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SENIOR SUB-SCHOOL STUDENT

POLICY

**Help for non-English speakers**

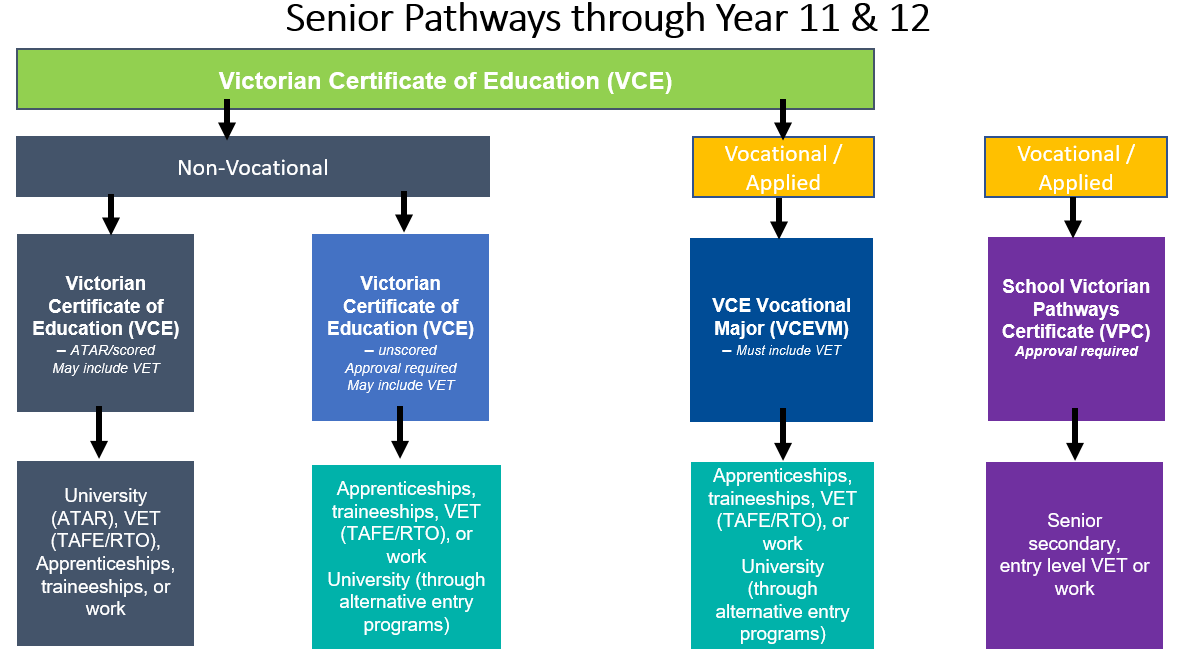
If you need help to understand the information in this policy, please contact Emerald Secondary College on (03) 5968 5388 or email [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

This Policy has been informed by requirements of the Department of Education, the Victorian Curriculum and Assessment Authority (VCAA) and College expectations. The policy should be read in conjunction with the Senior Sub-School Student Handbook which contains further detail and supporting documents.

## **Purpose**

* To inform students and families about the processes and expectations for Senior Sub-School Students regarding course structure, satisfactory completion, attendance and promotion.
* To ensure success, fairness and equity for all students in the Senior Sub-School, whilst promoting a culture of high expectations.
* To create a safe environment for all students and members of the school community.

Senior Pathways at Emerald Secondary College:



Types of senior students at Emerald Secondary College:

|  |  |  |
| --- | --- | --- |
| Year 10 | Year 11 (Units 1 and 2) | Year 12 (Units 3 and 4) |
| All students in Year 10 are completing their final year of the Victorian F-10 Curriculum. Students will be able to choose from a range of electives, and must also complete several core subjects. | -Victorian Pathways Certificate (VPC)  -VCE Vocational Major (VCEVM)  -Victorian Certificate of Education (VCE) | -Victorian Pathways Certificate (VPC)  -VCE Vocational Major (VCEVM)  -Unscored Victorian Certificate of Education (VCE)  -Scored Victorian Certificate of Education (VCE) |

## **PolicY**

Satisfactory Completion of 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 on page 3 of this document and detailed in the College’s Senior Student Redemption and Reschedule Policy.

**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 SACs or SATs for their Unit 3/4 subjects. The process for applying to complete an Unscored VCE in Year 12 is outlined on page 7 of this document.

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.

Attendance

Senior Sub-School students are expected to attend all timetabled classes, B.E.S.T sessions, excursions, assemblies and other College activities. Students are expected to be punctual. For an absence to be considered ‘school approved’, a medical certificate or equivalent must be received. Any other absence will not be deemed ‘school approved’, even if it has been approved by a parent/guardian. Absence for SACs, SATs, or CATs has more stringent approval requirements to maintain fairness and equity for all assessments undertaken.

Each Unit (VCE and VCE-VM), students must maintain a ‘VCE %’ attendance (accessible via Compass) of at least 90%. Class teachers and the Senior Sub-School will monitor student attendance closely, and communicate with students, parents/guardians if a students’ attendance rate is of concern. The College has a staged response to support student attendance. If a student’s attendance drops below 75% the student and family will be required to attend a meeting with the Senior Sub-School Leader and Careers Team to discuss pathways beyond secondary schooling. At the end of a Unit, a ‘VCE %’ attendance below 90% will result in an ‘N’ result. This is because teachers are unable to authenticate a student’s work as their own if they are not in class a majority of the time.

**Absence from SAC/Assessment Task/Reschedule or Redemption (Year 11 and 12)**

If a student is absent from a SAC/Assessment Task/Reschedule or Redemption, they **must** produce a medical certificate (or equivalent) upon their return to the Senior Sub-School. The student will be required to sit the SAC during the next reschedule/redemption night (Monday or Wednesday 3:20pm – 4:50pm) within a 1-week period.

If **no medical certificate** is provided, an ‘NA’ result will be issued for the SAC, which will negatively affect the student’s achievement level and Study Score.

Please refer to the Redemption and Reschedule Policy for further details.

**Absence from or late submission of a CAT (Year 10 only)**

If a Year 10 student does not submit a CAT by the due date, or is absent on the day that their class is completing a CAT under test conditions, they must bring one of the following documents to their relevant classroom teacher/s to explain:

* A letter from a responsible adult family member at home.
* A medical certificate.
* Other official documentation, such as a Statutory Declaration or funeral notice.

Course Load

Year 10

Students in Year 10 will undertake six subjects per Semester, including one English and one Mathematics subject and four elective subjects. Year 10 students will participate in the College’s B.E.S.T. Positive Education program for one hour per week throughout the year.

**Year 11**

Students in Year 11 are required to take **six** VCE subjects or their equivalent (such as five VCE subjects and a VET course) per Semester. Year 11 students will participate in the College’s B.E.S.T. Positive Education program for one hour per week throughout the year.

**Year 12**

Students in Year 12 are required to take **five** subjects or their equivalent (such as four VCE subjects and a VET or University Extension course) per Semester. Year 12 students will participate in the College’s B.E.S.T. Positive Education program for one hour per week throughout the year.

***Reduced Course Load Conditions***

Senior students may apply to the Senior Sub-School Leader for a reduced course load if:

* 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.

**Final day for Course Changes**

Course/subject changes outside of the official course selection process will only be made up until Week Two of the calendar year. There are many factors to consider when requesting a course change and the student will need to speak to all the relevant staff members (subject teachers, careers councillor). The student must then make a request to the Senior Sub-school Leader to change subjects. Further referrals from the Senior Sub-School Leader may be made to the Careers Coordinator.

**Coursework Deadlines**

If a VCE or a VCE-VM student does not meet a due date for Coursework and has not provided a medical certificate or been granted an extension, they will be required to follow the redemption process. If the student is completing a Scored Year 12 VCE, they will receive a zero for the corresponding SAC. If the student fails to follow the redemption process or is continually behind on Coursework deadlines, they may have to attend a Student Support Meeting with the Senior Sub-School Leader and Careers Team to discuss pathways beyond secondary schooling. 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, the student will still need to complete the task via the redemption process. Scored VCE students who miss Coursework deadlines due to unapproved absences will receive a zero on the corresponding SAC.

The redemption and reschedule processes are explained in the Redemption and Reschedule Policy.

Extensions

A student may apply for an extension of time at the school level to complete assessment 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 alternative body 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 to Semester 2 as N (redeemable) under this condition.

Authentication of Work

All students are required to complete their own work. SACs and SATs are subject to VCAA authentication requirements – students must 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.

If a student is unable to authenticate their work or if the teacher believes the work is plagiarised, the teacher will bring evidence to the notice of the Senior Sub-School Leader. Where necessary, 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.

Promotions

Emerald Secondary College has high expectations for student performance and achievement. Students who have met the requirements of a given year level are promoted to the next year level and provided with a program that meets their individual pathways and 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 year of 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 Year 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 minimum 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).

**Acceleration Studies**

Emerald Secondary College has high expectations for student performance and achievement. To maximise VCE performance, students are encouraged to accelerate (S.E.A.L and mainstream) 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.

**Yr 11 Students Continuing to Accelerate**

Students are required to apply to ***Continue to Accelerate*** within a study each year. 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 (61 – 80%) standard.

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 an Assistant Principal.***

There are two types of provision:

* School-approved – relating to curriculum delivery and school-based assessment
* VCAA-approved – relating to VCAA exam conditions and determining a Derived Exam Scores (DES) is a student misses a VCAA exam (this is for Unit 3/4 subjects only).

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:**

* Significantly adversely affected by illness (physical or psychological), personal environment or other serious cause.
* 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 3rd. 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 anywhere between one to three 30-minute tests. After the 3rd 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.

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:

* They have passed all Year 10 / Year 11 English units
* The student has a 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 medical professional 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.

Examinations

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.

The GAT Exam

The GAT is a test undertaken by all 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.

***Attendance*** at examinations is an expectation for all students at the College, except for Unscored Students in Year 12. 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 option and their course selection may be affected.

**Students enrolled part way through a Semester**

Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete the exam. 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.

Students who are enrolled less than four weeks prior to the exam will be expected to complete an alternative task (set by the classroom teacher) during the examination time.

**Reporting on examinations**

Examination results for Years 10 and 11 are reported as a separate item on the mid and end of year reports.

Year 10 and 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 may be required.

Students Driving to School

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 *Parent Permission and Student Agreement Form.* This can be found 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.

## **Review Cycle**

This policy was last updated on 13/12/22 and is scheduled for review in November 2023.