

# **VCE POLICIES 2009**

## **SATISFACTORY COMPLETION OF VCE**

### **Completing VCE:**

- You must complete at least 16 units.
- You must complete at least three units from the English Field of Study (including a unit 3/4 sequence)
- You must complete at least three other unit 3/4 sequences.

### **Satisfactory Unit Completion**

- Is determined by the teacher.
- In order to complete a unit satisfactorily and be awarded an S (Satisfactory) for the unit, a student must demonstrate achievement of each of the outcomes for that unit as specified in the current study design.
- Achievement is demonstrated by appropriate assessment exercises/tasks
- Unit 1 and 2 studies are assessed entirely by the school. Final assessment is S/N type assessment. (Teachers may grade tasks for the benefit of the student)
- Unit 3 /4 sequences are assessed by a combination of school assessment and external assessment, which may vary from study to study, as determined by the VCAA for each study.
- Coursework grades will be moderated according to external examination results. Therefore, coursework grades may increase, decrease or remain the same.

It is important to note that failure to achieve even one outcome within a study will result in a student being awarded an N (Not Satisfactory) not only for the outcome, but also for the whole unit.

#### **Achievement of an outcome (SAC/SAT) means**

- the work meets the required standard.
- the work is submitted on time.
- the work is clearly the student's own.
- there has been no substantive breach of rules (school and VCAA).

A student may not be granted satisfactory completion if;

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

If any outcomes (SAC's/SAT's) are not achieved, the student receives an N (Not Satisfactory) for the unit. Where a student has completed the work but there has been a substantive breach of class attendance, the student may be awarded N.

#### **School Assessed Coursework (SAC)**

- Made up of assessment tasks specified in the study design
- Used to assess the unit learning outcomes
- Are generally part of the regular teaching and learning program
- Must be completed mainly in class time
- Are completed in a limited time frame

### School Assessed Tasks (SAT)

Used in studies where products and models are assessed (e.g. Art, Studio Arts, Visual Communication and design)

### External Exams

All studies at unit 3 and 4 level have at least one exam. There will be examinations in June in Accounting 3 & 4, Biology 3 & 4, Chemistry 3 & 4, Physics 3 & 4, and Psychology 3 & 4.

## VCE SUBMISSION OF WORK POLICY

It is important that both students and parents understand the requirements of achieving a satisfactory (S) grade in VCE. **All** units require students to demonstrate the achievement of **all** outcomes for that unit. Students demonstrate this achievement in coursework assessments as designated by the study teacher and assessments must be to a **satisfactory** standard. Students will be asked to repeat work that is not satisfactory; however students cannot re-submit work to achieve a higher grade. In units 3 and 4, the assessments are determined by the VCAA. Failure to submit all work associated with an outcome could result in an N being awarded for that unit. In the case of 3 and 4 units, this would also mean the student would sacrifice their study score and therefore their ENTER score from VTAC. See below for cases where students require an extension of time.

- The time and date of submission of work will be specified by the teacher, and accepted as VCAA policy. It is vital that students understand that the due date is exactly that and work must be submitted on that date. Failure to do so places students in danger of receiving an N for that unit. In the case of units 3 and 4, it is possible that students will jeopardise their chances of receiving a study score and therefore an ENTER from VTAC. In some exceptional circumstances work will be accepted until 5.00 p.m. on the due date.
- A student absent from school for any part of a day on which work is due is required to produce evidence of reason for absence. Work will not be accepted from students who arrive at school after 3:20pm to submit work.
- Evidence must be in the form of a medical certificate or documentation from a professional person. A parental note is not acceptable.
- Work must never be submitted to the College student office
- Work submitted out of class time will be accepted by the subject teacher or, in that teacher's absence, by the Senior School coordinator, the Director of Teaching and Learning or the Head of Campus.
- Students may not resubmit school assessed coursework to improve the grade given by the teacher.
- Students may resubmit school assessed coursework to demonstrate achievement of outcomes and convert an N to an S.

### COMPUTER WORK

Unless specified, work does not have to be typed up on a computer.

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 (printed copies) of work in progress are produced regularly to meet drafting and authentication requirements.
- Each time changes are made the work is saved onto a backup file. The backup file should not be stored with the computer.
- All disks should be kept in a safe and secure place.

To ensure safety of information stored on computer disk, it is recommended that a student;

- Does not save work onto the C drive on the schools computers. It is possible that work could be copied from here and a student would then have to undergo the arduous process of proving to an interview panel that the work is actually theirs.
- Does save their work onto their individual Y drive but keep the password private.

In the event of **work lost due to computer failure**, printer failure, disk failure or loss, the student is to submit a handwritten copy of their SAC/SAT (or a combination of printed and handwritten work by the due date and time.

**No extension of time will be given for SAC's or SAT's due to technological mishaps.**

### **SUBMISSION DIFFICULTIES AND SPECIAL PROVISION**

Absence from school on the day a SAC or SAT is due will not be accepted as a valid reason for non-submission.

- A student who is unable to submit work for assessment on time, or is unable to attend school on the day of a scheduled SAC/SAT must complete an **'Application for Special Provision'** available the Senior School coordinator.
- Special provision applications allow for a student to request an **extension of time** or for a SAC/SAT to be **rescheduled**.
- An Application for Special Provision for an extension of time must be submitted 3 days before the due date.
- All applications must be given to the Senior School coordinator.
- Grounds for an extension, or a rescheduling are either illness or cases of extreme hardship. Appropriate documentation must accompany the Application for Special Provision either from a medical practitioner or other professional. **A parent or guardian's note will not be sufficient.**
- If work cannot be submitted by the due date, or a student cannot attend school on the day of a scheduled SAC/SAT, due to sudden extenuating circumstances (eg. sudden illness), a parent or guardian should phone the student office as early as possible on that day. The application should be made as soon as practicable and be accompanied by any supporting documentation.
- An extension of time, or rescheduling of a SAC/SAT, will be granted; only when a student can clearly demonstrate that he or she has been prevented from completing the task in the time specified, or attending school on the day of a scheduled SAC/SAT, due to unforeseeable factors beyond their control.
- The Senior School coordinator, in consultation with the teacher and student if necessary, will decide if an extension or rescheduling is granted.
- The length of the extension granted will depend on the time required for the original task, the amount of time missed by the student and the nature of grounds for the application.
- The time and date of a rescheduled SAC/SAT will be at the teacher's discretion.
- Extensions can only be given when the extension still allows the school to submit results to the VCAA within the scheduled time frame. Any appeals are to be made to the Senior School Coordinator who will refer them to the Appeals Committee.
- The student will be informed of any decisions regarding Application's for Special Provision.

Note that an application for special provision can also be made on the following grounds;

- Students experiencing significant hardship during their VCE studies
- Students with physical disabilities or other impairments
- Students of non-English speaking backgrounds
- Students who are deaf or hearing impaired
- Aboriginal students whose first language is not English

## **ABSENCE FROM EXAMINATIONS**

All absences from examinations are noted on the attendance rolls at the examination. Where a student has been prevented from undertaking an examination due to circumstances that warrant Special Provision, the student should apply to the VCAA for a derived examination score. Applications for derived examination scores are available from the Senior School coordinator.

The derived examination score will be used by VTAC to calculate the ENTER.

## **ATTENDANCE POLICY**

### **VCE CLASS ATTENDANCE**

- VCE students are normally required to attend all classes (including fieldwork or excursions). For the student to be awarded Satisfactory Completion of a particular unit it is necessary that the student will have attended at least 90% of scheduled classes. The College is entitled to request evidence of reasons for absence. This would include doctor or welfare documentation, evidence of excursion or authorised school activity etc. Where a student misses more than four lessons in any subject in one term the subject teacher will notify the Senior School Coordinator. The Coordinator will inform parents in writing of the need for improved attendance and the risk of Non-Satisfactory completion because of the failure to comply with the attendance component.
- Any subsequent absence has the potential to result in an N for the unit. Parents/guardians will be advised of the situation immediately.
- Teachers keep accurate records of student attendance and notify the Senior School Coordinator when four periods in a term are missed.
- Students must attend for assessment tasks completed during class time.
- Where work is completed outside of class time teachers must be able to authenticate the work.
- Any VCE student who is absent for four periods in a subject in any given term will be required to provide documentation to the Senior School Coordinator explaining these absences.
- If absence due to illness is for an extended time, arrangements can be made to make up class time. Such arrangements will be determined after consultation between the student, teacher and the Senior School Coordinator.
- The school is entitled to ask for a medical certificate in instances where absence is due to illness.
- Maximum attendance by each student is seen as providing the best opportunity for students, staff and families to achieve the greatest benefit from enrolment at Catholic College Sale.
- All students are expected to attend the College on all scheduled term days from 8.45a.m. to 3.20p.m.
- Students are required to attend all school sport days, camps and excursions that are provided for the students at a particular year level.

### **ABSENCE**

- When a student is absent from school, parents/guardians are requested to contact the school as soon as possible. Contact is to be by a handwritten and signed note from a parent/guardian to the homeroom teacher, or by a phone call from the parent/guardian to the office. The reason for absence should be given, eg illness, personal, etc.
- Faxes or typed or e-mailed notes are not acceptable, as they are difficult to verify.

### **LATE ARRIVALS**

- Students arriving at the College after 8.45am must report to the student office on arrival. They will be issued with a late pass, which is taken to homeroom or class depending on the degree of lateness. When three late passes have been collected in any one term the homeroom teacher will give them to the appropriate year level coordinator. The year level coordinator and the homeroom teacher will decide how contact will be made with parents.

## **AUTHENTICATION OF STUDENT WORK**

Staff must be able to verify that all work purported to have been done by a student is in fact the work of that student. This is a requirement of the VCAA.

### **VCAA Rules For Student Work:**

- A student must ensure that all unacknowledged work submitted for assessment is genuinely his or her own.
- A student must acknowledge all resources used including:
  - Text, websites and source material
  - The name(s) and status of any person(s) who provided assistance and the type of assistance provided.
- A student must not receive undue assistance from any other person in the preparation and submission of work.

#### **Acceptable levels of assistance include:**

- The incorporation of ideas or material derived from other sources (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 and/or self-correction.

#### **Unacceptable forms of assistance include:**

- Use of, or copying of, another person's work or other resources without acknowledgment.
  - Corrections or improvements made or dictated by another person.
1. A student must not submit the same piece of work for assessment in more than one study or at more than one-year level.
  2. A student who knowingly assists another student in a breach of rules may be penalised.
  3. A student must sign the declaration of authenticity for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.
  4. A student must sign a general declaration that he or she will obey the rules and instructions for the VCE, and accept its disciplinary provisions.

Students should ensure that all work (including rough copies) is kept until the end of the year. Staff may opt to keep all work submitted and return a copy of the work to the student. Students using a computer for an assessment task should keep disc copies and regularly print hard copies.

**Don't throw out any work.** Regular sightings of all work must be made and recorded by the teacher.

### **PROCEDURE WHEN THERE IS DOUBT IN REGARD TO AUTHENTICITY.**

A subject teacher may doubt that particular work is not a student's own. The teacher will notify the student that the authenticity of the work is open to question. Where applicable the teacher can give the student 24 hours notice to explain/demonstrate part of the work submitted. If this action does not resolve the situation then a panel consisting of the subject teacher, Learning Area Manager, the Senior School Coordinator and the Head of Campus will interview the student. This panel then advises the principal who decides what action is to be taken. This could result in an "N" being given, or the student could be required to submit additional work.

The best way to avoid queries on authentication is to ensure all work is monitored regularly by the teacher, and that records of such monitoring are kept. Avoid plagiarism (copying from any source) at all times.

## **RIGHT OF APPEAL**

A student has a right of appeal to the school on decisions about:

- Non-satisfactory completion of a unit
- Applications for Special Provision
- Breach of rules

The student must lodge the appeal in writing to the principal within 14 days of receiving a decision. The principal is responsible for establishing an appeals committee and appeals process in accordance with section 14 of the VCE administrative handbook.

Students have the right of appeal to the VCAA on

- Breach of rules
- Breach of authentication

Students may appeal on one or both of two grounds

- That a breach had not occurred
- That a penalty was too severe

The student must lodge their appeal with the Senior School coordinator within 14 days of being given the decision they wish to appeal. The principal will institute an appeals committee as designated by the VCAA administrative guide.

The appeals committee must consider all records relating to the case and may interview the student. The student should be given not less than 24 hours notice of this interview. If the student wishes, a parent or a friend may attend in a support role but not as an advocate.

## **AGREEMENTS AND DECLARATIONS**

Before undertaking any VCE studies, all students must sign an agreement to abide by the VCAA regulations.

## **EXPECTATIONS OF VCE STUDENTS AT CATHOLIC COLLEGE SALE**

Years 11 and 12 are important years in the education of our young people. They represent a step into post compulsory schooling and bring an increase in workload, responsibility, freedom and the need for self-discipline. VCE students are usually beyond the minimum school leaving age, and have made a choice to attend school and further their education. Hence we expect a mature commitment to the total life of the school. We expect that students will seriously apply themselves to their studies, treat others with respect and courtesy and take advantage of all that the College provides. Senior students, nearing adulthood, must be willing to take responsibility for their own lives and decide what is important to them. Most young people have a busy social life; many have part-time jobs and/or sporting commitments. A balance needs to be achieved between all of these commitments.

Teachers assist with learning, however the student must be prepared to contribute to his/her own learning, and take responsibility for out of hours study. At this level it is imperative that students take responsibility for their own learning. A large component of course work must be covered out of class time. It may be necessary to decide on some goals and be willing to restrict non-school interests to ensure school work does not suffer.

Because teachers cannot force students to learn it is the student's responsibility to:

- Attend all classes
- Be punctual for school and class
- Use study periods wisely
- Complete all assigned work on time
- Adopt a studious attitude to their courses

All students completing a 3/4 sequence of study are expected to sit the exam. Year 12 students are expected to complete five studies involving a 3/4 sequence. In some exceptional circumstances, it is possible that a student will only complete four studies involving a 3/4 sequence at Year 12.

Catholic College Sale aims to develop a strong sense of Christian community with opportunity to grow in Faith; and to develop a respect for, and commitment to, the welfare of others. We hope to achieve this through all aspects of school life including studying religious education at the VCE level. In Year 11, students complete units 1 and 2 of Religion and Society. Year 12 students complete the religious education seminar program that requires their attendance at one session per week. In addition, compulsory attendance is required by Year 12 students at three seminar days throughout the year.

## **STUDY GUIDELINES AND FACILITIES FOR VCE STUDENTS**

These Guidelines are based on the understanding that every Year 12 student has the right to study in an environment suitable to their own particular needs. These guidelines are based on the mutual understanding, that all Year 12 students will respect them. Those who choose not to support their obligations, according to these guidelines, will forfeit their right to independent private study, while at school.

Students found off-campus or in non-study areas without permission, during study time, will forfeit their study rights immediately and may be subject to other sanctions.

### **Specific Area Guidelines:**

**G2** this is a 'Quiet' study area. Talk is to be kept to an absolute minimum and no general discussion is permitted. Personal listening devices may be used. Bottled water is permitted.

**Courtyard** this is a 'Busy' study area. Group meetings and discussion are permitted, although conversation is expected to centre on school-related business. Personal listening devices may be used. Eating and drinking is acceptable within reason. Students must stay within the courtyard and not disturb other classes.

**Conference Room Annex** this is a 'Silent' study area.

**K1 & K2** students requiring access to computers are permitted in these rooms, if they act responsibly.

**Library** students requiring use of library resources are permitted, according to available space. Students must abide by normal standards of behaviour expected in the library.

**Specialist Rooms** access to other specialist rooms must be done in consultation with the specific staff responsible for those rooms.