EMERALD
SECONDARY COLLEGE

Access to Excellence

2023
Senior School
Student Handbook

CONTENTS

INTRODUCTION

This handbook is designed to assist students at Emerald Secondary College in matters relating to Victorian Certificate of Education (VCE) and Victorian Certificate of Education Vocational Major (VCE-VM) studies in 2023. It also contains information about specific rules, processes and procedures that are applied in Senior Sub-School at Emerald Secondary College.

The Victorian Curriculum and Assessment Authority (VCAA) is responsible for the development, maintenance and implementation of the VCE & VCE-VM. The information in this booklet is largely based on the 'VCE & VCE-VM Administrative Handbook', an official publication of VCAA available online at:

https://www.vcaa.vic.edu.au/administration/vce-VCE-VM-handbook/Pages/index.aspx

Students enrolled at Emerald Secondary College must abide by the administrative guidelines and regulations of the VCE and VCE-VM. It is the responsibility of students and their parents to be fully aware of VCAA regulations and the expectations of Emerald Secondary College relating to the VCE and VCE-VM.

Parents and students should contact the relevant Senior Sub-School Team member or specific teaching staff if they have any questions relating to the rules, processes and procedures contained within this handbook.

Emerald Secondary College - Senior Sub-School Team

Senior Sub-School Personnel for 2023

Senior Sub-School Leader	**Jack Talbot**
Career and Pathways Leader	**Shane Closter**
Yr. 12 Coordinators	**Emily Hay and Shane Closter**
Yr. 11 Coordinators	**Sema Yildirim and Sean Reid**
VET Coordinator	**Sarah Kennedy**
Senior Sub-School Administration Assistant – VCE, VCE-VM & VET	**Meg Gogerly**
VASS Administrator	**Meg Gogerly**
Head of Wellbeing	**Felicity Wooden**

Senior Studies at ESC 2023

VCE		VCE-VM
Applied Computing *Art Making and Exhibiting* *Biology* *Business Management* *Chemistry* *Data Analytics* *English* *Food Studies* *Health and Human Development* *History, Ancient* *History, 20th Century* *History, Revolutions*	*Legal Studies* *Literature* *Maths (Foundation)* *Maths (General)* *Maths (Methods)* *Media* *Music Performance* *Outdoor & Environment Studies* *Physical Education* *Physics* *Psychology* *Visual Communication*	*Literacy* *Personal Development Skills* *Work Related Skills*

Year 10 Subjects (NB: not all subjects will run)

English

Utopia and Dystopia
The Game: Argument Analysis
Page, Stage and Screen (Enrichment)
War and Peace (Enrichment)

Mathematics

Core 10 Mathematics
Core 10 Enrichment Mathematics

Sciences

Environmental Science
Genetics and Biotechnology
Getting a Reaction
Advanced Rocketry
Into the Mind
STEM Engineering

Humanities

Famous Legal Cases
Politics and International Law
World Sustainability
Spaceship Earth
Murders, Mysteries and Conspiracies
War and Freedom
Disasters and Destruction
Trading and The World
The Psychology of Business

Languages

New Horizons (Japanese 1)
Travelling to Japan (Japanese 2)

Performing Arts

Performing in Public
Playing Out Loud
Realism/Weirdism
Tragic Comics

Health and PE

Duke of Edinburgh Award
Health Matters
Outdoor Education
Sport Science
Super Coach
The Pursuit of Fitness

Visual Arts

Play With Clay
Sculpt It!
Pop, Print & Paint
Big Ideas in Art
Fantastic Plastics
The World Through the Lens
Light and Studio
Industrial and Environmental Design
Watch It!
Film It!
Media Studies
Communication and Client
Get Animated

Technologies

Let's Get Baking
Food Stylist
Fab Food Fast
Food Travels
Fabulous Fibres
Talents with Tools
Producing Timber Products
Building Bots
Game On
Coding and Computing

KEY DATES FOR 2023

VASS dates are listed below in red. Please make a note of the dates listed below and ensure all dates are adhered to.

Date	Event
Monday 30th January	Term 1 Starts for Yr 12, Year 12 City Camp begins
Tuesday 31st January	Term 1 Starts for Yr 11
Wednesday 1st February	All students return to school, Year 12 City Camp ends
Monday 6th February	School Photos
Friday 10th February	Year 12 VCE Unscored Applications due
Monday 13th February	Class of 22 Reunion
Wednesday 15th February	VCE and VM Student/Parent Information Evening
Friday 17th February	Swimming Sports
Monday 6th March	VCE and VM Progress Check Week
Friday 10th March	VCE Progress Checks, Progress Reports Published
Monday 13th March	Labour Day Public Holiday
Tuesday 14th – Thursday 16th March	Year 12 Group MIPs (Normal classes)
Friday 17th March	Athletics Day
Thursday 30th March	Parent Teacher Interviews TBC
Tuesday 4th April	RYDA Safe Driving Incursion
Wednesday 5th April	Open Night
Thursday 6th April	Good Friday
Friday 7th April	Term 1 ends
Term 1 Holidays	

Monday 24th April	Term 2 begins
Tuesday 25th April	ANZAC Day Public Holiday
Friday 5th May	Year 11 Careers Expo Excursion, Progress Reports Published
Thursday 18th May	Year 10 Immunisations
Friday 26th May	Last day for Unit 1 SACs (Year 11), last day for Year 9 & 10 CATs
Monday 29th May	Exam Revision Week Years 9-11
Monday 5th June	Exam Week Years 9-11
Monday 12th June	King's Birthday Public Holiday
Tuesday 13th June	Pupil Free Day
Wednesday 14th June	Exam Feedback Yrs 9 - 11, Start of Unit 2 & 4
Thursday 15th June	GAT Exam (all students enrolled in a Year 12 class)
Monday 19th June	Year 10 Work Experience Week
Friday 23rd June	Reports published, Term 2 ends
Term 2 Holidays	
Monday 10th July	Term 3 begins
Monday 17th July	Year 11 MIPS Week 1
Monday 24th July	Year 11 MIPS Week 1
Monday 31st July	Domain Presentations to Year 10, Year 12 2024 VM Applications due
Tuesday 1st August	Future Options Expo, Course Selection Parent Info Night
Wednesday 2nd August	Year 12 VTAC Parent/Student Info Night
Friday 4th August	2024 VCE Acceleration Forms Due, 2024 Yr 11 and 12 Course Selection
Thursday 7th September	Parent-Teacher Interviews TBC
Friday 15th September	Term 3 ends

Term 3 Holidays	Year 12 Holiday Practice Exams and Revision Tasks
Monday 3rd October	Term 4 Starts
Monday 3rd October – Monday 17th October	Unit 3 / 4 Exam Revision
Wednesday 5th October	SEAS Closes
Monday 9th October	Indicative Grades – VCE Units 3 & 4 Studies
Friday 14th October	Last day to lodge Japanese as second language applications for 2023
Monday 17th October	Year 12 Last Official Day of School
Tuesday 18th October	Year 12 Celebration Morning, Farewell Assembly and Valedictory Dinner
Tuesday 24th October – Wednesday 15th November	Year 12 VCAA End of Year Exams
Wednesday 25th October	Year 12 VCE Coursework Scores, SAT & VCE Unit Results due
Tuesday 1st November	Melbourne Cup Day
Thursday 6th November	Year 11 VCE, All VCE-VM and VET results due
Tuesday 8th November	Year 11 Last Day of 2023 Classes
Wednesday 9th November - Thursday 17th November	Year 11 End of Year Exams
Friday 18th November	Curriculum Day
Monday 21st November – Friday 25th November	2023 Year 12 Kickstart Program
Monday 28th November – Friday 2nd December	2023 Year 11 Kickstart Program
Monday 11th December	ATAR Results Released
Monday 11th December – Friday 17th December	Year 12 Change of Preference Period (TBC)
Tuesday 20th December	Term 4 Ends

Introduction to Senior Studies

Year 10 Students:

As was the case in Junior School (Years 7-9), Year 10 students must complete the Coursework and Common Assessment Tasks (CATs) that are set each term by their classroom teachers. Students who fail to submit CATs on time or submit work that does not meet minimum standards will be required to follow the redemption process, which is outlined in the College's Redemption and Reschedule Policy.
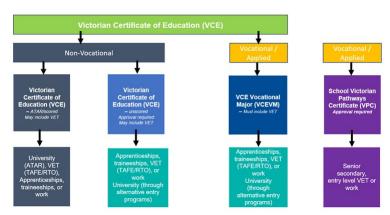
Year 11 and 12 Students

The VCAA (Victorian Curriculum and Assessment Authority) offers a diverse range of subjects that may contribute to a student's successful completion of secondary schooling. Currently, there are three pathways through senior schooling that students can choose from at Emerald Secondary College: VCE, VCE-VM or VPC.

Most students' VCE programs consist of approximately 22 Units.

Most students' VCE-VM programs consist of 16-20 Units.

Most students' VPC programs consist of 16-20 Units.

To gain a pass, students must demonstrate an understanding of each required VCAA Outcome in the Unit by completing designated coursework. As stipulated by VCAA, if one Outcome is not met satisfactorily this will result in an "N" for the Unit, irrespective of performance on the other outcomes. It is the class teacher's responsibility to determine whether a student has satisfactorily demonstrated a Learning Outcome via their coursework. Students must satisfy all set standards in order to pass a Unit.

VCE Requirements

Duration of the VCE

The VCE is most commonly completed over two years; however, there is no limit to the number of years you may take to accumulate unit results towards achieving the Certificate. If you require an ATAR score you must complete the program within 3 years.

The VCE is made up of many different Units of Study. A Unit of Study is a subject, for example, English or Biology. It is made up of four units (Units 1, 2, 3 and 4), each of which is a semester in length. Units 3 and 4 of a Study must be completed as a sequence (within the same year).

Satisfactory Completion of the VCE

To meet the requirements of the VCE, each student must satisfy the following:

- Demonstrate all learning outcomes in a minimum of 16 Units (achieve an "S"), which must include:

⇒ 3 units of English or English equivalent (ESL, Literature or English Language), two of which must be a Unit 3 and 4 sequence.

⇒ 3 sequences of unit 3 and 4 (year 12) studies other than English.

VCE-VM Requirements

Duration of the VCE-VM

The VCE Vocational Major (VM) is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years.

It prepares students to move into apprenticeships, traineeships, further education and training, university (via non-ATAR pathways) or directly into the workforce.

Satisfactory Completion of the VCE-VM

To be eligible to receive the VCE VM, students must satisfactorily complete a minimum of 16 units, including:

- 3 VCE VM Literacy or VCE English units (including a Unit 3–4 sequence)

- 2 VCE VM Numeracy or VCE Mathematics units

- 2 VCE VM Work Related Skills units

- 2 VCE VM Personal Development Skills units

- 2 VET credits at Certificate II level or above (180 nominal hours)

Students must complete a minimum of three other Unit 3–4 sequences as part of their program. Units 3 and 4 of VM studies may be undertaken together over the duration of the academic year to enable these to be integrated.

The VCE-VM can be tailored to the needs and interests of the student, to keep them engaged while developing their skills and knowledge. Students can also include other VCE studies and VET, and can receive structured workplace learning recognition.

VPC Requirements

Duration

The VPC is most commonly completed over two years; however, there is no limit to the number of years you may take to accumulate unit results towards achieving the certificate.

To obtain the VPC, students must complete at least 12 units, including:

- 2 units of VPC Literacy (or units from the VCE English group including VCE VM Literacy)
- 2 units of VPC Numeracy (or units from the VCE Mathematics group including VCE VM Numeracy)
- 2 VPC Work Related Skills units
- 2 VPC Personal Development Skills units

Many students will undertake more than 12 units in their VPC. More VPC study choices will be added over the coming years.

Satisfactory Completion of a Unit

All VCE, VCE-VM and VPC Students:

To gain a pass, students must demonstrate an understanding of each required VCAA Outcome in the unit by completing designated coursework. As stipulated by VCAA, if one Outcome is not met satisfactorily this will result in an "N" for the Unit, irrespective of performance on the other Outcomes. It is the class teacher's responsibility to determine whether a student has satisfactorily demonstrated a Learning Outcome via their coursework. Students must satisfy all set standards in order to pass a Unit.

Year 11 VCE Students and Scored Unit 3/4 Students:

SACs, SATs and Exams are used to determine a student's level of achievement in a Unit of Study and, in the case of Year 12 subjects, their Study Score for that subject.

Students completing Year 12 will have the opportunity to apply to complete an Unscored VCE. If a student's application for this pathway is successful, they will not be required to complete all aspects of school assessed coursework or tasks for their Unit 3/4 subjects. The process for applying to complete an Unscored VCE in Year 12 is outlined in the section below titled 'Unscored VCE'.

A student who scores below 40% on a SAC (School Assessed Coursework) or SAT (School Assessed Task) has not met the minimum benchmark for passing a SAC or SAT. Students in this position will have an opportunity to re-sit the task or complete an alternate one as determined by the teacher and/or Domain Leader. The mark from the initial SAC or SAT will be used to contribute to the student's Study Score/overall grade. The redemption task is an opportunity for the student to show they can receive and learn from feedback. Successful completion of the redemption to a satisfactory standard is compulsory for all Unit 1 and 2 students and students completing a Scored VCE in Year 12. Students who do not redeem a SAC successfully will receive an N for the Unit of Study and will be required to attend a meeting with the Senior Sub-School Leader and Careers Team to discuss future pathways.

VCE Level of Achievement

A student's level of achievement is distinct from getting a pass and provides information to the student and their parents/guardians as to the standard of the student's understanding and performance. SACs and SATs are the main way to determine a student's level of achievement, although other formative assessment tasks can also be used to determine this.

A student who scores below 40% on a SAC (School Assessed Coursework) or SAT (School Assessed Task) will have an opportunity to re-sit the task. The mark from the initial SAC or SAT will be used to contribute to the student's study score/overall grade. The redemption task is an opportunity for the student to show the can receive feedback and learn from it. Redemptions dates are to be negotiated between the subject teacher and the student.

Parents/Guardians will be notified by class teachers via an Amber Chronicle post whenever a student scores below 40% in a SAC or SAT. In addition, phone or email contact may occur. Parents/Guardians are encouraged to contact student's class teachers or the Senior Sub-School if clarification or further detail is required as to how they can support their son's/daughter's learning.

What do S, N, and NA mean?

School Assessed Tasks/Coursework and work requirements use these codes to indicate the level of achievement to students on work submitted:

- Work or tests are marked according to a criteria sheet/assessment rubric and a mark will be allocated according to how many marks are available for the task. Satisfactory completion will result in an "S"
- If not submitted by the due date, the item receives an "NA", or Not Assessed.
- Work graded as "Very Low or Low" for VCE will require students to complete a Redemption Task in an effort to demonstrate their understanding of the outcome.

Percentage	VCE Outcomes
81-100%	Very High
61-80%	High
41-60%	Medium
21-40%	Low
0-20%	Very Low
Not Submitted	NA

VCE-VM Level of Achievement
Satisfactory:

- The Learning Outcome was demonstrated. The student has displayed the requirements of each element of the task, demonstrating the required understanding of the knowledge/skills required at this level.

- A 'grade' may also be awarded on the Compass Learning Task to indicate to the student and family, the quality of the work completed.

- A student must obtain an S (satisfactory) for all Outcomes (and their elements) to pass each Unit.

VCE-VM Outcomes
Satisfactory
Not Satisfactory

Not Satisfactory:

- Student has not met the minimum requirements to satisfy the Learning Outcome. This should be done on more than one occasion.

- If a student obtains an N (not satisfactory) for any Outcomes (and their elements) they will fail the Unit.

Attendance

Senior Sub-School students are expected to:
- Attend all timetabled classes, excursions, assemblies etc.
- Be punctual to all classes
- Have a minimum 90% attendance for each Unit of study (VCE% on Compass)

At the conclusion of a Unit (VCE, VCE-VM or VPC), if a student has less than 90% attendance for a Unit, then this will lead to an 'N' result for that Unit.

All absences need be approved by the College. The Victorian Curriculum and Assessment Authority (VCAA) mandates a requirement of attendance for teachers to validate/authenticate student work. Only the following absences will be approved by the College and not be considered as part of the minimum 90% attendance requirement:
- Illness - a medical certificate is required.
- Bereavement – contact the Senior Sub-School prior to the absence where possible.
- Other Educational Activity (e.g. if you are on an excursion for a distance education unit/ excursion/ sitting an exam etc.) – you must notify the VCE/VCE-VM Team Leaders.
- Other – if there are other valid reasons, these will need to be discussed with the Senior Sub-School Leader before the absence (if possible) or as soon as possible afterwards.

Family holidays, part time work, license tests, illnesses without a certificate and other similar causes for absence are not acceptable School Approved absences.

Students whose VCE attendance is below 90% at the conclusion of a Unit will be notified that they do not meet the attendance requirements for that Unit. In the case of extenuating circumstances, the family may seek to appeal the 'N' result. This can be done by contacting the Senior Sub-School.

Experience shows that one of the first indicators of a student being at risk is when they start missing classes. Address it early – avoid developing poor attendance behaviours.

Unit N Results

If a student has failed an outcome (and therefore the unit) they are to continue to attend the class. Year 12 VCE students are unable to commence a new study and will be required to remain in the class, completing study for their remaining Unit3/4 subjects. This is to ensure students are accountable for this additional time within their timetable and help protect their future success within their VCE. Any distraction or non-attendance within this time will be dealt with according to the College Student Management processes. Year 11 students may, through Careers and Pathways counselling, select an alternate Unit of study to commence studying.

Extensions

A student may apply for an extension of time to complete coursework tasks, SACs or SATs by discussing the grounds for an extension with the Senior Sub-school Leader. An extension will only be granted on the basis of a medical certificate or other substantial evidence of significant reason, such as a death in the family, other family crisis, or having to represent the school or an external organisation at an event. Wherever possible, the extension request should be made prior to the due date. In extenuating circumstances in Semester 1, S or N results can be held over as N (redeemable) under this condition.

Students Meeting Deadlines

If a student does not meet a due date for an Assessment Task and has not been granted an extension, they may be required to attend a Senior Sub-School Advisory Panel Interview to decide the consequences. This applies to SAC, Coursework and SAT components. If a student has a School Approved absence for the above, then the task or a replacement task can be completed through the Reschedule Process. If the absence was not approved, then the student scores zero for the task, but will be granted a further opportunity to demonstrate the Learning Outcome via the Redemption process. Refer to the College's Reschedule/Redemption policy.

Course Load

Year 11

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 undertake a reduced course load if one or more of the conditions listed below are met:

Year 12

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

Course Load Conditions

- There are *significant* medical or environmental conditions that makes five subjects onerous. Documentation from the most relevant supporting specialist professional is required for consideration i.e. for mental health related conditions, a letter from a psychologist or psychiatrist rather than a General Practitioner is required.

- The student is undertaking a 3-year VCE and will not qualify for the VCE in a 2-year period.

*Please note that in 2023, all Year 12 students will be required to be enrolled in 5 VCE studies or the equivalent. This may involve picking up a new study, repeating a previously completed study or enrolling in a University Enrichment study.

Final Day for Course Changes

The final date for course changes for students in Years 7-12 is Wednesday February 8th 2023.

Students wanting to change their subjects must see the Senior Sub-School Leader and complete the *Course Change Application form* **before** the final dates above (please find this form in the Appendix 2). Students will not be permitted to change their subjects after this date.

Acceleration Studies

Emerald Secondary College has high expectations for student performance and achievement. To maximise VCE performance, students from both S.E.A.L and mainstream pathways are encouraged to accelerate within a study, however academic **benchmarks** must be met to ensure student capacity to cope with the additional challenge and to ensure the likelihood of success. Acceleration would normally commence in Year 10 within a Year 11 VCE study.

Year 11 Students Continuing to Accelerate

Students are required to apply to *Continue to Accelerate* within a study each year (i.e. from Unit 1 to Unit 2). Acceleration is not automatic and is determined each year based on a student's overall academic performance. To be permitted to 'Continue to Accelerate', students must have met VCE Attendance requirements, and passed all SACs and exams at least to a High standard (61-80 %).

Promotions Policy

Emerald Secondary College has high expectations for student performance and achievement. Students are promoted to the next year level and provided with a program that meets their individual pathways; careers aspirations and that provides them the best opportunity to experience success. Students are required to have demonstrated a capacity for such future success through their achievement in the previous learning.

Year 10 promotion to 11

For a Year 10 student to earn successful promotion to Year 11, they must follow the College values and expectations, maintain a strong attendance record and submit CATs for all subjects on time and to the expected minimum standard of their year level. Year 10 students wishing to pursue the VCE-VM (vocational) pathway in Years 11 and 12 will need to undergo an application process to assess their suitability. This process will include a written application and interview with the Careers Team.

Year 11 promotion to 12

Year 11 VCE students study a total of 12 Units over the year. To have access to a full Year 12 course a student must:

- Satisfactorily complete a <u>minimum</u> of **eight** 1/2 Units including one English Unit.

- Meet the 90% VCE attendance requirement.

- Have demonstrated readiness to progress into Year 12 in accordance with College values and expectations.

Year 11 VCE-VM students progressing to Year 12 VCE-VM must:

- Have passed a minimum of 8 Units including one English or Literacy unit.

- Have demonstrated readiness to progress into Year 12 in accordance with College values and expectations.

- Meet the 90% VCE % attendance requirement.

- Or, if moving from VCE to VCE-VM, have satisfied the above VCE requirements (unless the Senior Sub-School Advisory Panel deems otherwise on a conditional basis).

Distance Education

Emerald Secondary College offers a broad range of VCE study options in all learning areas. Although select students may be eligible to undertake a VCE study with Distance Education Centre Victoria (DECV), research and past student performance indicates that students are often less successful in studies completed without ongoing contact with a teacher and peers. Emerald Secondary College may allow a student to undertake a VCE study with Distance Education Centre Victoria if all of the following conditions are met:

- The have passed all Year 10 / Year 11 English units

- The student has an Organisation Grade Point average of 4 on their Progress Reports

- The subject is offered at ESC but clashes with another study in their pathway plan

- There is a teacher at the College that can support the student with their learning

- During course selection all students are required to select a full course load at the College

- DECV applications will only be accepted after courses are published

- Following confirmation of enrolment in DECV, students will be removed from a study at the College

Unscored VCE

Not all Unit 3/4 VCE students (Year 12s) are required to sit SACs, SATs or complete exams. For example, students who intend to pursue a vocational pathway or intend to complete a university course might not require an Australian Tertiary Admission Rank (ATAR). Further, there may be health reasons, such as mental illness, that mean a student cannot undertake exams.

In recognition of this, students at Emerald Secondary College can apply at the beginning of Year 12 to complete an 'Unscored VCE'. This process will involve:

1. Collation of support documentation for the application, for example a letter from a mental health practitioner or a Careers Advisor.

2. Completion of an application form and submission to the Senior Sub-School with any relevant support documentation.

3. A meeting between the student and the Senior Sub-School Leader.

The Senior Sub-School Leader, Assistant Principals and Careers/Pathways Coordinator, will guide prospective students and their families through this process. The process for an unscored VCE will occur at the beginning of the school year. Students may decide to change from the Scored pathway to the Unscored pathway later in the year; however, they will still be required to undergo the above process. Students may not change from the Unscored pathway to the Scored pathway.

Please note: Unscored students must adhere to the College's behavioural and academic expectations. If these standards are not met by the student, a meeting will be held with the Senior Sub-School Leader and Careers Team to discuss pathways options for the student.

Special Provision

Special Provision is designed to allow students the maximum opportunity to demonstrate what they know and what they can do.

Please note – No Special Provision will be applied in VCE or VCE-VM without prior authorisation from either the Senior Sub-School Leader or Assistant Principal for the Senior Sub-School.

There are two types of provision:

•   School-approved – relating to curriculum delivery and school-based assessment (Year 11 only).

•   VCAA-approved – relating to VCAA exam conditions and determining a Derived Exam Score (DES) if a student misses a VCAA exam.

In each case there are specific eligibility requirements that apply. *In considering any ongoing Special Provision, the College has a responsibility to only grant Special Provision where there is significant documented evidence and that it is believed will be approved by the VCAA for Special Examination Arrangements.*

Grounds for claiming Special Provision include:

- The student is significantly adversely affected by illness (physical or psychological), the conditions of their personal environment or other serious causes.

- Disadvantaged by disability or impairment, including a learning disability and hearing or vision impaired.

Special Provision strategies used in VCAA exams include:

- Extra writing time to complete the exam

- Rest breaks

- Provision of appropriate materials dependent upon the student's needs e.g. a laptop

- Provision of a scribe if necessary

Special Provision strategies used in SACs/SATs to enable students to address their issues include:

- Allowing the student to complete at a later date

- Rest breaks

- Provision of a scribe if necessary

- Allowing the student extra time

- Access to a separate room

- Setting a substitute task of the same type/challenge

- Replacing a task with a different type

- Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended

- Using technology, aides or other special arrangements to undertake assessment tasks

VCAA applications for Special Examination Arrangements (applicable for any students who will complete a VCAA exam, including the GAT during 2023) close mid-March. All relevant documentation is required to the school no later than March 1st. The school will need these documents to write a supporting statement and organise any tests that the student might need to sit. In some cases, a student may have to sit between one to three 30-minute tests. After the 1st of March, each student will be informed about the number of tests they need to sit and the scheduling of these tests.

School-based applications for all Unit 1/2 coursework and exams will be dealt with by the Senior Sub-School and, if approved, the student's teachers will be notified of the strategies that should be applied as part of this consideration. This can be used as part of a formal application to the VCAA in the following year.

The GAT Exam

The GAT is a test undertaken by <u>all</u> students completing any Unit 3/4 Studies including VCE, VET or VCE-VM. It is used as a checking tool to ensure students meet national minimum standards in literacy and numeracy, in the statistical moderation of SACs, and in the generation of Study Scores/ATARs along with Indicative Grades and class result profiles via Special Provision. It is also used to score a student if they are unable to attend of complete an exam(s) effectively (Derived Exam Score). Please note that this is by application to VCAA and may or may not be approved.

It is in the students' best interests to complete this test to the best of their abilities, as it may well affect themselves and all students in their class if they don't. The GAT may also now be used to assist in applications to courses at some universities.

The GAT is split into two parts. VCE-VM students only sit part 1 of the GAT, while VCE students sit both parts 1 and 2. For more information about the GAT, please consult the VCAA website.

Examination Expectations
Examinations are an important part of school life. They form a significant part of assessment in formal education and are the primary source of information used to assess a student's eligibility to enter tertiary education.

Examinations are a means of assessing how well students have understood a common core of required knowledge and skills. Success in examinations requires students to be able to
- keep an organised record of work over a semester or a year
- summarise and review a number of topics in a subject at one time
- memorise important knowledge and practise subject-based skills
- organise time for study
- manage stress levels, and
- work under examination conditions

Emerald Secondary College recognises that training in, preparing for, and sitting examinations are valuable skills for students in preparation for senior studies, both in secondary and tertiary education.

Attendance
at examinations is an expectation for all students at the College. Parents should contact the Senior Sub School Leader if there are issues regarding student attendance in the examination period. Special consideration will be given on medical or compassionate grounds when formal documentation is provided. Family holidays are not an approved excuse for non-attendance at examinations.
Formal documentation includes medical certificates or certificates of attendance from other authorised organisations for exceptional circumstances.

Students who are absent from an exam with an approved absence will be awarded an NA and will be required to discuss pathway options. Their future course selection may be affected.

Students enrolled during the semester
Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete exams. Students who are enrolled 5-10 weeks before the exam are expected to sit the examination; however, teachers should modify the expectations according to the areas of study that the student has covered.

Reporting on examinations
Examination results for Year 11 are reported as a separate item on the mid and end of year reports. The Year 10 Exam forms part of the Semester Result. Year 11 examinations are separate to School Assessed Course work (SAC). An exam may be used as a final redemption task to be awarded an S for an outcome. Students must achieve a minimum 40% on exams or a Redemption will be required.

Exam Dates

Senior Sub-School Exams
The Emerald Secondary College policy requires assessment tasks that reflect what is required at Unit 3/4, to provide the best possible learning preparation for the following year. The assessment tasks during semester are used to allow students to exhibit Learning Outcomes, while formal exams in June and November complete the preparation.

Year 10 and 11 Exams:

- Mid-Year: **Monday 5th June – Friday 9th June**

- End of Year: **Monday 27th November – Friday 1st December**

During the Year 10 and 11 exam period regular classes will not take place. **Attendance at exams is compulsory** for <u>all</u> students. These exams are important and are an integral part of the student's and College's best preparation for success in Year 12.

Year 12 Exam periods:

- General Achievement Test (GAT): **Thursday 15th June 2023**

- Music performance examinations: **Monday 2nd October 2023 – Sunday 29th October 2023**

- Written examinations: **Tuesday 24th October 2023 – Wednesday 15th November 2023**

Policies and Procedures

Possible Breach of Authentication

SACs and SATs are subject to VCAA authentication requirements – students <u>must</u> submit **only their own work** and acknowledge other influences in their work appropriately. Please note that the onus of proof here is on the student – they are required to supply drafts and evidence of background work in the event of an appeal.

The College Community will be notified of these rules by:
- Staff will be alerted by staff meetings and their handbook.
- Students will be alerted via this handbook, through other publications, and at assemblies.
- The wider school community will be informed through newsletter items and at VCE Information sessions.

Where a teacher is not satisfied that work submitted is the student's own, they must notify the Senior Sub-School Leader and provide evidence. This should occur within 2 days of submission. This process may also be initiated as a result of allegations made by another student(s). The Senior Sub-School Leader will ensure that the process for breaches of this nature are followed correctly from this point as per the Handbook and will keep the teacher informed at each stage of the process.

The stages are as follows:

- Notification made to Senior Sub-School Leader or Assistant Principal (Senior Sub-School)

- Potential breach investigated

- If necessary, a notification of a formal interview with a Principal elected panel will be convened if there is sufficient reason to believe that a breach may have occurred.

- Where it is determined that a breach has occurred, the Principal (or nominee) will inform the student in writing of the penalty imposed and the provisions for appeal. Notification should be made within 14 days of the initial interview. The Senior Sub-School Leader will inform the VCAA of the breach according to their requirements. Students have the right to appeal the decision. Students in this situation should speak with the Senior Sub-School Leader if they intend to pursue this course of action.

Sanctions that may be applied as an outcome of Breaching Authentication can range significantly in severity. These can involve consequences including repeating a set task, to dismissal from all VCE programs. The final consequence depends entirely on the circumstances and nature of the offence. All such breaches are treated extremely seriously by the VCAA.

Plagiarism/ Copying
In line with breaching authentication, Emerald Secondary College has developed a policy for plagiarism offences on work in units of study other than official SACs and SATs. Teachers who suspect either of the above of a student in their class will bring evidence to the notice of the Senior Sub-School Leader. A panel will be convened, and students will be allowed to present information to assist them in their case.

Students who are found guilty of submitting work that is plagiarised or copied on a first occasion will be required to complete an alternative task to meet the outcome, however they will get zero for the assessment task. This has implications for passing the subject. Any students found guilty a second time in a year will receive an N for whatever unit in which the plagiarism was committed.

Presentation of SATs

The following applies to Design and Technology, Computing, Media, Studio Arts and Visual Communication.

Students will be provided with a clear outline of requirements for each SAT, together with progressive authentication dates as decided by the teacher. Students must remain organised and adhere to the set timeline, including presenting their work a minimum of three times to the teacher during the development of the SAT for authentication and ongoing assessment.

Presentation of SATs (Student Instructions):

- The student's official VCAA candidate number must be put on the top right-hand corner of the first page of a SAT (for security, it is worthwhile doing this on every page)
- Clearly number each page
- Write the word length at the end, if applicable
- Upload photos or a copy of the SAT and its progress as directed to the relevant Compass Learning Task
- Where appropriate, place the completed SAT in a clear plastic envelope for protection
- Ensure that the SAT is *entirely legible,* if handwritten
- It may be wise to write on every second line, or Word Process the SAT (be aware of the advice on computer use in the Appendices). Only write on one side of each page, to ensure ease of reading, unless advised otherwise by the class teacher.

Study Information for Students

Successful Study – What does it look like?

Successful students have successful study habits. They may not all score an ATAR of 99 but work toward achieving their personal best. Ultimately, this means at the conclusion of their VCE students do not contemplate what could have been and have the lingering thought, "I wish I worked harder". Successful students are able to make effective use of available time to maintain a balance between school, social and other commitments (work, sport, etc.).

How to be successful in your Studies:

- Attend all classes, help classes and holiday classes.
- Be organised. Know what is due and complete it prior to this time.
- Work consistently throughout each week, Term and Unit. Avoid cramming.
- Know the difference between study and homework.
- Commit to achieving your personal best.
- Establish clear goals for each study session and the Unit, year.
- Manage your time effectively.
- Understand how you learn and utilise this within your study.
- Get things done. Don't wait for motivation to come.

Homework versus Home Study

Homework is completing outstanding work, and far too many students think that that is all that's required at VCE level. **Not even close!** While for many this may have been sufficient at junior levels, during VCE you will need to study your work, to develop and consolidate your understanding of key knowledge and skills within each. This handbook contains support material to provide some ideas as to techniques that may be effective for your study practices.

You should spend

- *approximately 2 hours per week for <u>each</u> Unit 1/2 study* in homework and home study combined.
- *approximately 3 hours per week for <u>each</u> Unit 3/4 study* in homework and home study combined.

For most students, this means 10 hours/week in Year 11 and 15 hours/week in Year 12.

Homework vs Study

Homework	*Study*
School work that is assigned to be done at home, often supporting new content introduced in class.	*The devotion of time and attention to gaining knowledge of, and mastering, an academic subject.*
Homework prepares you for the next lesson	**Study is continuous and on-going**
Time per week – approx. 1 ½ hours per subject	Time per week – minimum of 2 hours per subject
• Text questions • Worksheets • Pre-reading or re-reading • Glossaries • Topical past exam questions • Problem solving • Viewing online clips/PowerPoints • Chapter Summaries	• **Reviewing new and past content** – text, articles, notes, sample responses • **Summaries** - Cornell Notes are great • **Graphic organisers** – tables, Venn diagrams, graphs…. • **Mind-Maps –** helps bring together key knowledge from an Area of Study • **Key Terminology –** master the language to master the knowledge • **Past Exams** - shows how areas of study may be combined in questions (VCAA Website) • **Examiners' Reports –** contains details of where marks are won and lost (VCAA Website) • **Feedback from Teachers –** complete past exam or sample questions, seek feedback, act on feedback

Each week that goes by that you <u>do not</u> devote time to **STUDY** is time that puts you further and further behind students that do, and it limits your capacity to achieve your best.

Completing the **HOMEWORK** will help you meet your **Coursework Requirements**, but may mean that, across the year, you are under-achieving in your **Assessment Requirements** if you are not maintaining a consistent study routine.

<u>Advantages of Study:</u>

• **Remembering** key knowledge

• **Applying** key knowledge in a range of ways

• Depth of **understanding**

• Clearer **connections** between areas of study

• **Linking** concepts together

• **Mastering skills** that will be assessed

• **Asking clarifying questions**

• **Use and apply the language** of the subject

Drive Your Own Learning

It is your education and your pathway to your future. As such, it is important that you take an active rather than passive role in your learning and education. Don't wait to be told what to learn, or how to learn it – look for opportunities in class to absorb all the information in your preferred way and ignore the others that are into distractions. See your teachers as a facilitator or resource for your learning, not the only means to it. Look to be proactive through doing things like reading ahead, use multiple sources or information and resources, consistently access the relevant VCAA Study Designs and be familiar with the expected/required Key Knowledge and Skills that you will be assessed on for each Learning Outcome. Remember – you're in charge of your learning, so take and keep control.

Use of Study Periods

(VET, Distance Ed., reduced course load students and Yr 12 Study Periods)

It is the College's expectation that students effectively make use any study period. Yr 12 students are to sign in at the Senior Sub-School office at the beginning of study periods then undertake homework or study in the Year 12 Common Area or library.

Year 11 students are to sign in at the Library desk at the beginning of study periods then remain in the library to undertake homework or study.

This time allotment is a privilege, not a right. It is essential that all students take advantage of this time as an opportunity to help achieve their personal best within their studies.

Structured Work Placement

- Structured Work Placement is an essential part of Vocational Education and Training (VET). Young people who do a VET program need to practise their skills to complete their qualification. For some VET programs a Structured Work Placement is compulsory

- It is a requirement of the VCE-VM Work Related Skills unit that students have a Structured Work Placement organised for one day a week during each school term. Ideally, they should complete a maximum of 40 days in one year. Students will also be required to maintain a signed log book/journal officially logging their work placement hours. This will contribute to their final assessment.

- It is a Department of Education and Training legal requirement that students undertaking Structured Workplace Learning as part of a VET program within VCE or VCE-VM **must** be undertaking or have completed the OH&S training unit of competency within their specific VET program

- All Structured Workplace Learning **must** be in the same industry as the VET program. Structured Workplace Learning hours must be between 6:00am and 11:00pm with a minimum payment of $5.00 per day

- Where a student is undertaking Structured Workplace Learning which is not part of a VET program or Structured Work Placement which is not related to their VET program within VCE-VM, the student must complete Work Related Skills Unit 1 Safe @ Work assessments (General & Specific) – to be updated every 12 months

- All Building and Construction/Construction placements e.g. Plumbing students must complete Construction Work Safe Card (White Card) prior to attending any building site

VET Studies

- VET is a compulsory part of the VCE-VM Pathway. At Emerald Secondary College a VCE-VM student is required to commit to undertaking a full year of their selected VET study. The VET study is able to be changed at the end of the academic year if the student wishes to commence a different VET commitment should the student choose the following year.
- Most students, who focus on one VET certificate, will complete the certificate at either level 2 or 3.
- Every 90 hours of completed VET units, will contribute 1 credit towards the VCE-VM. On average, most students acquire 2 credits within one year.
- All providers will report attendance to the school. Any concerns will be followed up with parent contact by the school's VET coordinator.
- VET reports will be sent either to the student's home address and/or the school. Students will receive a mid-year and end of year report.

VET or Vocational Education and Training studies are now an important option for many students completing their VCE. VET Studies usually occur at other locations for Emerald Secondary students. VET training courses are module based, and students work through the modules of competence.
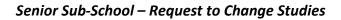
Each module must be signed off by your assessor once the student can exhibit competence with the skills involved in the module. Students will get a statement each semester indicating the modules achieved. When the amounts of modules are completed sufficiently, the VCAA will credit the student with a VCE Unit. Whatever modules are completed will be awarded to the student and are nationally recognised. These may in the future provide credit to further studies at TAFE level.

VET scores provide a credit towards a student's ATAR either by accruing an additional 10%, or by being graded themselves and becoming part of the normal ATAR calculation if an end of year VCAA examination is an option. All students who wish to sit the end of year Vet exam must also sit the GAT mid-year exam.

Normal school policies apply to VET students as far as attendance; expectations of adherence to school rules, authentication and enrolment are concerned.

VET studies involve additional costs. Please speak with the VET Coordinator for specific information.

Senior Sub-School – Request to Change Studies

Date -		
Student Name -		
HG -		
Subject/s From –		
Subject/s To –		
Reason for Subject Change Request –		

Student/Parent must consider that any subject change may impact the student's ability to study particular subjects at ESC or tertiary courses in the future. Pre-requisite studies must be considered as a priority by the student prior to submitting this form.

Student Signature -		
Parent Signature -		
Pathways Leader Signature-		
Request Approved (Office Use Only)	**Yes**	**No**
Senior Sub-School Leader Signature -		

School to retain this completed form.

Senior Sub-School – Request to Change Studies

Date -		
Student Name -		
HG -		
Subject/s From –		
Subject/s To –		
Request Approved (Office Use Only)	**Yes**	**No**
Senior Sub-School Leader Signature -		

Student to be provided this section of the form following a decision regarding subject change request.

Students Driving to School Application

Any student that holds a valid Victorian licence who intends to drive to school, both on a regular basis or occasionally, must comply with the school policy and is required to complete the <u>Parent Permission and Student Agreement Form</u>. This can be found (with a parent letter) in the Senior Sub-School Student Handbook or can be requested from the Senior Sub-School Office.

All requirements and expectations outlined enable the College to maintain a duty of care for school community members. This includes to closely monitor student use of motor vehicles on the school premises, minimise potential for risk of injury or incident related to the use of student motor vehicles and to maximise adherence to the Victorian road rules/laws.

- Requirements for Students Driving Cars to School at Emerald Secondary College:

- Students are required to adhere to all road rules and drive in a safe and responsible manner, including adhering to all College signage such as speed limits on school grounds.

- Students are only to use their car for travelling to and from school. Students are not permitted under any circumstances to drive from the school grounds during the day.

- Student licence details and car make, and registration must be recorded with the school.

- Students may only park in the designated student parking area and must display the College issued Parking Permit.

- Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. The school has a rule that, no more than one peer aged passenger should travel with the driver, in line with Graduated Licensing System (GLS) peer passenger restrictions. The GLS condition requires all P1 (Red Plates) drivers to carry no more than one peer passengers (aged 16-22 years). Peers do not include siblings. This condition does not apply when a fully licensed driver is sitting in the front passenger seat.

- Students are required to notify the school of any passenger who may be travelling with them to and from school.

- Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Parent permission and Student Agreement Form.

- Sanctions will apply where students fail to meet these obligations. These include but are not limited to the temporary or permanent removal of driving/parking privileges, suspension, After School Detention and parent meetings.

- Any unsafe driving behaviour or breaches of road rules will be reported to the police.

ESC Students Driving Cars to School:

Parent Permission and Student Agreement Form

This form must be completed by any student who intends to drive to school either occasionally or regularly

Student Name	
Car Make/Model	
Colour	Registration Number

Note: If the student intends to drive any car other than the one registered on this form, it must also be registered with the school.

Parent Permission

I give permission for _____ (HG_____) to drive to school and take the passenger indicated on this form. I am aware of Victoria's Graduated Licensing System conditions and the school requirements regarding students driving to school.

Signature of Parent/Guardian: _____Date:_____

Parent/Guardian of Passenger

I give permission for _____ (HG_____) to be driven to and from school by _____.   I am aware of Victoria's Graduated Licensing System conditions and the school requirements regarding students driving to school.

Signature of Parent/Guardian: _____Date:_____

Student

I agree to adhere to Victoria's Graduated Licensing System conditions and the requirements of Emerald Secondary College regarding students driving a car to school.

Signature of Student: _____Date:_____

*Note: A photocopy of the student's driver licence must be attached to this form.

School Approval

Approved by:
Signature:
Date: