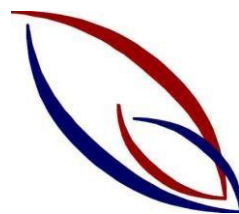


KEILOR DOWNS COLLEGE



# Senior School Administrative Handbook

Years 11 – 12: VCE, VCAL and VET

2018

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# 1. GLOSSARY

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|                                      |                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Authentication:</b>               | The process of determining whether the work submitted by a student is their own.                                                                                                                                                                                                                                       |
| <b>ATAR:</b>                         | Australian Tertiary Admission Rank. This ranking is Nationally set and is issued by the Victorian Tertiary Admissions Centre (VTAC). It is the score based system used by most universities and colleges for the selection of students into courses.                                                                   |
| <b>GAT: General Achievement Test</b> | An externally set and assessed test, taken under exam conditions by all students taking Units 3 and 4. It consists of writing tasks and multiple-choice sections covering three components (Written Expression, Humanities/Arts/Social Sciences and Mathematics/Science/Technology) designed to assess general skills. |
| <b>Key Knowledge:</b>                | Knowledge necessary to achieve specific learning outcomes.                                                                                                                                                                                                                                                             |
| <b>Key Skills:</b>                   | Specific skills necessary to achieve a learning outcome.                                                                                                                                                                                                                                                               |
| <b>Learning Outcomes:</b>            | There are 2 to 4 learning outcomes per unit. Learning outcomes define what students will know and be able to do as a result of undertaking a study.                                                                                                                                                                    |
| <b>LOTE:</b>                         | Language Other Than English eg. Japanese & Italian                                                                                                                                                                                                                                                                     |
| <b>SAC:</b>                          | <b>School Assessed Coursework:</b> School Assessed Coursework is comprised of tasks set by class teachers which students must complete satisfactorily. This work is mainly completed in class. In Units 3 and 4 VCAA determines the coursework tasks which will contribute to the study score.                         |
| <b>SAT:</b>                          | <b>School Assessed Task:</b> These tasks are products or models completed in Media, Informatics, Studio Arts and Visual Communication and Design. Design and Technology Food, Design and Technology Metal, Design and Technology Wood, Informatics, Systems and Technology Electronics.                                |
| <b>Statement of Results:</b>         | A set of documents, which formally state the results achieved by a student in the VCE and whether the student has graduated.                                                                                                                                                                                           |

|                      |                                                                                                                                                                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Study Design:</b> | The description of the content of a study and how students' work is to be assessed. A Study Design for each VCE study is published by the VCAA and all VCE providers must adhere to the study designs in planning, designing and assessing their courses. |
| <b>Study Score:</b>  | A score out of 50 which sums up the student's total achievement in all work set in each study, relative to all other students doing that same study. It is based on school assessments and examinations. This only applies to Units 3 and 4.              |
| <b>Unit:</b>         | Semester or half year length subject.                                                                                                                                                                                                                     |
| <b>VCAA:</b>         | The Victorian Curriculum & Assessment Authority has the responsibility for the rules and organization of the VCE.<br>vcaa.vic.edu.au.                                                                                                                     |
| <b>VCAL:</b>         | Victorian Certificate of Applied Learning<br><br>An alternative Year 11 and 12 certificate providing a vocational, "hands on" option for senior students.                                                                                                 |
| <b>VCE:</b>          | Victorian Certificate of Education. A two year course encompassing Years 11 and 12.                                                                                                                                                                       |
| <b>VET:</b>          | Vocational Education and Training. Industry endorsed programs that enable joint VCE and TAFE qualifications.                                                                                                                                              |
| <b>VTAC:</b>         | Victorian Tertiary Admissions Centre. Responsible for the collation of applications for entrance to tertiary institutions. A word range within which work should be completed. This is externally prescribed for SATs.                                    |

## 2. KEY ADMINISTRATIVE DATES - VCE

|                                   |                                                          |
|-----------------------------------|----------------------------------------------------------|
| Monday 1 <sup>st</sup> May        | Last date to withdraw from Unit 3 & 4 (VCE, VCAL, VET)   |
| Monday 12 <sup>th</sup> June      | Final date for N Letter to VCE Coordinator (Units 1 & 3) |
| Monday 24 <sup>th</sup> July      | Final date to withdraw from Unit 4 classes               |
| Monday 7 <sup>th</sup> August     | Coursework Results Unit 3 due                            |
| Monday 4 <sup>th</sup> September  | Indicative Grades ( <b>Performance</b> ) due             |
| Monday 9 <sup>th</sup> October    | SAT Results due                                          |
| Thursday 12 <sup>th</sup> October | Indicative Grades for all VCE examinations               |
| Thursday 26 <sup>th</sup> October | Final date for N Results (Unit 4) to VCE Coordinator     |
| Thursday 26 <sup>th</sup> October | Coursework and S & N Results due                         |
|                                   |                                                          |

### OTHER IMPORTANT DATES

Wednesday 13<sup>th</sup> June

Friday 29<sup>th</sup> June

Monday 16<sup>th</sup> July

Friday 21<sup>st</sup> September

Monday 8<sup>th</sup> October

Monday 9<sup>th</sup>-31<sup>st</sup> October

Wed 31<sup>st</sup> Oct – 22<sup>nd</sup> Nov

**Friday 15<sup>th</sup> December**

Wednesday 19<sup>th</sup> December

#### **GAT Exam**

End of Term 2

Term 3 begins

End of Term 3

Term 4 begins

Performance and Language Exams

Written exams

Results available to students

Year 12 Graduation

## 3. VCE

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### 3.1 Completing the Victorian Certificate of Education (VCE):

VCAA controls all aspects of the VCE. All students enrolled in any VCE study must sign an agreement to abide by VCAA rules. This will be organized at the beginning of the school year. VCAA establishes the regulations and procedures that all secondary colleges are required to follow. These regulations and procedures are outlined in their Administrative Handbook each year. This is available from the VCE Co-ordinator at KDC.

### 3.2 Successful Completion of VCE:

Students must:

- i) Satisfactorily complete a **minimum of 16 units** over two years.
- ii) Satisfactorily complete at least 3 units from the English group (including both Units 3 & 4 to ensure an ATAR score). This can include EAL or Literature.
- iii) Satisfactorily complete 3 sequences of units 3 & 4 (6 units in total) other than English.

**It is the responsibility of the student to ensure that the above eligibility requirements are satisfied. Receiving an N for a unit can have serious consequences and students should speak to their House if they have any concerns.**

### 3.3 Tertiary Selection:

The minimum requirements for tertiary selection are a satisfactory pass in 16 units of VCE, which must include a pass in English, EAL or Literature at Units 3 and 4. Many tertiary courses have prerequisite subject requirements and all students need to check these when selecting courses. Most tertiary institutions will use the Australian Tertiary Admission Rank (ATAR) which is calculated by VTAC using the student's study scores.

### 3.4 Enrolment Records:

Records of enrolment in VCE, VCAL and VET need to be accurate. Student records are kept on a database called the VASS (VCE Administrative Software System). Students are required to complete the 'VCE/VCAL and VET Student Personal Details' form each year.

Students will be issued with student "Full Details" forms at various intervals during the year. These must be carefully checked to ensure accuracy - any errors will jeopardize VCE enrolment requirements.

**NB: Students who undertake VCE studies at another school, such as languages or dance, must ensure that this information is made known to the VCE Administration Coordinator, Gina Hill, in Green House at the beginning of the school year.**

### **3.5 Alternative enrolment arrangements:**

If a student wishes to apply to complete a VCE subject through Distance Education the support of the school. This will only be granted where there are special conditions and no feasible alternatives, such as VSL or a local provider, and must not create an undue imposition on the school or any other alternative provider, they must apply to the VCE Coordinator to gain approval. Timetable clashes are not sufficient grounds upon which approval can be granted. Approval can only be given by the principal.



## 4. VCAL

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### 4.1 VCAL course requirements

The Victorian Certificate of Applied Learning (VCAL) is a hands-on option for Year 11 and 12 students.

Students who do VCAL are likely to be investigating pathway options such as TAFE, doing an apprenticeship or getting employment after completing school. VCAL provides practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work.

Students enrolled in subjects in VCAL are required to reach a competency level in a series of outcomes over the course of the year. If that level is not reached in all of the outcomes, the student will not satisfactorily complete that level of their VCAL.

In the VCAL course, most tasks must be completed in class to allow for teachers to observe students achieving competencies. Most Year 11 students are enrolled at Intermediate level and aim to progress to Senior level in Year 12. Some students with special learning needs may be enrolled at Foundation VCAL level.

VCAL's flexibility enables students to undertake a program that suits their interests and learning needs. All students must successfully complete units from the following four compulsory strands:

- Literacy skills
- Numeracy skills
- Work related skills
- Personal development skills

VCAL students must also successfully complete a VET subject and undertake specified hours of work placement.

On Monday, Wednesday and Friday all VCAL students will attend classes for their compulsory units at school. On Tuesdays and Thursdays students undertake a VET program and Structured Work Place Learning.

### 4.2 VCAL Assessment

Students are awarded a certificate upon successful completion of a minimum of 10 credits of which one must be a Literacy/English unit and another of Personal Development Skills. A credit can be:

- a VCAL unit

- a VET unit

For VCAL units, students will receive a Satisfactory Completion (S), Not Yet Complete (NYC) or Not Satisfactorily Completed (N) result for each unit.

VCAL students are also expected to maintain satisfactory attendance levels for both VCAL and VET units, as well as completing the minimum required hours of work placement.

## 5. VET

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### 5.1: VET subjects

VET stands for Vocational Education and Training. VET subjects are two year subjects that give students a nationally recognized vocational qualification, such as a Certificate II or III, which articulates directly into further education and training at TAFE. VET subjects can be part of either a VCE or VCAL program. The school level version of VET is actually called VETiS, where the 'iS' stands for 'in Schools'.

Our college is part of the Brimbank VET Cluster, where 15 schools, and outside providers such as Victoria University, work cooperatively to provide around 35 different VET subjects. This means that students travel between different schools and may be completing their VET subject at another school. Their 'home school' still has overall responsibility for a student's enrolment, attendance, welfare and management but the host school has responsibility for monitoring attendance, behaviour and achievement within the VET subject.

*(Refer to the 2018 Brimbank VET Cluster Student Handbook for specific student expectations within VET classes.)*

### 5.2: VET expectations

The college expects the highest levels of conduct and effort when attending VET classes, particularly at other schools.

The preamble from the VET Cluster Handbook states that:

*"The Brimbank VETiS Cluster arrangement is founded on a spirit of cooperation and with the purpose of providing a wider breadth of learning opportunities for students. Students' participation in a VETiS program at a school other than the student's home school is a privilege and reliant on students being good ambassadors for their home school.*

*Should circumstances bring into question the commitment, cooperation and level of achievement of a student, the student's ongoing enrolment in the VETiS subject shall be reviewed."*

Any incidents of poor behaviour or work effort will be communicated by the host school to the VET Administrator and Pathways Coordinator through a "VET Incident Form". The Pathways Coordinator may take action directly or will refer the issue to the relevant House. When a serious incident requires a mediation process between the VET teacher and student, the student may not re-enter the class until the matter is resolved to the satisfaction of the host school.

### 5.3: Attendance

VET attendance, achievement and behaviour is monitored by the host school who will inform our VET Coordinator at KDC if attendance concerns arise.

Students are expected to attend all VET classes. Students are allowed two absences (8 hours) per semester or four absences (16 hours) for the year. An additional two approved absences will be allowed for school camps, excursions or illness with a medical certificate.

In some cases of an approved absence, the content covered may have to be delivered and completed outside of scheduled classes, such as in the case of white card training for access to building sites.

**If a student is absent from a VET class, they must notify their VET teacher by email or phone, as well as notifying their House.**

Students and parents need to realize that a VET session is equivalent to 5 periods of VCE or VCAL so absence from even one class has a significant impact.

Students may be required to attend make up classes after school, during the school holidays or on the weekend to satisfy VET requirements.

VET attendance issues are passed on to the relevant House. Absence from 3 VET classes will result in parents being notified in writing by the VET Coordinator that the student's continued enrolment in the subject is at risk.

If a student needs to leave a VET class early, they must provide a note from their parent to the VET teacher. The home school will be notified of this and 3 events of early leaving from a VET class will also result in parents being notified in writing by the VET Coordinator.

#### **Consequence of poor attendance:**

Incomplete hours of competency will lead to only a partial completion of the VET certificate. For a VCE student this will mean the credit for a VCE unit will not be awarded and so will not contribute to the overall VCE unit count or ATAR calculation.

A VCAL student will only receive a partial statement of results and needs a minimum of 90 hours of credit of units of competency to satisfy the minimum VET requirements for any VCAL certificate.

#### **5.4: Assessment:**

VET teachers will designate specific tasks which must be completed to satisfy the requirements of the course. All assigned tasks must be completed by the due date. Students who miss a deadline may be given the opportunity to negotiate a second submission date in approved circumstances.

Students who are absent on the day when an assessed task is held must:

- Notify their VET Coordinator at school and their VET teacher by 9.00am that morning.

- Report to the VET Coordinator at their home school immediately on the day of their return to school.
- Provide a detailed parental note immediately on return to school.  
Provide a Doctor's Certificate to the VET Coordinator at their home school

The VET Coordinator will consult with the VET teacher to determine if the absence is excused and whether the missed task will be rescheduled.

### **5.5: Uniform**

Students are expected to attend VET classes in their home school uniform or the specific uniform required by some subjects, such as Hospitality (chef whites) or Building and Construction (high visibility work gear).

### **5.6: VET study periods**

VET classes run for a condensed 4 hour class once a week.

For VCAL students, their VET classes run when they do not have their VCAL classes at school so VET has no impact on their days at school.

However, for VCE students (both Years 11 & 12) the VET class replaces the 5 classes from one block in their timetable. Their VET class replaces one of the double periods in their timetable and all VCE students will have a single study period on Mondays, which they must use as a study period in the library or VCE garden. If the second 'spare' double occurs during periods 1 & 2 or periods 5 & 6, both Year 11 and 12 students can request to come in late or leave early during that time. They need to pick up a form from their House, get it signed by their parents and then return the letter to their House so that the roll will be adjusted for the year.

## **6. VCE ASSESSMENT**

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### **6.1 Learning Outcomes:**

For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for that unit as specified in the Study Design. This decision will be based on the teacher's judgment of the student's performance, mainly based on SACs but may also include some specific classwork designated for the unit. The judgment of satisfactory completion is a school responsibility.

Achievement of an outcome means:

- The assessed work demonstrates the achievement of the outcomes
- The work is submitted on time (if relevant)
- The work is clearly the student's own.
- There has been no substantive breach of VCAA or school rules.
- The student has satisfied the KDC attendance requirements

There are usually 2 – 3 outcomes for each unit of study. If all outcomes are satisfactorily achieved, the student receives an S for the unit.

### **6.2 Graded assessment: School-Assessed Coursework (SACs)**

SACs assess each student's overall level of achievement on the assessment tasks designated in the study design. The study design specifies a range of tasks to assess achievement of each of the unit's outcomes. SACs should be part of the regular teaching and learning program and must be completed mainly in class time.

Results of SACs count towards a student's study score in each VCE study and ultimately towards the student's ATAR. SACs also count towards achievement of an outcome.

### **6.3 School-Assessed Tasks (SATs):**

Long-term, graded tasks called SATs occur in Units 3 & 4 of Art and Technology studies. In these studies, students are required to produce a product or model and document their design processes in a folio. These tasks occur over time and teachers will set expected 'milestones' throughout the process. Deadlines for SATs are critical and must be adhered to by students. SATs are a major aspect of assessment in:

- Media
- Visual Communication and Design
- Product Design and Technology
- Food Studies

- Informatics
- Systems and Technology

#### **6.4 SAC expectations:**

Students will need to demonstrate understanding of all outcomes in the unit through completion of specified work. This occurs largely through satisfactory completion of SACs but may also include other specific classwork. Students will be provided with a timeline of assessment tasks and any other required work at the start of each semester.

**Attendance to classes during SACs is a student's highest priority. Unless exceptional circumstances occur, non-attendance at a SAC will result in a zero result. Non-attendance at a SAC as a result of illness must be verified by a medical certificate. This is the case for both Year 11 and 12 students.**

**SAC Catch-up – If a student misses a SAC for a legitimate reason, ie medical condition as verified by a certificate, or a school sanctioned event eg sport, leadership program, they are expected to complete the SAC after school in the official SAC Catch-up session. This will generally be on Wednesday afternoon.**

**Failure to attend this session may result in a 0 grade for the SAC.**

Students cannot resubmit SACs to change their graded assessment scores. However, in some circumstances, students may be permitted to resubmit these tasks or complete an alternative task in order to gain satisfactory completion of an outcome.

#### **6.5 Feedback to students:**

After SACs are submitted and marked, teachers will provide detailed feedback to students in the form of:

- advice on particular problem areas.
- advice on where and how improvements can be made for further learning.
- an indication of level of performance as a raw mark or percentage
- an indication of S (Satisfactory) or N (Not Satisfactory) decisions for the outcome

Teachers are not permitted to mark or provide comments on any draft of work that is to be submitted for graded assessment.

#### **6.6 Moderation of SAC results:**

For these units of study, initial school assessments are subject to VCAA review and statistical moderation. Teachers will give students an indication of their individual performance for each SAC. These will be stated in terms of a raw score not a grade. SAC results are then moderated against exam performance and final results will be confirmed in the official VCAA results.

#### **6.7 Unit 3 and 4 assessment weighting:**

Each study has a specific proportion of school assessed coursework to exams. Some VET programs have 'scored assessment' which means that they also have exams. Refer to [www.vcaa.vic.gov.au](http://www.vcaa.vic.gov.au) for further information.

## 6.8 Unit 3 and 4 SAT submission guidelines:

### Student responsibilities:

It is the responsibility of the subject teacher to ensure that their students submit their SATs for assessment according to these guidelines. Each student's individual written SAT needs to be submitted in a clear plastic pocket on the set date and include:

1. A VASS identification slip (to be supplied through the College) and a subject cover sheet (where applicable), attached to the original copy. Any student who loses their VASS identification slip will be required to pay a \$1 administrative penalty fee to the House Team for a replacement.
2. A photocopy of the original
3. All draft work.

### Subject Teacher's responsibility:

The following procedures apply with respect to the storage and packaging of SATs:

1. Subject Teachers will be issued with VASS identification slips for their students (refer to the VCE Coordinator). Each student will be required to attach their slip to the front of their SAT, filling in the total word count. There is to be no information which can directly identify the student's name, teacher or school – their VCAA number must be the only means of identification.

The signature section is ONLY to be completed by the subject teacher if there has been a breach of the authentication rules.

2. Teachers must monitor and record the development of each student's work on an 'Authentication Records for School-assessed Tasks' form which is available from VASS. Specific authentication advice and relevant forms can also be found on the study design pages of the VCAA website for Media, Studio Arts, Visual Communication and Design, Food and Technology, Product Design and Technology and Systems Engineering.

SATs are to be bundled in the VCAA student number order that is printed on the form. Please note that more than one sheet may be issued for an individual class. For subjects where there is more than one class and teacher, SATs must be bundled together in the VCAA numerical order listed

3. Each individual student package must include:

- a) The Authentication Records for School-assessed Tasks sheet
- b) The original SAT copy with the VASS identification slip attached, along with the subject cover sheet (where applicable).
- c) A copy of the SAT

VCAA authentication forms which must be included are available from VASS (via the VCE Administrative Coordinator) or from VCAA study design pages. These include the 'Authentication Records for School-assessed Tasks' and the 'Authentication Record for Externally-assessed Tasks' forms.



4. Once each subject has been bundled together, it needs to be lodged with the VCE Coordinator. This should be done as soon as the SAT results are submitted to the VCE Administration Coordinator.

Please note that due to limited space, SATs which are subject to school visitation are not required to be stored centrally. Instead, they should be stored in a secure area within the respective KLA. Where the SATs are subject to school visitation, the KLA Leader and VCE Administrator must be made aware of the arrangement by the subject teacher and check VCAA website to download review form.

## 7. EXAMINATIONS

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### 7.1: Year 10 & Units 1 & 2 VCE:

There are two examination periods organized by the College. Exams are internally set and assessed. They are scheduled for June and November. Students must access the exam timetable on Compass, and they will be given a clear outline of exam expectations via assemblies.

The Year 10 Certificate Course (10CC) do not do exams in their core subjects or Real Maths but do have exams in their elective subjects.

For year 10 and 11 classes, the week prior to exams, both at mid and end of year is to be used for revision. Teachers should NOT be setting SACs or new assessments during this week.

### 7.2: Units 3 & 4 VCE:

There is an examination period centrally set and externally assessed by VCAA, scheduled for October / November.

All students will be given an official VCAA exam timetable by the VCE Co-ordinator when it is published.

All students enrolled in any unit 3/4 study must also undertake the General Achievement Test (GAT) in June.

Rules for examinations will be posted at the entry to examinations. These exams are run by external VCAA supervisors and rules must be strictly followed.

Some of the key rules for exams include:

**7.2.1** Students are not allowed into exams after the first 30 minutes.

**7.2.2** No electronic devices such as phones may be taken in to the exam room. (Houses will have boxes available outside the exam for the safe-keeping of valuables.)

**7.2.3** Only plain water can be taken in to an exam and the bottle must have the label removed.

**7.2.4** Pencil cases are not allowed so pens, pencil etc. must be taken in loosely or in clear plastic bags.

If an examiner's assistance is required, students must raise their hand and wait until they come. Examiners will escort students to toilets if required.

## **8. SATISFACTORY COMPLETION OF ASSESSMENT WORK**

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### **8.1 Meeting deadlines:**

Some coursework or assessment tasks include work outside of class time or over an extended period of time. Deadlines or due dates are set to provide support for students in order to complete the specified coursework.

These deadlines are set by each teacher and should be clearly communicated to students through detailed timelines or clear instructions which should be entered into study planners. Where a teacher makes changes to deadlines, students must be notified within a reasonable time frame.

All work needs to be submitted on the due date during class time or by other arrangement with the teacher, such as by email, Edmodo or Compass.

If a student knows beforehand that they will have difficulty meeting a deadline for legitimate reasons, they must consult with their teacher prior to the due date

### **8.2 Missing a SAT deadline:**

Students who miss a SAT deadline must have a medical certificate or other evidence legitimizing their absence. This must be presented on the day of return to school. Failure to do so will result in a 'zero' mark being awarded for the SAT. They must apply for an alternative date by completing an "Application for Approval of SAT Absence" form immediately upon return to school. The final decision on whether a student will be able to submit their SAT after the due date will be determined by consultation between the teacher and House Leader. This includes deadlines used to assess and authenticate student work throughout the completion of a SAT.

### **8.3 Late work without an approved extension:**

Students who have missed a deadline for assessed work but did not request a prior extension of time must contact their teacher in person, by phone or email on the day that the work is due.

Issues with computers are not generally counted as a satisfactory excuse for late work. A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability.

- Hard copies of the work in progress are produced regularly.
- Each time changes are made, the work is saved onto a back-up file, saved to One Drive, Edmodo, or emailed to yourself as an attachment.

#### **8.4 Missing a scheduled SAC:**

The date, timing and conditions of all SACS should be well publicized to students and must be included in unit outlines. The majority of SACs are done within class time and attendance at SACs is the highest priority for students. Non-attendance to a scheduled SAC without exceptional circumstances will have serious consequences

**If a student is going to miss a SAC, they must contact the teacher or their House on the morning of the SAC. Failure to do so may result in a 0 for the SAC. As soon as the student returns to school, a medical certificate must be handed to the subject teacher for verification.**

The opportunity of completing the missed SAC during the official catch-up session will only be granted in exceptional circumstances, such as:

- i) **medically certificated** illness.
- ii) proven personal hardship
- iii) approved school activity, eg sport or leadership activities.
- iv) circumstances clearly beyond the student's control.

**There will only be one opportunity to make up a missed SAC, which will be in the next available SAC Catch-up session. If the student does not attend at the revised time, the result for the SAC will be "O" and may put the students at risk of an N for the unit. This is the case for Units 1-4.**

In exceptional cases the teacher may decide to allow a student to resubmit work so that the student can still achieve an **S** for the outcome. However the original grade for the SAC **must** stand.

## 9. AUTHENTICATION

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The work that students submit for assessment must be their own. They must also adhere to the SAC conditions set by a teacher and cannot bring in unauthorized materials. If any part of a course work task is completed outside of class time, all assistance received by the student in producing the work must be acknowledged and be obvious to the reader. Students must be responsible for ensuring that the teacher has no difficulty in authenticating their work. They should understand that teachers cannot authenticate work about which they have doubts until further evidence is provided.

### 9.1 Authenticating course work:

- Students must ensure that all unacknowledged work submitted for assessment is genuinely their own.
- Students must acknowledge all resources used, including text and source material; the name and status of any person who provided assistance and the type of assistance provided.
- Students must not receive undue assistance from any other person in the preparation and submission of work.
- Students who knowingly assist other students in a Breach of Rules may be penalized.

**Acceptable** levels of assistance include:

- The incorporation of ideas or material derived from other sources (eg: by reading, viewing or note taking) but which has been transformed by the student and used in a new context.
- Prompting and general advice from another person or source which leads to refinements or self-correction.

**Unacceptable** forms of assistance include:

- Use of, or copying of, another person's work or other resources without acknowledgment.
- Actual corrections or improvements made or dictated by another person.
- Submitting the same piece of work as another student.

**For SACs which are partly completed outside of class:**

Where tasks are not fully completed in class, teachers must monitor and record each student's progress through to completion. This requires regular sightings of the work in progress and a record kept on an 'Authentication Record for School assessed Coursework' form which is available from VASS.

Students are responsible for producing appropriate evidence of the development of their work, from planning and drafting, through to the final piece of work. They must meet any deadlines set throughout the completion of the work. This will enable the teacher to monitor and record the development of the work and to attest that the work is the student's own.

### **Breaches during an in class SAC:**

These procedures are also to be used if a teacher suspects that a student cheated during a SAC, such as bringing in and using unauthorized materials, such a pre-prepared notes or answers, electronic notes on a phone or other device or copying from another student during the SAC.

Teachers should make the expectations and conditions of the SAC clear to students and should generally conduct SACs under exam conditions.

## **9.2 Procedure for Breach of Authentication:**

### **Step 1: Suspected breach identified by the teacher:**

Student has submitted work that:

- is not typical of other work they have produced.
- is inconsistent with the teacher's knowledge of the student's ability.
- contains unacknowledged material.
- has not been sighted and monitored by the teacher during development.
- is copied and identical to another student's work.
- brings unauthorized or pre-prepared materials into a SAC

**Step 2:** The teacher will not accept such work for assessment until further evidence is provided.

**Step 3:** The teacher then approaches the student who must then provide evidence that the work submitted is their own.

In order to obtain the necessary evidence, students may be required to:

- Provide evidence of the development of the work, for example drafts.
- Discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work.
- Provide samples of other work.
- Complete, under supervision, a supplementary assessment task related to the original task.
- Complete a test to demonstrate an understanding of the work.

If the student is **ABLE** to provide sufficient evidence that the work has not breached authentication

If the student is **UNABLE** to provide sufficient evidence that the work has not breached authentication

guidelines, it will be accepted for assessment by the teacher.

guidelines, the teacher will inform the VCE Administration Coordinator

**The VCE Administration Coordinator will then:**

- Notify the student of the alleged breach of rules.
- Discuss the breach with the student to ascertain whether there is a need for the case to be presented before a panel.
- The panel may consist of two or more of the following teachers –
  - VCE Coordinator
  - KLA representative
  - House representative
- The VCE Co-ordinator will then inform the Principal of the panel's recommendations.
- The Principal determines what action will be taken and notifies the student in writing.

Appeals: Students have a right of appeal to the VCAA against the decision of the Principal if a penalty has been imposed because of a breach of the VCAA rules set out above. Students may appeal on one or both of two grounds:

1. That a breach had not occurred.
2. That the penalty was too severe.

## 10. NON-SATISFACTORY COMPLETION OF VCE UNITS

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Students may be awarded an **N** (Not Satisfactory) for a unit because they have not satisfactorily achieved an outcome. This may be for reasons such as:

- The assessed work does not demonstrate achievement of the outcomes
- Specified coursework or a SAC was not attempted and there were no exceptional circumstances
- They failed to meet a deadline on assessed course work, even where an extension of time had been granted
- They committed a substantial breach of attendance rules which resulted in the student being unable to satisfactorily meet an outcome.

If an N is awarded for a unit, students have a **right of appeal** to the College, through the VCE Coordinator.

### 10.1 Procedure for non-satisfactory completion of work:

The student has not attempted, completed or submitted the required work or the work does not show satisfactory understanding of the outcome. Teacher initially completes an **Academic Observation** on Compass, and speaks to students about concerns. This is visible to students and parents.

If the situation is not rectified, the teacher completes an **At Risk** form on Compass. This is visible to parents and students. A revised date for submission, or resubmission of work is clearly communicated by the subject teacher.

Following consultation with the KLA leader, the teacher then completes a notification of an **N** on Compass.

The VCE Coordinator will follow up N notification for units 1-4 by sending an N letter home. The teacher will be kept informed about this process.

The student can appeal the decision. To appeal, the student must return the N notification of appeal within **5 days**. This letter must be returned to the VCE Co-ordinator. If the N notification is for unit 1-2 or the student intends to appeal, **the student must continue to attend class for that subject.**



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The VCE Coordinator considers the grounds for appeal by reading the student's statement, speaking with the student and consulting with the teacher. If the VCE Coordinator decides the appeal has no grounds, they will inform the student and parent of this. If the VCE Coordinator decides an appeal should proceed, the VCE Coordinator will convene a panel. The panel is convened consisting of the VCE Coordinator, a member of the House Team and the KLA Coordinator.



A copy of any student work assessed as an N or subject to appeal should be retained at the school. A letter outlining the appeal outcome is sent to the parents and the subject teacher is notified.

Students receiving N for Units 1 or 2 must continue attending class. Students receiving N for Units 3 or 4 will not continue with that subject and will have study periods during that time.

House Leaders will be notified if any student has received an N result. An on-going tally of all N results will be recorded by the VCE Co-ordinator. Students who receive more than one N will be counselled by the VCE Co-ordinator, in consultation with the House leader, and may be referred to the Pathways team to consider future options.

## **10.2 Grounds for Appeal** (as stated by VCAA guidelines)

### **(i) Illness**

A Medical Certificate must be provided stating your incapacity to complete or attempt the assessed work. The certificate must be shown to your subject teacher on the day you return to school. No back dated certificates will be accepted.

### **(ii) Major illness or death in the family**

A letter from the treating Doctor or hospital confirming the illness or death of a relative, including relevant dates, must be provided.

### **(iii) Extenuating circumstances**

These are circumstances which have significantly affected the normal arrangements of students and have an effect on the ability to meet required assessment timelines. A supporting statement from the Welfare Coordinator or an outside agency must be provided.

**A brief statement outlining reasons for appeal and relevant documentation must be submitted within 5 days of receipt of "N" letter.**

Once an "N" form has been submitted, the teacher may not accept that work from the student. Instead it must be handed to the House Team until an Appeal ruling has been made.

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## 11.POLICY ON STUDENT ATTENDANCE

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### **KDC attendance policy:**

**11.1** The Victorian Curriculum Assessment Authority requires all schools to have an attendance policy for students undertaking VCE and VCAL. This is to ensure that students complete the required amount of class hours and complete sufficient work and classroom activities to allow them to meet the required outcomes. Regular attendance also ensures that student work can be monitored and authenticated.

The following requirements apply to all KDC students undertaking VCE or VCAL. These requirements also apply to VET subjects.

- Students should be in class for all scheduled periods.
- Students who are absent from class should have a legitimate reason for their absence.
- If the absence is due to an extra-curricular activity run by the school, students must have prior permission from their class teachers to attend such an activity.
- If absence is due to illness, family or other personal matters, students must notify their House on the morning of such an absence.
- Where such absence will result in missing a VET class conducted at a school other than KDC, students must also contact the host school on the morning of their absence.

### **11.2 Specific requirements for SACs and SATs:**

Students who are absent on the day of a SAC must contact their House on the morning of the absence and tell the House they are missing a SAC. This enables the House to pass information on to the subject teacher. Where possible, students should also contact their subject teacher.

Students who miss a SAC must have a medical certificate or other evidence legitimizing their absence. This must be presented on the day of return to school. Failure to do so will result in a 'zero' mark being awarded for the SAC. The final decision on whether a student will be able to sit a SAC they have missed will be determined by their House Leader, in consultation with their class teacher. Cases that are difficult to resolve can be referred to the Assistant Principal with VCE responsibility.

Students who miss a SAT deadline must have a medical certificate or other evidence legitimizing their absence. This must be presented on the day of return to school. Failure to do so may result in a 'zero' mark being awarded for the SAT. The final decision on whether a student will be able to submit their SAT after the due date will be determined by their House Leader, in consultation with their class teacher. Cases that are difficult to resolve can be referred to the Assistant Principal with VCE responsibility. This includes deadlines used to

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assess and authenticate student work in progress. Students who feel they will be unable to meet the set deadline for assessment task submission dates (other than SACs) should use the 'Request for Extension' form found in the Senior Years Handbook. This form needs to be completed before the due date and submitted to the subject teacher who will determine whether an extension will be granted.

### **11.3 Requirements for Satisfactory Attendance**

The following attendance requirements apply for successful attainment of VCE, VET and VCAL units:

A maximum of 15 periods of absence (both approved and unapproved) is allowed in a subject per unit – this includes absence due to illness, family and personal matters and involvement in extra-curricular activities.

Of these, a maximum of 5 absences can be unapproved absences – these being absences without a medical certificate or other formal notification to the school.

Students who accumulate more than 5 unapproved absences or 15 absences in total will receive an 'N' result for the subject.

The school will send warning notes to parents when a student has 3 periods of unapproved absence or 8 periods of total absences in any subject.

In the situation that a student has more than 10 periods of absences from a subject, a parent meeting may be scheduled to discuss progress and pathways.

Individual circumstances known by the House, such as welfare, mental health or severe health issues may be taken into account on a case by case basis.

Extended holidays or overseas trips that infringe on the stated attendance policy will not be endorsed by the college and are likely to result in an 'N' result for affected subjects.

### **11.4 Attendance definitions:**

Approved absences:

#### **Illness (with a note or medical certificate):**

Students bring a note from the parent or a medical certificate or parents telephone school via parent hotline or email their House Attendance Officer (within 3 days of the absence)

In the case of VCE SACs or SATs and VCAL assessments, a medical certificate is required.

If a student is absent for long periods of time due to illness, the school may require further documentation such as a full report from a doctor which gives details about the medical condition.

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**Attendance at an approved college activity:**

This includes meetings with welfare staff, music lessons, school sporting events and subject excursions

**11.5 Requests for Overseas Travel/ Other Activities**

Students must make a written request to the Principal using the “Notification of Extended Absence” form at least 2 weeks in advance.

**VCE and VCAL students are unlikely to be granted approval for an extended absence due to the impact on their attendance requirements.**

**Students who undertake extended absences without the Principal’s approval are unlikely to be able to complete that year level successfully.**

**11.6 Student movement:****Late Arrivals:**

Students arriving late to school must report to the relevant House Team office in order to have a ‘late’ recorded on Compass.

**Leaving the College:**

Students with appointments are required to present a note to their House office before home group and obtain an early leaver’s pass. This pass is then recorded on compass and can be checked by the class teacher at the beginning of the affected lesson.

**11.7 Study periods:****Year 11 VCE students:**

They do not normally have study periods in their timetables. Most students have a full timetable and teacher absences are always covered by replacement teachers.

**Year 11 VCE students doing a VET subject:**

They will have 3 study periods in their timetable. During the single period on Mondays they must be in the library. If their double period spare is during periods 1 & 2, they can register a “VCE Permission to Leave” form at their House and arrive by recess on that day.

**Year 11 student doing a VCE Unit 3 & 4 subject:**

If a class is cancelled during periods 1 – 4, students must remain at school and work in a designated study area. If a period 5 & 6 class is cancelled, they may sign out from their house and leave the school premises as long as the correct paperwork has been registered.

**Year 11 VCAL students:**

Year 11 VCAL students do not have spare periods in their timetables but do have shorter days. On their shorter days on Mondays (after period 4) and Thursdays (after period 2, Term 1) students are expected to leave the school after their classes are finished. If they want to remain at school to study during this time, they must be in the library. VCAL students are not at usually school on Tuesdays and Thursdays as these are their VET and work placement days.

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Year 11 VCAL students usually have their VET class on Tuesdays. Those doing Hospitality or Building & Construction attend at KDC and should only be on the grounds during that class time. A small number of VCAL students have their VET Building & Construction subject on Monday afternoon and remain at school to attend this class.

**Year 12 VCE students:**

All students have scheduled study periods in their timetable. During these times, they must be in either the VCE area of the library, common room or study garden. Students are not permitted to be anywhere else unless authorized through their House. They are not able to borrow equipment from PE staff or play sports during these periods or remain in the canteen area.

If students have study periods during 1 & 2, they are expected to come to school for home group and then go to a study area. If they have study periods during 3 & 4, they are also expected to be in one of the designated areas.

If students have study periods during 5 & 6 they are permitted to go home as long as they have registered a “VCE Permission to leave form” and sign out of their House.

If a VCE subject is cancelled due to teacher absence during periods 1 – 4, students must remain at school and work in the library or other study areas. Students are permitted to go home during 5 & 6 if classes are cancelled provided they have signed the appropriate paperwork at their House and sign out from there.

**Year 12 students doing a VET subject:**

They will have 3 study periods in their timetable. During the single period on Mondays they must be in the library or study area. If their double period spare is during periods 1 & 2, they can register a “VCE Permission to Leave” form at their House and arrive by recess on that day.

**Year 12 VCAL students:**

These students attend school on Mondays (1 – 3), Wednesdays and Fridays. They should not be on the school premises at other times unless they are attending VET Hospitality or Building & Construction.

If a VCAL subject is cancelled due to teacher absence during periods 1 – 4, students must remain at school and work in the library or other study areas. Students are permitted to go home during 5 & 6 if classes are cancelled provided they have signed the appropriate paperwork at their House and sign out from there.

**11.8 Unauthorized departure from school grounds:**

If students are found outside school grounds without a legitimate excuse or have not followed correct procedures, their House will be notified and a consequence will be given, which may involve detention or parent contact.

**11.9 Unsupervised excursions:**

Occasionally students may be required to attend an unsupervised excursion. Teachers will need to fill out the required excursion forms as for normal excursions, and normal permission processes by parents and affected teachers must be followed.

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## 12.EAL STUDENTS

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A student will be considered eligible for EAL status if **both** the following conditions are satisfied:

(a) The student has been a resident in Australia for a period of not more than seven calendar years immediately prior to 1 January of the year in which the study is taken at Units 3 & 4. (For students in 2018, that is January 1, 2007)

(b) English has been the student's major language of instruction for a total period of not more than seven years prior to the commencement of the year in which the study is taken at Units 3 & 4.

For assessment, EAL students will complete the same number of assessment tasks as all other students.

The College is committed to providing EAL support as necessary within the VCE study designs.

No bilingual / electronic dictionaries are permitted in the Unit 3 & 4 LOTE / EAL exams. This will be clarified by VCAA later in the year.

## 13.SPECIAL PROVISION

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Special Provision is available to both VCE and VCAL students for:

- school based assessment
- special examination arrangements
- derived examination score

For school-based assessment, the school is responsible for determining eligibility and the nature of the provisions granted. For VCE examinations, VCAA is responsible for determining eligibility and for granting approval for special examination arrangements or Derived Examination Scores (DES).

Students may be eligible for Special Provision if they are adversely affected in a significant way by:

- an acute or chronic illness (physical or psychological)
- any factors relating to personal environment
- an impairment or disability, including learning disabilities.

Students do not have grounds for Special Provision if they:

- are absent from school or study for prolonged periods without evidence of significant hardship.
- are comparatively unfamiliar with the English language as their only disadvantage.
- misread an examination timetable or an examination paper.

Students should approach their House or Student Welfare Coordinator, or VCE Co-ordinator as soon as they become aware of any circumstances which they believe have disadvantaged them. The House or SWC will then work with the VCE Coordinator to make formal application for Special Provision from VCAA.

## **14. COLLEGE UNIFORM**

All VCE and VCAL students are required to attend school in full uniform. Where a student is a repeat offender and fails to provide a satisfactory note of explanation excusing them from wearing items of the uniform, they will be sent home by their House and required to return to school once they are correctly attired. This period of absence from classes will be used when calculating attendance requirements.

Students must have a uniform pass from their House if they are out of uniform.

## 15. SUPPORT PEOPLE

Who to see if you have concerns or questions:

| Position                         | Person for 2018                                                                      | Types of issues                                                                                                                                                                                                                                          |
|----------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VCE Coordinator                  | Ms Sue Moloney                                                                       | Any official VCAA questions such as subject enrolment, eligibility, exam issues, special consideration, subjects from outside school                                                                                                                     |
| VASS Coordinator                 | Ms Gina Hill in Green House                                                          | You will not normally deal directly with Ms Hill but she looks after all administration such as student details, S & N results, SAC results, eligibility.                                                                                                |
| House Leaders or Coordinators    | Riki Dwyer – Yellow<br>Blue – Ewen Burt<br>Red – Nick Hooper<br>Green – Robyn Bewley | They are the first stop if you are having any issues about anything – attendance, at risk of failing, personal or welfare issues, change of subjects etc. etc. etc.                                                                                      |
| Student Welfare                  | Victoria                                                                             | Looks after all senior welfare issues. You can go through your House or can refer yourself to her. She can support you with any welfare or well-being issues eg. anxiety, financial, at risk of failing, personal or family issues, health concerns etc. |
| Pathways Coordinator             | Mr Bruce Knights                                                                     | Mr Knights deals with issues of subject changes, future pathways, VTAC course selection, tertiary information, apprenticeships etc.                                                                                                                      |
| VCAL Coordinator                 | Ms Anna Alessio                                                                      | She is the one to see about anything to do with VCAL.                                                                                                                                                                                                    |
| MIPS Coordinator                 | Ms Emma Ford – office at the far end of E block                                      | If you are at risk of leaving school before the end of Year 12 or if you want help with looking at future options then go and make an appointment with Emma. You can go through your House or refer yourself.                                            |
| VET Coordinator                  | Ms Chantelle Polascek in Blue House                                                  | She is the one to see about VET enrolments, orientation sessions, attendance at VET classes, subject changes etc.                                                                                                                                        |
| Work Placement & Work Experience | Ms Lynda Dench in Red House                                                          | She does the official paperwork and recording of any work placements for VCAL, VET or Year 10.                                                                                                                                                           |



|                                                      |                                               |                                                                                                                                                                                        |
|------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject choices                                      | Ms Elpida Patoulidis                          | If you want to change a subject then you must go through official channels by filling in the appropriate form and seeing her before school.                                            |
| Year 12 identity, events, communication & assemblies | Sue Moloney, Mr Dale Ritchie Ms Linda Maxwell | See them if you have any questions or ideas about Year 12 events such as camp, Big Day Out, Graduation etc. or would like something included in one of the regular Year 12 assemblies. |