

# Swinburne Senior Secondary College

## VCE POLICY 2009

*Please read this document in order to understand your rights and responsibilities with regard to completing the VCE at this college, in accordance with the Victorian Curriculum and Assessment Authority (VCAA) requirements.*

### Satisfactory completion of the VCE

In order to be eligible for the VCE, at least 16 units must be satisfactorily completed including:

- three units from the English group, with at least one unit at Unit 3 or 4 level  
English units may be selected from Foundation English Units 1 and 2, English Units 1 to 4, English (ESL) Units 3 and 4, English Language Units 1 to 4, and Literature Units 1 to 4
- at least three sequences of Unit 3 and 4 studies other than English which may include any number of English sequences once the English requirement has been met.

**Note:** The Victorian Tertiary Admissions Centre (VTAC) advises that for the calculation of the student's Equivalent National Tertiary Entrance Rank (ENTER), satisfactory completion of both Units 3 and 4 of an English sequence is required.

Students are generally required to undertake the following:

<b>Year 11:</b>	12 units (six studies)
<b>Year 12:</b>	10 units (five studies)

### Satisfactory completion of a Unit

The VCAA administrative handbook states that all VCE units require a minimum of 50 hours of class time. A student needs to attend sufficient class time to complete work. Evidence of the completion of work will be in the form of a record of the work completed in class and for homework as well as the satisfactory completion of assessment tasks. Teachers will advise students about the work required at the beginning of each semester.

To satisfactorily complete a unit in any study, students must demonstrate achievement of each of the outcomes for the unit as specified in the study design.

Achievement of an outcome means:

- the work meets the required standard as described in the outcomes;
- the work was submitted on time;
- the work is clearly the student's own;
- there has been no substantive breach of rules.

If all outcomes are achieved, the student is awarded S (Satisfactory) for the unit.

A student may not be granted satisfactory completion if:

- the work is not of the required standard as described in the outcomes;

- the student has failed to meet a school deadline or approved extension of time for the assessment task;
- the work cannot be authenticated;
- there has been a substantive breach of rules including school attendance rules.

If any of the outcomes are not achieved, the student receives N (Not Satisfactory) for the unit. Where a student has completed work but there has been a significant breach of class attendance rules the student may receive N. All students are required to meet the 90% attendance requirement.

## Assessment

Students will demonstrate achievement of each of the outcomes in the units they are undertaking through their performance on the assessment tasks designated for that unit. These tasks will be completed mainly in the classroom, in class time. At the beginning of each unit, students will be given a schedule of SAC dates.

In **Units 1 and 2** outcomes will be assessed using the assessment tasks designated for the unit, S or N awarded, and results reported to the VCAA. The college will give students marks and feedback appropriate to each assessment task and each outcome, including advice on where and how improvements can be made for further learning. Marks will be reported on the end-of-semester reports. Marks are not reported to the VCAA and are not subject to moderation.

In **Units 3 and 4**, Coursework assessment or **School Assessed Coursework (SAC)** describes the most commonly used form of graded assessment used to measure each student's level of achievement based on the assessment tasks designated for the unit. This assessment will take place mainly in the classroom under teacher supervision over a specified period of class time. Coursework scores are forwarded to the VCAA and are subject to statistical moderation. Details of the moderation procedure may be found in the pamphlet *Statistical Moderation of VCE Coursework* which can be accessed on the VCAA website: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au). At the school level students will be given feedback appropriate to each assessment task and each criterion including advice on where and how improvements can be made for future learning.

**School Assessed Tasks (SATs)** are forms of assessment which are undertaken over a longer period of time. SATs occur in studies where students complete a product or folio: Art, Media, Studio Arts, Visual Communication and Design, Design and Technology, Systems and Technology and Food and Technology. The scores for SATs are forwarded to the VCAA and are subject to review based on students' performance on the **General Achievement Test (GAT)** that is held in June. The VCAA will inform students of their level of achievement on School Assessed Tasks. At the school level students will receive regular feedback throughout the duration of the task.

In some studies there are designated assessment tasks that are not scored but are essential for determining S or N.

At the beginning of each unit students will receive information outlining the nature of the assessment tasks for the unit, the criteria for assessment and the dates on which the assessment tasks will occur.

## Attendance at assessment tasks

A student who is absent from an assessment task should contact the school on the day of that assessment task.

Students studying Units 3 and 4 must see the VCE Coordinator (Robert Lewkowicz) immediately on return to school with an explanation for the missed SAC. The SAC grades equate to either 33% or 50% of the overall subject scores but the scores of missed SACs will be withheld from the VCAA until a medical certificate or other official documentation such as a statutory declaration or report from a counsellor is supplied to cover the student's absence. The school may verify this documentation with the practitioner concerned.

Students studying Units 1 and 2 must see their Mentor immediately on return to the school with an explanation for the missed SAC in the form of a medical certificate or note from a parent, which the Mentor will enter on the roll.

Students who do not satisfactorily complete all the criteria for an assessment task may have an opportunity to redeem this situation after consultation with their teacher. This redemption will not change the score for that assessment task but will qualify the student for an S for the outcome.

Satisfactory completion of the above must be undertaken by the student at the **first available opportunity within two weeks of the date of the original SAC**

## Completion of replacement SACs

In order to satisfactorily complete outcomes, students undertaking Units 1 to 4 should immediately see their teachers on return to school to be informed of the date for their replacement SACs. Replacement sessions for Units 3 and 4 SACs will be arranged by the subject teacher regardless of whether a legitimate and documented reason for student absence from an assessment task is provided. Insufficient documentation will result in SAC scores being withheld.

## Extension of time to complete SATs

Students who are unable to complete a SAT by the due date must apply to the VCE Coordinator (Robert Lewkowicz) prior to the due date for an extension of time and must provide a medical certificate or other documentation to support their application. Extensions of up to two weeks from the original date may be granted.

## Authentication of Coursework and Assessment Tasks

In order to meet the requirements for satisfactory completion of a unit, students **must submit work that is clearly their own** and that has not been submitted for assessment in any other unit. Apart from the incorporation of appropriately referenced text and source material, no part of a student's work may be copied from any other person's work.

A student should not accept undue assistance from any other person in the preparation and submission of work. Any material referred to in student work should be attributed to its source.

Teachers will provide opportunities throughout the unit to check each student's work as students proceed through the completion of the assessment tasks. The onus of authenticity rests with the student. Students must show teachers work in progress to demonstrate the authenticity of their work.

If a teacher believes that a student has submitted work which is not his or her own, or that a student is in breach of other rules relating to school assessment set by the college, the teacher should investigate the matter and submit a written report to the Student Managers/ VCE Coordinator, who will then conduct further enquiries as deemed necessary.

The Student Managers / VCE Coordinator will act in an advisory capacity to the Principal, who is responsible for determining what action is to be taken.

The college will have the power to impose any of the following penalties for a substantive breach of the rules:

- make other arrangements for the completion of the Assessment Task
- reprimand a student who has enabled another student to obtain an advantage
- cancel the result in a specific Assessment Task and in effect, cancel the total assessment for the unit concerned.

## **Computer Use**

When students use a computer to produce a work requirement or assessment task it is the student's responsibility to ensure that:

- there is an alternative system available for use in case of computer or printer malfunction or unavailability
- hard copies of the work in progress are produced regularly to meet drafting and authentication requirements
- work is saved onto a back-up file. The back-up file should not be stored with the computer. It is imperative that all work is regularly backed up onto appropriate memory devices at school and at home
- computer errors and problems are NOT sufficient reason for an extension of time to be given to complete a piece of assessment.

## **Attendance and Appeals**

Students are expected to cover all absences with written explanations from parents or with medical certificates.

Students who are persistently late for classes will have every three lates recorded as an absence. This will affect their overall attendance.

A student must attend, for each study, a minimum of 90% of classes. Persistent lateness will affect a student's attendance. Failure to achieve this level of attendance will result in the student's final assessment being considered by a panel consisting of the Assistant Principal, Year Level Student Manager, Student Manager - Welfare and VCE Coordinator.

A student who receives N for a unit due to poor attendance may appeal the decision to the Principal. The student must provide documentation supporting the extenuating circumstances that resulted in the poor attendance. Appeals will only be granted under exceptional circumstances.

## Special Provision

Students who experience some form of *chronic or significant hardship* during the year due to medical, physical and/or other serious reasons can apply for **Special Provision**. VCAA may, depending on the nature of the hardship, allow the school to provide one or more of the following forms of support: extra time for SACs, completing SACs in a separate room, use of a computer or use of a reader and/or scribe. These forms of support may also apply to exams.

It is, therefore, imperative that such significant hardships are well documented. The appropriate documentation must specify the problem, severity, treatment if any, effect on study and dates involved. These should be included in the medical or psychologist's reports the student must provide.

Students wishing to apply for Special Provision should see the VCE Coordinator at the beginning of the School Year.

Year 12 students who will be completing their VCE and who have experienced severe hardship due to personal, health, financial or other reasons, through the whole or part of the year should complete a *SEAS (Special Entry Access Schemes) Application Form* at the end of the year. This form is sent to VTAC and could assist with tertiary entrance. This form will be available from the school or on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au).

