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The VCE and VCAL policies contained in this handbook apply to all students in Years 10/11/12 at Aitken College and are based on the VCE and VCAL Administrative Handbook 2016 issued by VCAA. Students and parents are responsible for familiarising themselves with the details in this booklet.

Policies relating specifically to the VCAL program will be communicated to students and parents by the VCAL Coordinator.

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9. **Glossary of Terms**
1. THE SENIOR SCHOOL AT AITKEN COLLEGE

The Senior School at Aitken College comprises students in Years 10, 11 and 12. It provides an environment where students can develop into independent thinkers with skills, confidence and enthusiasm to look positively towards future opportunities. In Years 11 or 12, all students undertake a formally recognised senior school course of study; students choose between the VCE and VCAL programs.

Staff who teach in the Senior School are readily available to students and parents for support and advice. Students are expected to adopt a mature and disciplined approach to their studies. Good organisational skills, a strong work ethic, and a healthy balance between study and social commitments are essential in working towards completing the VCE or VCAL. Students are encouraged to participate in sporting, artistic and cultural pursuits as part of the House activities program and within the wider school community. Opportunities for leadership and participation exist in a variety of areas.

Students are encouraged to become increasingly community minded as they move through the Senior School. All Senior School students will undertake some Community Service work; opportunities are provided for interested students to become involved in extra Community Service activities.

Senior School students are expected to act as role models for the younger students and to set an example in terms of behaviour, appearance and leadership. They must respect the rights of each other to live, learn and feel safe in a cooperative community. Bullying and harassment will not be tolerated and disciplinary action will be taken. There are clear parameters and expectations about work, courtesy, dress and care of property. Unacceptable behaviours include smoking, drinking and the taking of illegal drugs whilst in school uniform or at any function associated with the College. Students are encouraged to lead healthy lifestyles.

Students are allocated to Home Room groups within the four Houses for pastoral care and administrative purposes. Establishment of a rapport with the Home Room teacher and Head of House is necessary for providing support and assistance. The Life Skills program provides students with opportunities to gain an understanding of life related experiences in units such as pre-driver education, sexual health, personal banking and budgeting, nutritional health, first aid and leadership.

All students in Brookhill undertake a study skills program throughout the three years of senior school.

The VCE Coordinator manages the VCE program for each Senior School student and should be consulted on matters of subject choice and VCE enrolment issues.

The Head of Senior School oversees the broad pastoral care and academic progress of all students.

Students should keep in mind the words attributed to Aristotle..."We are what we repeatedly do. Excellence, then, is not an act, but a habit".

1.1 LINES OF COMMUNICATION

Parents are encouraged to maintain regular communication with staff responsible for overseeing the progress of their son or daughter:

- The Head of House should be consulted on matters of pastoral care and general progress.
- The subject teacher or Head of Faculty should be contacted on matters of academic progress.
- The VCE Coordinator should be contacted on matters of subject enrolment and other VCE administration.
- The VCAL Coordinator should be contacted about matters affecting VCAL students.
- The Careers Advisors should be contacted to discuss tertiary course requirements and school-to-work issues.
- The Head of Senior School can be contacted to discuss general concerns and discipline issues.
- The VET Co-ordinator should be contacted on matters concerning VET Administration.
1.2 SETTING PERSONAL PRIORITIES
Students should set themselves priorities to assist them in achieving their personal best in their final years of secondary schooling. Priority areas include those listed below.

<table>
<thead>
<tr>
<th>Goals</th>
</tr>
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<tbody>
<tr>
<td>• Set some personal and academic goals.</td>
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<tr>
<td>• Write them down.</td>
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<tr>
<td>• Put a time limit on them.</td>
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<tr>
<td>• Write down an action plan to achieve them.</td>
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<tr>
<td>• Revise them often.</td>
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<table>
<thead>
<tr>
<th>Time Management</th>
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</thead>
<tbody>
<tr>
<td>• Plan and use time efficiently.</td>
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<tr>
<td>• Determine priorities.</td>
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<tr>
<td>• Do what must be done.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Organisation</th>
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<tbody>
<tr>
<td>• Plan a home study program.</td>
</tr>
<tr>
<td>• Use a yearly planner to map your work program.</td>
</tr>
<tr>
<td>• Use your diary to keep details of what needs to be done.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Physical Fitness</th>
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</thead>
<tbody>
<tr>
<td>• Keep fit as this acts as a barrier against physical and mental stress.</td>
</tr>
<tr>
<td>• Being fit means you have more energy.</td>
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<table>
<thead>
<tr>
<th>Diet</th>
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<tbody>
<tr>
<td>• A well balanced diet is important.</td>
</tr>
<tr>
<td>• A good breakfast and regular meals are essential.</td>
</tr>
<tr>
<td>• Avoid sugary and fatty foods.</td>
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<tr>
<th>Relaxation</th>
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</thead>
<tbody>
<tr>
<td>• Ensure you get adequate sleep.</td>
</tr>
<tr>
<td>• Learn some relaxation strategies.</td>
</tr>
<tr>
<td>• Develop some hobbies and interests that you enjoy.</td>
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<tr>
<td>• Have fun.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Problem Solving</th>
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</thead>
<tbody>
<tr>
<td>• Deal with problems as they arise.</td>
</tr>
<tr>
<td>• Keep problems in perspective.</td>
</tr>
<tr>
<td>• Make decisions and don’t procrastinate.</td>
</tr>
<tr>
<td>• Resolve any interpersonal conflicts.</td>
</tr>
<tr>
<td>• Develop a support system to help you – parent, friend, and teacher.</td>
</tr>
</tbody>
</table>

1.3 GOOD STUDY HABITS
• Consistent study each day will make work manageable. |
• Friends and Parents may help. |
• Have a home study timetable. |
• Use your study periods at school productively. |
• Study your hardest subject first. |
• Break home work into manageable chunks and set time limits. |
• Plan breaks and put them into your home study time table. |
• Use travel time to revise.

1.4 CAREER ADVICE
• Speak to the Careers advisers often. |
• Research different job pathways: University, TAFE, apprenticeships. |
• Investigate courses – Job Guide, Careers Department, on-line careers software. |
• Visit tertiary organisations |
• Keep an up-to-date careers portfolio – include resume, information sheets, application forms etc.
1.5 HOMEWORK
Homework includes reading, preparation of new work, revision and practice exercises, learning of important facts, preparation of projects and assignments, background research, revising for tests and exams.

The amount of time spent per night on homework should be:
Year 10 ______ 1.5 hours
Year 11 ______ 2.0 hours
Year 12 ______ 3.0 hours

Parents can assist by:
• Providing a quiet space or room, chair, table and good light.
• Assist with planning a timetable.
• Take an interest in homework.
• Check diary, timetables and newsletters.

It is strongly recommended that all distractions such as televisions, internet connections, phones etc are removed from student’s rooms to allow them to concentrate fully on their homework and get sufficient rest.

1.6 PRIVATE STUDY
The Private Study Rooms are supervised by staff and are for quiet individual study only. Group work and discussion may only take place in the Student Common Room. Private study periods are time when students are expected to do work. Students needing to use the library/IT resources must seek the permission of library staff when they enter the Library.

1.7 YEAR 12 PRIVILEGES
a) To identify Year 12 students, all will be given a Year 12 badge and students may opt to have braiding added to their blazers.

b) If Year 12 students have private study sessions in the afternoon they may leave early on their allocated day(s). Students must first complete the form, requesting this privilege, (the form is available from the Senior School office) and, upon approval, the students will be required to sign the Year 12 early departure book. Students must not leave early if requested to see a subject teacher or complete required work.

b) Year 12 students with a period 1 study class must arrive at normal time and attend morning Home Room

b) Student drivers who hold Probationary licenses are not permitted to drive or park on College premises during normal business hours. Students holding Learner’s Permits may drive on College grounds under lawful supervision of an experienced driver.

a. Student drivers holding Probationary Licences may drive and park on College premises only during the end of year VCAA exam period. To do so they must first obtain a form from the Senior School Office requesting permission and correctly submit this form.

1.8 USE OF TECHNOLOGY
In 2016 many classroom teaching resources will be available through the College’s cloud based learning platform, MyAitken. Students will be able to access these resources from home through the internet. Students must also have a Wi Fi capable device at school to access these resources directly in the classroom.

All students in 2016 will already have iPads and should continue to use them to help them with their organisation and work. Students who do not already have an iPad, or who wish to use an alternative mobile device should note:

• The device MUST be a Mac-based platform.
• The device must have Wi Fi connectivity and be able to connect to Aitken Wi Fi.
• The minimum screen size is 7.9 inches, which corresponds to the dimensions of an iPad mini.
• Mobile phones, including smart phones, are not considered to be suitable devices for classroom learning.
Student use of technology in the classroom operates under the following guidelines:

* Usage of technology in class will vary according to the task and the subject. Teachers will decide when it is appropriate to use devices in class. All students will need to be able to access electronic materials shared with them by their teachers using MyAitken. They must also be able to submit work electronically.

* Teacher decisions are final. Devices can only be used in class when allowed by the teacher.

* Students must turn off/put away/hand over devices immediately when asked by a teacher in class or in the school yard. Using your device for games in class will result in confiscation.

* You are responsible for your device’s security. You must ensure it is in a locked locker when it is not on your person. Parents are advised to have expensive items included in household contents insurance.

* Electronic Usage Agreement! All usage of technology is still governed by the ICT Agreement. No warnings or chances will be given.

Students should make particular note of these two points:

* Technology must not be used to harass, bully, defame, threaten or intimidate any other member of the Aitken College community.

* Students must not take photographs, video or voice recordings whilst at school unless they have the explicit permission of a teacher and it relates to their school work.

2. DATES

2.1 IMPORTANT SENIOR SCHOOL DATES FOR 2016

**February**

1  Year 12 Conference  
3  Senior School Information Evening  
5  Last day for possible subject changes for Units 1 & 3 and VET scored sequences.  
9  Year 12 Information Evening  
17  Year 11 Study Skills Seminar  
17  Leader Training Day  
18  House Swimming  
25  Year 10 Study Skills Seminar

**March**

4  Final day for applications for Special Arrangements for Year 12 exams  
7-11  Year 10 Camp  
17  Parent/teacher interviews  
23  Parent/teacher interviews  
27  End Term 1

**April**

11  Start Term 2  
27  House Athletics

**May**

**June**

3  End of semester for VCE Unit 3  
3  Final day for submission of work for Yr10 subjects and VCE Units 1&3
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>6</td>
<td>Start VCE Unit 4 – Year 12</td>
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<tr>
<td>7</td>
<td>GAT</td>
</tr>
<tr>
<td>6-10</td>
<td>Year 10 &amp; 11 exams</td>
</tr>
<tr>
<td>14</td>
<td>Report Writing Day – Student free day</td>
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<tr>
<td>15</td>
<td>Start VCE Unit 2 for Year 11</td>
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<tr>
<td>24</td>
<td>End Term 2</td>
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<td><strong>July</strong></td>
<td></td>
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<tr>
<td>18</td>
<td>Start Term 3</td>
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<tr>
<td>20</td>
<td>2016 VCE Information Evening</td>
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<tr>
<td>25</td>
<td>2016 VCAL Information Evening</td>
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<td>29-30</td>
<td>College Musical</td>
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<td><strong>August</strong></td>
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<tr>
<td>1-6</td>
<td>College Musical</td>
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<tr>
<td>1</td>
<td>VTAC Information Evening (Year 12 students and parents)</td>
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<tr>
<td>4</td>
<td>Year 11 Study Skills Seminar</td>
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<tr>
<td>9</td>
<td>Parent Teacher Interviews</td>
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<tr>
<td>11</td>
<td>Year 10 Study Skills Seminar</td>
</tr>
<tr>
<td>19</td>
<td>Year 12 Study Skills Seminar</td>
</tr>
<tr>
<td>18</td>
<td>Parent Teacher Interviews</td>
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<tr>
<td>24</td>
<td>Year 11 Presentation Ball Rehearsal</td>
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<tr>
<td>27</td>
<td>Year 11 Presentation Ball</td>
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<td><strong>September</strong></td>
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<tr>
<td>14-16</td>
<td>Units 3/4 (Year 12) Trial exams – Compulsory</td>
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<tr>
<td>16</td>
<td>End Term 3</td>
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<tr>
<td><strong>October</strong></td>
<td></td>
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<tr>
<td>3</td>
<td>Start Term 4</td>
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<td>3</td>
<td>Performance and Language (Oral) Exams begin</td>
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<tr>
<td>3-4</td>
<td>Units 3/4 (Year 12) Trial exams – Compulsory</td>
</tr>
<tr>
<td>13-15</td>
<td>College Play</td>
</tr>
<tr>
<td>17</td>
<td>Last Day Year 12 classes</td>
</tr>
<tr>
<td>18</td>
<td>Year 12 Breakfast and Final Day</td>
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<tr>
<td>20</td>
<td>Fit to Drive – Year 11 - Compulsory</td>
</tr>
<tr>
<td>26</td>
<td>Units 3 &amp; 4 VCE Exams begin</td>
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<tr>
<td>31</td>
<td>Mid Term Break</td>
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<tr>
<td><strong>November</strong></td>
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<tr>
<td>1</td>
<td>Melbourne Cup Day</td>
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<tr>
<td>9</td>
<td>Year 10 &amp; 11 last day of classes</td>
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<tr>
<td>10</td>
<td>Year 10 &amp; 11 Study Day</td>
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<tr>
<td>11-18</td>
<td>Year 10 &amp; 11 exams</td>
</tr>
<tr>
<td>17</td>
<td>Valedictory Dinner</td>
</tr>
<tr>
<td>18</td>
<td>Report Writing Day</td>
</tr>
<tr>
<td>18</td>
<td>VCE exams conclude</td>
</tr>
<tr>
<td>21</td>
<td>VCE Early Commencement</td>
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<tr>
<td><strong>December</strong></td>
<td></td>
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<tr>
<td>2</td>
<td>VCE Early Commencement concludes</td>
</tr>
<tr>
<td>7</td>
<td>Presentation Night (compulsory for all students)</td>
</tr>
<tr>
<td>12</td>
<td>VCE Results available to schools and students</td>
</tr>
</tbody>
</table>
2.2 UNIT 3 AND 4 JUNE 2016 WRITTEN EXAMINATIONS

The GAT (General Achievement Test) will be held on Wednesday 7 June 2016.

2.3 UNIT 3 AND 4 OCTOBER/NOVEMBER 2016 EXAMINATION TIMETABLE

The October/November examination timetable will be published for all students as soon as it is available. It is also accessible by students on www.vcaa.vic.edu.au. The exam period is from Wednesday 26 October to Friday 18 November 2016.

3. RULES AND EXPECTATIONS FOR SENIOR SCHOOL STUDENTS

The following expectations and rules are strictly enforced in the Senior School. Failure to comply will result in infringements and/or detention.

3.1 UNIFORM (refer to the student diary for a full list of uniform requirements)

Parents are requested not to send students to school with incorrect uniform. Please note the following:

Parents and students are asked to take particular note of the following change in uniform policy regarding PE uniform:

- Sport uniform can no longer be worn to and from school. Students are now required to wear full, correct school uniform to and from school on all occasions. Sports uniform must only be worn during PE classes or when participating in authorised sport or sport training.
- Scarves or gloves are not part of official uniform but if worn must be plain navy blue; they must not be worn in classes. Fingerless gloves and incorrect coloured items will be confiscated from students.
- All students must wear a blazer to school. The winter parka and spray jacket are only to be worn over the blazer when outside; they are not a replacement for the blazer and must not be worn to classes.
- Shoes must be black, lace-up school shoes; not slip-on, buckle-up or runners. Boys must wear correct grey College socks and girls navy tights (in winter) or white College socks (in summer).
- Senior students must own sufficient uniform items to get them through a week and to cover when clothes get wet, dirty or damaged; two pairs of trousers and at least three shirts for boys, several summer dresses for girls and enough clean socks. Senior students are old enough to take responsibility for their clothing; excuses such as having no clean clothes are not accepted for wearing incorrect uniform.

3.2 GROOMING AND JEWELLERY

Parents are requested not to send students to school if they are failing to comply with the following rules.

- Exaggerated hair styles and colours are not acceptable. Colours should be natural looking and uniform. Hair accessories must be dark green. If hair reaches the shoulders it must be tied back.
- Boys must be clean shaven; beards, goatees or long sideburns are not permitted.
- Students must not wear makeup, nail polish or artificial nails; students doing so will be asked to remove it.
- Students may wear one plain gold or silver stud or sleeper in each ear lobe. No other piercings are permitted; any seen will be confiscated until end of term. Clear plastic studs or any coverings are not permitted. A medical certificate is not accepted to support the wearing of any piercing.

Such students will not be permitted to attend classes and may be sent home.

3.3 LOCKERS

Senior School students are each allocated a numbered locker. A combination lock is issued to each new student in Senior School; non-school locks are not permitted and will be removed.
3.4 MOBILE PHONES
Many students carry a mobile phone but they must be turned off and not used during class time. Phones seen or heard during class will be confiscated and handed to the Head of School. At other times, students must abide by all teacher instructions regarding mobile phones or other electronic devices. The College takes no responsibility for loss or theft of mobile phones.

All emergency contact should be through the School Office.

Student mobile phones cannot be kept overnight. Mobile phones taken from students should be handed to the student’s Head of House or the Head of School as soon as practicable. Mobile phones will be returned to students at the end of the day; persistent offenders will receive consequences as determined by the Head of House and Head of School.

3.5 ATTENDANCE ISSUES
Home Room, Lateness, Absence, Leaving early:
All students must attend morning Home Room period.

If a student is to be absent from school, parents are required to telephone the Senior School office on 9333 9107 before 8:30am and leave a message with the student’s name and reason for absence. Failure to do so will result in parents being contacted by the school; this wastes valuable staff time. On returning to school a signed and dated note verifying the absence must be given to the Home Room teacher.

If late due to a morning appointment, please telephone as for absence (see above) to advise the school. Please note the following; failure to comply will result in infringement or detention.

- Lateness to school on any day due to a medical appointment must be supported by a medical certificate, parent note or parent phone call.
- Lateness due to “sleeping in” is not acceptable; regular late-comers will receive a detention.
- Lateness for any other reason must be supported with a parent note lodged at the Senior School office.

A student leaving early for an appointment must have a note signed by parents which must be given to their Homeroom Teacher in the morning, or lodged at the Senior School Office. The student must also sign the early leavers’ book at the Senior School Office. A student leaving early for any other reason must either lodge a signed note with their Homeroom Teacher or the Senior School Office, be authorized by a parent phone call to the Senior School Office.

Year 12 students leaving early due to Period 5 study periods must have lodged a parental permission form, however students must remain at school if requested to do so.

The above rules regarding attendance are strictly enforced. Failure to comply may result in detention.

3.6 HOLIDAYS
Parents are requested not to take students out of school for holidays during term time. Such absences can have significant implications for the student’s academic achievement; please note the VCE attendance requirement (see below). Teaching staff are not expected to cater for students who miss lessons for this reason.

3.7 ATTENDANCE REQUIREMENT
VCE subjects and VCAL require 95% attendance or the student may not be awarded satisfactory completion. An authorised absence is only granted for a medical certificate, valid College activity or documented family reasons.

3.8 ILLNESS
Any student who is ill must report to the First Aid Room and, if they need to go home, a parent will be contacted. Students are not permitted to leave early due to illness without first reporting to First Aid or gaining permission from the Head of School or Head of House.
3.9 **COMPULSORY ACTIVITIES**
Failure to attend a timetabled class or Home Room period without valid excuse will incur an automatic detention, as will failure to attend Chapel or Assembly. Attendance at House Athletics, House Swimming and Presentation Night is compulsory. Absence from the House Sports is only accepted if supported by a medical certificate. Families should record the date of Presentation Night to ensure that attendance is not affected by other activities.

3.10 **HOMEWORK**
All students must complete homework on time as required by each of their teachers. Failure to do so may result in the student being required to attend lunchtime detention.

3.11 **GRAFFITI AND CHEWING GUM**
To reduce graffiti in the College, whiteout liquid and permanent markers are banned. Chewing gum is not permitted and students detected with gum will be disciplined.

4. **GENERAL INFORMATION ABOUT THE VCE & VCAL AT AITKEN COLLEGE**

Full details about the VCE and VCAL programs are contained in the VCE and VCAL information booklets published in July each year, at the commencement of the course selection process. The VCE or VCAL Coordinator should be consulted if further information is required.

Detailed information about the VCE and VCAL is available at the Victorian Curriculum and Assessment Authority website [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au). Rules and procedures relating to enrolment and assessment can be accessed in the VCE and VCAL Administrative Handbook at the website.

4.1 **AWARD OF THE VCE & STUDENT PROGRAM SELECTION**
Year 11 students will undertake 6 studies (12 units) and Year 12 students will take 5 studies (10 units). The VCE Coordinator must be consulted if students wish to vary this College requirement.

The minimum requirement for a student's program for the award of the VCE and calculation of an ATAR score is satisfactory completion of at least 16 units, which include:

- three units from the English group
- three sequences of Units 3 & 4 studies other than English, of which two can be VCE VET sequences

4.2 **GENERAL ACHIEVEMENT TEST (GAT)**
All students enrolled in one or more VCE Unit 3 & 4 sequences, VCE VET Scored Unit 3 & 4 sequences or Year 12 VCAL must sit the General Achievement Test (GAT). A sentence on the student’s Statement of Results will indicate whether the student obtained results in the GAT or had an authorised or unauthorised absence from the GAT. A statement of GAT results is mailed to each student with all the other VCE results. This statement will indicate the student score, with descriptive comments about the student’s performance on each component.

The components are:
- written communication
- mathematics, science and technology
- humanities, the arts and social sciences.

**Uses of the GAT**
The GAT is an essential part of the VCE assessment procedures. Although GAT results do not count directly towards VCE results, they do play an important role in checking that School Assessed Tasks, Coursework and examinations have been accurately assessed.

VCAA will use GAT Scores as a basis for:
- reviewing school assessments in School Assessed Tasks
- the statistical moderation of School Assessed Coursework.
- checking the accuracy of student scores in examinations
- the calculation of Derived Exam Scores.
VCAA will apply statistical moderation procedures to Schools' Coursework Assessments to ensure that they are comparable across the State and are fair to all students. The statistical moderation process compares the level and spread of each school's assessments of its students in each study with the level and spread of the same students' scores in the external examinations, and adjusts the school scores if necessary. In some studies, rather than using examination scores alone, statistical moderation will also use students' GAT Scores. This will only be done where it gives a better match with Schools' Coursework Assessments throughout the State. The examination scores will always have the major influence in the statistical moderation calculations.

4.3 UNIT COMPLETION REQUIREMENTS

Satisfactory result
For satisfactory completion of a unit, a student must demonstrate achievement of the set of outcomes for the unit as specified in the study design. The decision about the satisfactory completion of an outcome is based on the teacher's professional judgment of the student's performance on assessment tasks designated for the unit. This decision is distinct from the assessment of levels of performance. If a teacher judges that all outcomes are achieved, the student satisfactorily completes the unit, and receives an 'S' result.

Satisfactory result – what the Student must do
To achieve an S outcome the student must:
• produce work that meets the required standard
• submit work on time
• submit work that is clearly his or her own
• observe VCAA and school rules.

Non Satisfactory result
The student receives N for the unit when one or more of the outcomes are not achieved because:
• 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 substantial breach of rules including school attendance rules.

J result
For a student who is no longer attending but has not officially withdrawn, a J result is given. A unit with a J result is not reported on the student's Statement of Results but it is made available to VTAC, which treats it as N.

4.4 GRADED ASSESSMENT
All VCE studies have three graded assessments for each Units 3 & 4 sequence. Each study includes at least one examination, all have Coursework, and some studies have School Assessed Tasks.

Levels of performance in examinations, Coursework and School Assessed Tasks are reported as grades A+ to E and UG (ungraded). NA (not assessed) indicates that the Coursework or School Assessed Task was not submitted or the examination not undertaken.

Results of Coursework and School Assessed Tasks for Units 3 & 4 count towards a student’s Study Score in each VCE study and ultimately towards the student’s Australian Tertiary Admission Rank (ATAR). Coursework assesses each student's level of achievement on the assessment tasks designated in the study design. School Assessed Tasks in the Visual Arts and Technology studies assess a student's level of performance in a task set by VCAA and assessed by the teacher, in accordance with published criteria. School Assessed Tasks are subject to review by a panel appointed by VCAA.

4.5 HOW RESULTS ARE REPORTED

VCE Certificate
Students who have met the requirements for graduation are awarded the Victorian Certificate of Education. The certificate contains the student’s full name but does not list individual studies or results. The certificate is forwarded to the student’s school on the scheduled date in December.
Statement of Results
VCAA issues a Statement of Results at the end of the calendar year to all students enrolled in VCE units.

The Statement of Results contains:
- A cumulative record of achievement for all VCE and VCE VET units undertaken, and the year in which the result was obtained.
- Graded Assessments and a Study Score for each sequence of Unit 3 & 4 studies undertaken either in the current year or earlier.
- Credit achieved for study undertaken overseas, interstate or in the International Baccalaureate.
- University study with the title of the studies and the university name listed, if successfully completed.
- A declaration that the student has or has not been awarded the VCE.

GAT component scores and descriptive statement
Students who obtained GAT results are issued with a statement that contains the scores achieved for each component and a descriptive statement of these results.

VCE VET, Part-time Apprenticeships and the VCAL
Students who satisfactorily complete modules or units of competence in a recognised VCE VET program or Part-time Apprenticeship receive a Statement of Units of Competence Results / Modules. VCAL students receive a Certificate and a Statement of Results.

For students enrolled in VCE Units 1 & 2 only, the Statements will be mailed to schools. For students with one or more enrolments at 3 and 4 level, their VCE VET statements will be included with their VCE results and mailed direct to their home address.

4.6 STUDY SCORES
The student’s Study Score is calculated using the student’s moderated Coursework Scores, School Assessed Tasks and examination scores. VTAC uses this score for the calculation of the student’s ATAR. The study score has a maximum of 50 and indicates how the student performed in relation to others who took the study. Study Scores of 23 –37 indicate the student is in the middle range. A Study Score above 37 indicates that the student is in the top 15 per cent of students in this study.

To receive a Study Score, students must achieve two or more graded assessments in the study and receive S for both Units 3 & 4 in the same year, unless they have Interrupted Studies status and have met the requirements over two years. The symbol UN indicates that the Study Score is unavailable, because more than one graded assessment is NA or because the student has not satisfactorily completed both Units 3 & 4 of the study. Where the Study Score for a study is less than 20, the score will be reported to the student as <20.

4.7 THE ATAR
For tertiary selection, an ATAR (Australian Tertiary Admission Rank) is calculated by the Victorian Tertiary Admissions Centre (VTAC). To be eligible to receive an ATAR a student must be a VCE graduate and have satisfactorily completed a Year 12 sequence from the English group of studies. VCE Study Scores are used to calculate a student’s ATAR. Essentially the ATAR is calculated by taking the best four studies (one of which must be English) and then 10% of the next best two studies. For details on the ATAR, see the VTAC website www.vtac.edu.au.

4.8 AWARDS
Students who undertake VCE studies are eligible for the award of the Australian Students Prize. Outstanding Achievement may also be recognised by the Premier’s VCE Awards.
5. VCAA REGULATIONS RELATING TO THE VCE

5.1 REGULATIONS RELATING TO ASSESSED WORK
VCAA sets down seven rules that a student must observe when preparing work for assessment. These rules apply to School Assessed Coursework and School Assessed Tasks. They are:

1) A student must ensure that all unacknowledged work submitted for assessment is genuinely his or her own.

2) A student must acknowledge all resources used, including: text, web sites and source material, the name(s) and status of any person(s) who provided assistance, and the type of assistance provided.

3) 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.

4) **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.

5) A student must not submit the same piece of work for assessment in more than one study.

6) A student who knowingly assists other students in a breach of rules may be penalised.

7) A student must sign the authentication record 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.

8) 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.

5.2 COMPLETING WORK
Most assessment of unit outcomes at Year 11 and 12 will be completed in class. Students will continue to receive additional work and study outside class as part of their regular learning program. A task for the assessment of unit outcomes may require preliminary preparation and activities associated with the task, for example gathering necessary research data or practice questions for tests. The amount of work to be completed as homework is decided by the study teacher taking into account the nature, scope and purpose of the task.

5.3 RESULTS FOR SCHOOL ASSESSED COURSEWORK
Students will be informed of the timelines and conditions under which each Coursework assessment is to be conducted, including test conditions where that is the chosen form of assessment by the subject teacher.

For students studying at Units 3 & 4 level, schools are responsible for the initial assessment of Coursework. The marks achieved for School Assessed Coursework are combined to form one numerical mark. This is then forwarded to VCAA and reported as a grade on the student's Statement of Results. **It should be noted that after statistical moderation by VCAA, the mark the teacher assigned to the student for School Assessed Coursework could be altered.**

The time allowed to complete each task will be clearly stated to students. The scope of most tasks is given as a word range and is sufficient to allow students to demonstrate achievement of the outcome. The upper and lower ends of the word range are not compulsory word limits.

After work is submitted and marked, teachers will provide feedback to students that can include: advice on particular problem areas, advice on where and how improvements can be made for further learning, reporting S or N decisions and/or written comments on students’ performance against each outcome.

5.4 RESULTS FOR SCHOOL ASSESSED TASKS
This section applies to the School Assessed Tasks for:
- Design and Technology
- Art
- Media
- Studio Arts; and
- Visual Communication and Design.
Schools set dates for students to submit School Assessed Tasks. If students do not submit their work by the specified date, the school may decide either to, accept the work and assess it in the normal manner, or to refuse to accept it and award an **NA**, in accordance with school policy.

Schools are responsible for the initial assessment of School Assessed Tasks. The sole basis for this assessment is to set the criteria for the award of grades, published each year by VCAA. Each criterion has a numerical scale of 0–5, and schools award a score for each criterion.

Schools may disclose to students their grades for School Assessed Tasks. It must be made clear to students that these may change as a result of the review process. VCAA sets word limits for the School Assessed Task in Visual Communication and Design to limit student and teacher workload.

Written comments are to be made on only one draft of each School Assessed Task. Where written comments are made, the draft containing the teacher’s comments should be initialled and dated by the teacher. This draft should be retained and submitted with the final work.

### 5.5 ATTENDANCE

All VCE units require 50 hours of class time. A student needs to attend sufficient class time to complete work. Where a student has completed work but there has been a substantive breach of attendance rules, the school may assign **N** for one or more outcomes and thus the unit.

**Note:** Where a student receives **N** or **J** for one or both units of a 3 and 4 sequence the student will not receive a Study Score for the study. VTAC policy is that the study will not contribute to the student’s ATAR.

### 5.6 SUBMITTING FURTHER WORK

If, in the judgment of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, the teacher may take into consideration work previously submitted by the student provided it meets the authentication requirements, or allow the student to submit further work. To meet satisfactory completion requirements of a unit. Students may **not** resubmit tasks for reconsideration of Coursework Scores awarded by the school.

### 5.7 SPECIAL PROVISION

When a student is absent from school for prolonged periods, or has been unable to complete all assessment tasks because of illness or other special circumstances, the school may grant Special Provision. Students may be granted additional time, special arrangements to complete assessment tasks or tasks may be rescheduled. In exceptional circumstances the Principal has the authority to grant **S** for the unit.

All applications for Special Provision must be made through the Head of Senior School. It is the responsibility of students/families to make application for Special Provision and keep the College informed regarding any special circumstances which are affecting the student’s studies.

### 5.8 LOST, STOLEN OR DAMAGED WORK

A student who has lost work, or has had work stolen or damaged, must make a written statement of the circumstances. The statement must be signed and dated. Schools must keep a record of the loss or damage. The Principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student. **Note:** This does not apply to work lost or damaged due to computer misuse or malfunction. Students’ responsibilities for proper management of computer material are set out below.

### 5.9 COMPUTER USAGE

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. The back-up file should not be stored with the computer.
6. **EXAMINATIONS**

From 2016 onwards, Unit 3 & 4 students will only sit the GAT in June. All other examinations are held at the end of the year. The timetable for Unit 3 & 4 subjects is provisionally published in this booklet (section 2). Timetables and rules for Unit 1 & 2 exams are distributed to each student prior to the exam period.

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6.1 **TIMETABLE AND RULES FOR UNIT 3 & 4 EXAMINATIONS**

The timetable for external examinations will be published in the booklet "VCE Exams Navigator 2016" of which a copy will be distributed to each student undertaking a Unit 3 & 4 subject. The booklet also contains rules for examinations which each student will be expected to have read and understood.

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6.2 **BREACHES OF RULES – EXAMINATIONS**

Any alleged breach of these rules shall be reported to the Secretary at VCAA and serious cases will be referred to VCAA Discipline Committee. The Discipline Committee will, in accordance with its terms of reference, conduct a hearing at which it will consider the circumstances of the alleged breach and determine any appropriate penalty.

Penalties may include:
- reprimand a student
- cancellation of the grade for the examination being the subject of the charge
- cancel the grades in the whole study of which the examination forms a part of the assessment
- cancel not only the grades in the whole study but also at the committee's discretion
- cancel the grades in such other one or more studies (not being the subject of the charge); or any one or more assessments forming part of such studies as the committee shall consider appropriate in all the circumstances of the case or cancel all the student's grades or assessments for the year, conducted by or on behalf of VCAA.

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7. **SPECIAL PROVISION**

Special Provision is designed to allow students who are experiencing significant hardship the maximum opportunity to demonstrate both what they know and what they can do. The objective is, as far as possible, to remove the barriers for a student demonstrating his or her capabilities in a particular study. Special Provision can be granted for internal assessment (School based decision) or VCAA examinations (External VCAA based decision).

7.1 **SCHOOL LEVEL STRATEGIES FOR SPECIAL PROVISION**

School-level strategies approved by the school Principal and are not reported to VCAA. Students can apply for special arrangements while completing school based assessment tasks. These special arrangements can involve (but are bit limited to):
- Extra time to complete a task
- Permission to use a technological aid
- Use of a scribe or aide.

All applications for school level special provision must be made directly to the Head of Senior School. It is the responsibility of students/families to apply for special provision and keep the College informed of any circumstances affecting the student’s ability to perform.

7.2 **VCAA PROVISIONS**

VCAA provisions include:
- Special examination arrangements (including the GAT) eg extra reading time, rest periods, extra writing time
- GAT exemption
- Compassionate late withdrawal
- Interrupted studies (Units 3 & 4 only)
- Derived Exam Score.
Applications for VCAA Special Provisions must be made through the VCE Coordinator. The College gives no guarantee that applications will be approved by VCAA.

7.3 EAL (English as an Additional Language) STATUS
For students applying for EAL status, the school Principal reports approval of comparative unfamiliarity with the English language to VCAA. Students may apply on the basis of non-English speaking background or hearing impairment. If approved, students may enrol in English (EAL). Approved students will have the statement “This student was granted EAL status in 2016” printed on their official results.

7.4 VCE SUPPORT GROUP
If a school has a student with a permanent disability or impairment, a VCE support group will be provided for that student to help him or her in undertaking the VCE. The support group may include the student, a parent of the student, teacher(s) or others nominated as having responsibility for the student, and any aides of the student. Where appropriate the support group should seek the advice of specialist consultants. The Principal must ensure that advice from the VCE support group is considered and implemented if it is judged to be consistent with VCE policy.

8. AITKEN COLLEGE VCE POLICIES FOR YEARS 10-12
The policies outlined below form part of the College requirements for all students in Years 10, 11 and 12. They supplement the policies included in the Senior School diary.

8.1 ENROLLING IN VCE UNITS OR YEAR 10 ELECTIVES
Students select their subjects on-line. Instructions on procedure and student passwords will be issued prior to subject selection, usually in Term 3. The information gathered from these forms is used to determine subject offerings, subject blocking and staffing requirements. Students should speak to subject teachers, Home Room teachers and the Careers Adviser to gather information about subjects and how they link to future options.

8.2 EXTENSION STUDIES
Students meeting the College criteria for undertaking accelerated studies may be invited by the College to undertake a selected Year 11 VCE subject in Year 10 or a Year 12 VCE subject in Year 11.

8.3 WITHDRAWING FROM VCE UNITS OR CHANGING FROM ONE UNIT TO ANOTHER
Students wishing to withdraw from a subject or change to another must complete a Subject Change Form by the date published in Section 2 ‘Dates’. The signatures of the parent, relevant teachers and the Head of Senior School must be obtained on the form to signify approval of the proposed change and compliance with VCE rules.

8.4 SUBJECTS STUDIED OUTSIDE OF SCHOOL
Any student completing VCE or VET subjects outside of school (eg language school, dance school, TAFE course) needs to inform the VCE Coordinator or Head of Senior School in writing before the end of Term 1, with full details to ensure that the subject is included in their VCE enrolment.

8.5 STUDENT DETAILS SHEET
At the beginning of each year all students enrolled in VCE studies are required to complete a Student Details Sheet which is used to enrol students in the VCE. Students will then be provided a VCAA student number. Students will periodically be given a Full Details Sheet that they will need to check for correct personal details and subject enrolments and then return it signed and dated. This is their confirmation that enrolment details are correct. Late correction of enrolment details may incur a fee. If personal details change, the student should inform the VCE Coordinator.
8.6 ATTENDANCE POLICY
To ensure that students make every effort to maximise their academic achievement, the College has a requirement of 95% class attendance for all subjects or Units in Year 10-12. This is important for ensuring continuity in programs and for staff to be able to authenticate student work, hence attendance in class is compulsory.

Student absences from class will be categorised as either:

Explained Absence
- Illness with medical certificate supplied
- Absent due to school approved activity
- Absence due to circumstances notified in writing to the Head of Senior School, eg family bereavement.

Unexplained Absence
- Illness with no medical certificate supplied
- Absence due to misreading of the timetable
- Absence due to holiday or travel
- Other.

When students are absent from school
- Parents must ring and notify the College before 8.30am
- On returning to the College, students must provide a note, medical certificate, etc to the Home Room teacher within 3 days; otherwise an unauthorised absence will be recorded.

If a student breaches the 95% attendance requirement, they may receive an automatic unsatisfactory 'US' (Year 10 subject) or 'N' (VCE Unit) result. Parents will receive notification in writing if a student is about to breach the attendance requirement for a subject or unit.

If a student is in breach of the attendance requirement they may apply for Redemption of a subject or unit result using the appropriate proforma. It should be noted that redemption of a subject or unit result will NOT be automatically awarded.

Absence from classes in order to catch up work for another subject or study for another subject's assessment task will not be authorised.

8.7 ASSESSMENT
Year 10 Studies
In Year 10 students will be provided with details of work and assessment for each topic covered in their Year 10 subjects. Dates for submission of work and/or in-class assessment will be provided by teachers and should be recorded in the diary. Some assessment tasks at Year 10 will be modelled on Year 12 assessment practices and similar rules for completion, submission and assessment will apply.

Year 11 Studies
In Year 11 students will be provided with details of work and assessment for each Unit of Study on a semester basis. An approximate time line for all School Assessed Coursework tasks or School Assessed Tasks will be provided. Students should record specific details in their diaries. As far as possible teachers will attempt to model all Year 11 assessment tasks on Year 12 assessment practices and similar rules for completion, submission and assessment will apply.

Year 12 Studies
In Year 12 students will be provided with details of work and assessment for each sequence of Study on a yearly basis. An approximate time line for all School Assessed Coursework tasks or School Assessed Tasks will be provided. Students should record specific details in their diaries.

For VCE studies teachers will provide students with one or two weeks notice of the nature of the task for Coursework Assessment and the specific date(s) on which it will be held. A brief description of the task and the assessment criteria sheet will be provided to students prior to the task. Due to the large number of tasks, students may find they have more than one assessment task per week and possibly
two assessment tasks on the one day. Organisation is the key. Efforts will be made to minimise clashes between assessment tasks.

As the College is required to meet VCAA deadlines for VCE, the dates set for assessment must be met by students otherwise they can jeopardise satisfactory completion of a unit or their scored assessment.

8.8 POLICY ON SCHOOL ASSESSED COURSEWORK TASKS (for Year 12 Assessment)
School Assessed Coursework will be conducted within class time or other time periods designated by the subject teacher. This will allow teachers to authenticate student work.

- Students will not be permitted to take any work home.
- Students cannot request that teachers review work to be submitted for assessment.
- Subject teachers will determine whether students are permitted to consult each other during an assessment task which is based on group work (e.g. practical work). Teachers can impose time limits on this consultation.
- Students will be given a time limit and a word range for the assessment task. Students will not be permitted extra time if they fail to meet the time restriction and will need to submit the work incomplete. Word ranges only act as a guide for the scope of the task.
- Teachers can interview students if similarities exist between different students' work or plagiarism from other sources. The subject teacher will form part of the VCE Panel that will interview students and discipline them accordingly.

Possible disciplinary measures could include:
- Reprimand
- Assessment penalty (loss of marks)
- No mark
- Re-submission of a variation of the original task.

8.9 POLICY ON SCHOOL ASSESSED TASKS (Year 12 for some subjects only)
For School Assessed Tasks teachers will ensure that there is a sufficient range of topics within their class to enable them to distinguish between individual students' work and therefore to assist in the authentication process.

In addition, teachers must also observe the following procedures for authenticating students' work:

- For School Assessed Tasks teachers must monitor and record each student's development of work, from planning and drafting through to completion. This requires regular sightings of the work by the teacher.
- Teachers are required to use the Authentication Record to record their monitoring of each student's development of work. The Authentication Record requires three recorded observations of individual work done in class. The teacher and student must sign each recorded observation.
- The teacher may consider it appropriate to ask the student to demonstrate his or her understanding of the task at or about the time of submission of the work.
- The work will be assessed only if the teacher can attest that, to the best of his or her knowledge, all unacknowledged work is the student's own.
- The teacher must attest that, to the best of his or her knowledge, the work is the student's own by completing and signing the Declaration of Authenticity.
- Where drafting is applicable students are allowed only one draft.
- Word limits apply as detailed by the subject teacher in accordance with VCAA rules.
- If any part or all of the work cannot be authenticated, then the matter must be dealt with as a Breach of Rules. The subject teacher will form part of the VCE Panel that will interview students and discipline them accordingly.

Possible discipline measures could include
- Assessment penalty (loss of marks) only that part of the work that can be authenticated will be assessed.
- No mark
8.10 ABSENCE FROM SCHOOL ASSESSED COURSEWORK
Students must attend all School Assessed Coursework.
Students absent at the time of an assessment task must:
- Have a parent/guardian ring and notify the College prior to 8:30am.
- Produce a doctor’s certificate or other relevant and appropriate notification from a professional qualified to advise the College on the nature of the circumstances surrounding the absence. This notification must be presented immediately to the Head of School or VCE Coordinator on return to the College.
- If a student is to be absent for a College approved activity notification of absence should be given to the subject teacher at least 2 days beforehand, otherwise the absence will not be recognised.

If a student fails to follow the procedures above they will not be permitted to complete the SAC and will receive no mark for the task. This could then result in failure to satisfy an outcome for the unit.

8.11 ASSESSMENT FEEDBACK TO STUDENTS
8.11.1 Year 10 Subjects and VCE Unit 1 & 2 Assessment Tasks
For Units 1 & 2, students will be given grades for assessment tasks. Students will receive a criteria based assessment of their performance. Assessment information could also include:
- Reporting S or N decisions on the task
- A numerical score for tests
- Advice on problem areas
- Advice on improvements that can be made prior to the next task or the examination.

For Units 1 & 2, teachers will determine grades for student work. Unit 1 & 2 grades will NOT be reported to VCAA.

Student reports will contain the following details:
- A satisfactory (S) or not satisfactory (N) result for the subject or unit (Year 11 and 12 reports only)
- Grades for assessment areas
- An overall grade for the subject.

Grades will indicate levels of performance as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Highest level of performance (90-100%)</td>
</tr>
<tr>
<td>A</td>
<td>(85-89%)</td>
</tr>
<tr>
<td>B+</td>
<td>High level of performance (80-84%)</td>
</tr>
<tr>
<td>B</td>
<td>(75-79%)</td>
</tr>
<tr>
<td>C+</td>
<td>Moderate level of performance (70-74%)</td>
</tr>
<tr>
<td>C</td>
<td>(65-69%)</td>
</tr>
<tr>
<td>D+</td>
<td>Low level of performance (60-64%)</td>
</tr>
<tr>
<td>D</td>
<td>(55-59%)</td>
</tr>
<tr>
<td>E+</td>
<td>Lowest level of performance (50-54%)</td>
</tr>
<tr>
<td>E</td>
<td>(40-49%)</td>
</tr>
<tr>
<td>UG (Ungraded)</td>
<td>Did not meet the lowest criteria for assessment (Year 11 only)</td>
</tr>
<tr>
<td>NA (Not Assessed)</td>
<td>Work submitted late or not submitted at all</td>
</tr>
<tr>
<td>US (Unsatisfactory)</td>
<td>Work is of an unsatisfactory standard (Year 10 only)</td>
</tr>
</tbody>
</table>

8.11.2 Unit 3 & 4 School Assessed Coursework (SACs)
For Units 3 & 4 students will receive criteria based assessment of their performance in a School Assessed Coursework task.

Assessment information could also include:
- Reporting S or N decisions on the task
- A numerical score for tests
- Advice on problem areas
- Advice on improvements that can be made prior to the next task or the examination.
Individual scores for each assessment task are sent to VCAA, where the marks are collated into a single internal assessment mark. This mark may be altered after statistical moderation with the examination performance of the class. **Teachers will not be providing numerical grades to students for School Assessed Coursework.**

8.11.3 Unit 3 & 4 School Assessed Tasks (SATs)
School Assessed Tasks will be assessed by subject teachers according to criteria published by VCAA. School Assessed Tasks are subject to review by a panel appointed by VCAA.

Work will be returned after the dates set by VCAA. **Teachers will not be providing numerical grades to students for School Assessed Tasks.**

8.12 SPECIAL PROVISION
All applications for Special Provision for VCE assessment as described in Section 7. Application must be made to the Head of Senior School for school based assessment and the VCE Coordinator for VCAA exams.

8.12.1 Extension of Time (or rescheduling of tasks)
An application for extension of time or rescheduling of a task will only be considered prior to the due date and will not be considered in retrospect. If an extension is not granted, the student will be assessed on work submitted/completed by the due date.

**Note:** Application for an extension of time is made to the subject teacher. Approval will be determined by the subject teacher in consultation with the Head of Faculty or Head of School.

8.12.2 Special Arrangements
Special arrangements can be made for students with physical disabilities or impairments. These arrangements may apply to school assessed coursework, School Assessed Tasks and the examinations. Students wishing to apply for special arrangements for VCAA need to complete a Special Arrangements Form obtainable from the VCE Coordinator. The student will be notified of the outcome, which for Unit 3/4 exams is determined by VCAA.

Applications for VCAA Special Provisions must be made through the VCE Coordinator. The College gives no guarantee that applications will be approved by VCAA.

8.12.3 Derived Exam Score for Unit 3 & 4 Exams
A Derived Exam Score may be granted by VCAA if a student is affected by significant hardship when undertaking a Unit 3/4 exam or is unable to sit the exam.

Application is made on the form obtained from the VCE Coordinator. It is the responsibility of the student to initiate application for a Derived Exam Score. The Principal will make final judgement on whether the application is finally submitted to VCAA.

8.13 REDEMPTION OF UNIT RESULTS AND RESUBMISSION OF WORK
Students are expected to complete all tasks set for a subject or unit by the due dates set, unless an extension of time has been granted. If a student fails to satisfy an Outcome for a unit, a Notification of N Result and Application for Redemption form will be sent home. Students wishing to apply for and attempt a redemption task must do so within 14 days of notification, otherwise the N result will be confirmed.

If a student fails an outcome and receives a Notification of N Result and Application for Redemption form and either fails to apply for a redemption attempt, or fails the redemption attempt, a Final Notice of N Result for a VCE Unit letter will be sent home. This letter is ‘red’ in colour. In this case, the student fails the VCE Unit.
Resubmission of work will only apply in situations where an assessment task does not satisfy the Outcome and consequently an N for the unit will result. The original assessment result will apply in terms of reporting to either parents and/or VCAA.

8.14 GROUNDS FOR APPEAL
Students have the right of appeal to the College VCE Panel on decisions about:
- Non-satisfactory completion of a unit
- Special Provision
- Breach of rules.

Students have the right of appeal to VCAA on:
- Breach of rules.

If a student wishes to exercise an appeal they will need to notify the Head of Senior School in writing, keeping in mind dates the College needs to meet with VCAA. The Head of Senior School will then provide details on requirements for lodging the appeal.

8.15 VCE PANEL
Some decisions on VCE issues will be made after consideration by the VCE Panel, which will comprise a number of staff responsible for the following:
- Review and monitoring of student progress, including academic achievement, attendance and promotion.
- Subject selection and change of subjects by students
- Implementation of discipline measures for breaches of rules relating to assessment
- Consideration of applications for Special Provision
- Advising the Principal as to recommendations made with regards to VCE discipline and Special Provision.

The VCE Panel will be chaired by the Head of Senior School and will comprise up to 2 other members of staff as is appropriate.

eg
- Director of Curriculum
- VCE Coordinator
- Head of Faculty
- Subject Teacher
- Home Room Teacher

Students required to be interviewed by the VCE Panel will receive a letter containing details of staff that will be present, time and location of the interview and any other relevant details.
8.16 REFERENCING SOURCES OF INFORMATION

A bibliography is an alphabetical list of any materials used in research to compile a piece of work. It is normally included at the end of the piece of work. Students must cite any direct reference used in their work, usually by including the author, date and page number in brackets, eg (Dunn, 1996 p.46)

The following conventions should be used when compiling the bibliography:

Books: Author’s surname and initials, year of publication, title of publication, title of series (if applicable) volume number (if applicable), edition (if applicable), publisher, place of publication, page number or numbers (if applicable).


Articles in Journals, Magazines or Newspapers: Name of author(s), year of publication, title of article in inverted commas, title of publication, volume and number (if applicable), pages.


Films, TV Video, Audio: Title, format, date of recording, place of recording, publisher, any special credits.

Example: The Comedic Fall (motion picture) 1981, Englewood, New Jersey, Pratfall Releases

Computer Resources: Author’s name (if known), format, program name, date, publisher.


World Wide Web Sites: Author’s name, title of the Web page in quotation marks, title of complete work in italics, date of Web page publication, full http address, date of access.


Interview: Name, date, format, place.

Example: Clinton Bill, 2000, (Phone Call), Melbourne, Vic.

Footnotes: should be noted using a consecutive numbering system with details listed at the bottom of the page.

9. GLOSSARY OF TERMS

**Assessment Task**: A task set by the teacher to assess students’ achievements of unit outcomes (see also *Outcomes*).

**Authentication**: The process of ensuring that the work submitted by students for assessment is their own.

**Australian Tertiary Admission Rank (ATAR)**: The overall ranking on a scale of 0 –100 that a student receives based on his or her *Study Scores* The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for courses.

**Extension studies**: First-year university studies recognised by VCAA are available to VCE students who are very able academically.

**General Achievement Test (GAT)**: This test is done by all students doing a Unit 3 & 4 sequence. It is used by VCAA to check that schools are marking School Assessed Tasks to the same standard and as part of statistical moderation of Coursework. It doesn’t count towards students’ VCE graduation, but the students’ GAT results are reported to them with their *Statement of Results*.

**Graded Assessment**: All VCE studies have three graded assessments for each Unit 3 & 4 sequence. Each study includes at least one examination, with most having Coursework and some School Assessed Tasks.

**Outcomes**: What a student must know, or be able to do, in order to satisfactorily complete a unit as specified in the study design.

**Satisfactory completion**: School decision that a student has demonstrated achievement of the *outcomes* for a unit. Students receive an ‘S’ for the satisfactory completion of a unit. If they do not satisfactorily complete a unit they receive an ‘N’ for it.

**School Assessed Coursework (SAC)**: A school-based assessment which is reported as a grade for either a Unit 3 & 4 sequence or Unit 3 & Unit 4 individually. Coursework assessment consists of a set of assessment tasks that assess students’ achievement of Unit 3 & 4 outcomes.

**School Assessed Task (SAT)**: A school-based assessment for a Unit 3 & 4 sequence and reported as a grade. A school Assessed Task is set by VCAA and assessed by teachers in accordance with published criteria.

**Special Provision**: Special arrangements that are made to allow students who are experiencing significant hardship, the maximum opportunity to demonstrate both what they know and what they can do.

**Statistical moderation**: The process used to ensure that school assessments are comparable throughout the State. It involves adjusting each school’s Coursework Scores for each study to match the level and spread of the combined examination and GAT scores for the students in that school doing that study.

**Study design**: A study design for each VCE study is published by VCAA. It specifies the content for the study and how students’ work is to be assessed. Schools and other VCE providers must adhere to the study designs.

**Study Score**: A score from zero to 50 which shows how a student performed in a study, relative to all other students doing that same study. It is based on the student’s results in school assessments and examinations.

**VCAL**: The Victorian Certificate of Applied Learning

**VCE Certificate**: The Certificate awarded to students who meet the requirements for graduation of the VCE.

**VCE Vocational Education and Training (VET)**: Nationally recognised vocational certificates now integrated within the VCE.

**VTAC**: Victorian Tertiary Admissions Centre acts on behalf of Universities and TAFEs, coordinating the joint selection. It calculates and distributes the *Australian Tertiary Admission Rank (ATAR)*.