** to be placed in **SAC Redemption Session** Event on Compass. Text and email delivered to parent/guardian.
10. If student work is satisfactory the work will receive an S but the original score remains.
11. If the student work is not satisfactory the work will receive an N. No further redemption is offered and a Unit Result of N is given.

Reschedule

(If approved absence, including documentation)

5. Task must be completed within **1 week** of original date.
6. **Teacher** to Complete **Reschedule Cover Sheet** (white form) & include with **task** in 'In-Tray'.
7. **Student to see Senior Leader in Senior School Office** to be placed in **SAC Reschedule Session** Event on Compass. Text and email delivered to parent/guardian.

Rescheduled SAC

8. Student **MUST** sit at the negotiated time (after school on **Tuesdays** or **Thursdays**)
9. Failure to attend the Rescheduled Task will incur an 'N' and a Redemption will be offered.
10. If the student receives an N after completing the Rescheduled Task the Redemption process applies.

If SAC, SAT or Coursework completed is not satisfactory, or submitted late

Not Satisfactory

1. The Redemption Process applies (not applicable to exams)
2. If student work is satisfactory the work will receive an S but the original score remains.
3. If the student work is not satisfactory the work will receive an N. No further redemption is offered and a Unit Result of N is given.

Late Submission

1. If Late Submission is due to an approved absence the Reschedule Process applies. The Senior School Leader or Assistant Principal must approve the absence.
2. If Late Submission is due to an unapproved absence the Redemption Process applies.
3. If the student work is not satisfactory the work will receive an N. No further redemption is offered and a Unit Result of N is given.

*All completed tasks will be returned to the subject teacher's Pigeon Hole for assessment.
Subject teachers will comment on original Amber post about outcome of the task.*

Process for Year 10 CAT Redemption and Reschedule

Student does not attend a CAT

5. It is the student's responsibility to meet the requirements for attending all assessment tasks
6. The student must contact the College on the day of assessment, prior if possible
7. **Subject Teacher** to complete **Amber Chronicle** entry informing parents of missed CAT, need for Medical Certificate & 1 week deadline to reschedule/redeem.
8. On return, student **MUST** produce a **MEDICAL CERTIFICATE** (or other professional documentation) and present it to the Year Level Coordinator/Senior School Leader

Redemption (If unapproved absence)

12. Student will be offered a Redemption Task rescheduled after school for UG, E to S but NO SCORE awarded
13. Task must be completed within **1 week** of original date.
14. **Teacher** to Complete **Reschedule / Redemption CAT Cover Sheet** (Yellow form) & include with **task** in 'In-Tray'.
15. **Student to see Senior Leader in Senior School Office** to be placed in **SAC Redemption Session** Event on Compass. Text and email delivered to parent/guardian.
16. If student work is satisfactory the work will receive an S but the original score remains.
17. If the student work is not satisfactory the work will receive an NS, UG or E. **No** further redemption is offered.

Reschedule

(If approved absence, including documentation)

8. Task must be completed within **1 week** of original date.
9. **Teacher** to Complete **CAT Reschedule Cover Sheet** (Yellow form) & include with **task** in 'In-Tray'.
10. **Student to see Senior Leader in Senior School Office** to be placed in **CAT Reschedule Session** Event on Compass. Text and email delivered to parent/guardian.

Rescheduled CAT

11. Student **MUST** sit at the negotiated time (after school on **Tuesdays** or **Thursdays**)
12. Failure to attend the Rescheduled Task will incur an 'NS' and a Redemption will be required.
13. If the student receives a UG or E after completing the Rescheduled Task the Redemption process applies.

If CAT or Coursework completed is not satisfactory, or submitted late

Not Satisfactory

4. The CAT Redemption Process applies (not applicable to exams)
5. If student work is satisfactory the work will receive an S but the original score remains.
6. If the student work is not satisfactory the work will receive either a UG or E. No further redemption is offered.

Late Submission

4. If Late Submission is due to an approved absence the Reschedule Process applies. The Senior School Leader or Assistant Principal must approve the absence.
5. If Late Submission is due to an unapproved absence the Redemption Process applies.
6. If the student work is not satisfactory the work will receive a UG or E. No further redemption is offered.

*All completed tasks will be returned to the subject teacher's Pigeon Hole for assessment.
Subject teachers will comment on original Amber post about outcome of the task.*