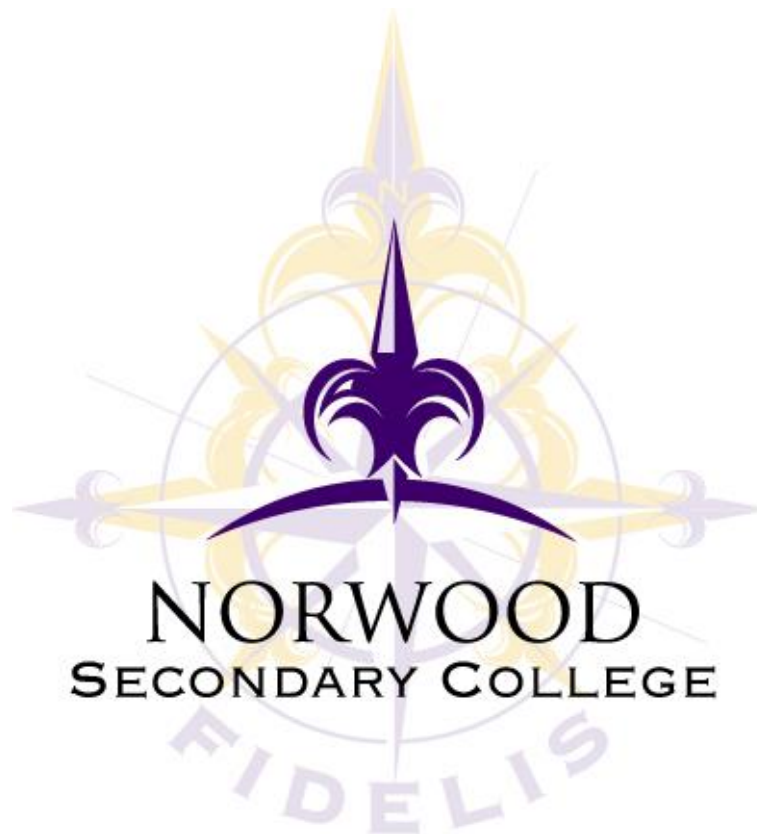


**Norwood Secondary College  
Senior School  
VCE and VCAL  
Policy and Procedures**



**Respect  
Aspiration  
Resilience  
Responsibility**

## **NORWOOD SECONDARY COLLEGE VCE POLICY**

This information is intended for students undertaking the Victorian Certificate of Education (VCE) Units 1-4 and the Victorian Certificate of Applied Learning (VCAL). It provides a range of material that should ensure a clear basis for successfully completing the VCE or VCAL at Norwood Secondary College.

The VCE/VCAL is administered under Victorian Curriculum and Assessment Authority (VCAA) guidelines, which are detailed in a number of VCAA publications including a VCE and VCAL Administrative Handbook and on the VCAA website [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au).

### **GLOSSARY OF TERMS**

ATAR	Australian Tertiary Admission Rank. The ATAR is the primary criterion for entry into most undergraduate-entry university programs in Australia.
SAC	School Assessed Coursework
SAT	School Assessed Task
VCAA	Victorian Curriculum & Assessment Authority. VCAA is the body which administers curriculum in Victorian schools including the Study Designs for VCE and VCAL and which oversees assessment processes across all Victorian schools.
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VET	Vocational Education and Training
VTAC	Victorian Tertiary Admissions Centre VTAC is the body, which administers the application process for tertiary course, scholarships and the Special Entry Access Scheme. VTAC also calculates and issues the ATAR for VCE students.

### **ACHIEVING YOUR VCE**

Most students will complete their VCE over two years. Careful planning of their program of subjects over the two years must occur in conjunction with the Heads of Year Level/Coordinators and Careers Coordinator so that it meets the requirements of the Victorian Curriculum & Assessment Authority (VCAA) as well as any prerequisites for University entry, TAFE, traineeships, apprenticeships, career pathways or for employment.

To achieve the VCE students must satisfactorily complete:

- At least 16 Units.
- At least 3 Units from the English group including Units 3 and 4 as a sequence
- At least three Unit 3/4 sequences in addition to the English sequence

NB: A diagnosed Learning Disorder, or long-term illness may be grounds for a variation to this typical program.

### **ACHIEVEMENT OF OUTCOMES FOR SATISFACTORY COMPLETION OF A UNIT**

For satisfactory completion of a Unit, a student must demonstrate achievement of each of the outcomes for the Unit that are specified in the study design. This decision will be based on the teacher's judgment of the student's performance on assessment tasks designated for the unit. The key knowledge and skills and the Advice for Teachers included in the study design will assist teachers in making this judgment.

The work must be satisfactory for each outcome, not necessarily for each task. Satisfactory achievement of an outcome might be demonstrated in more than one task.

Teachers will also make a judgment on the student's overall performance over the course of the entire unit. A student may not be granted satisfactory completion if:

- The work does not meet the required standards as described in the outcomes
- The student has failed to meet a school deadline for the assessment task
- the work cannot be authenticated
- There has been a substantial breach of rules including school attendance rules (VCAA & VCAL Administrative Handbook).

### **ATTENDANCE POLICY**

All students are required to attend all set classes for their Units. The College VCE & VCAL Attendance Policy is fully supported by the VCAA and requires at least 90% attendance in each class to achieve an 'S' regardless of whether the student has satisfied the coursework outcomes for that Unit or not. If students are not meeting attendance requirements, a student may have the opportunity to attend additional classes to achieve attendance requirements, in consultation with the Head of Year Level.

If a student is absent, the parent should enter the absence on the COMPASS system. If there are any issues that need attention, please contact the Head of Year Level or Year Level Coordinator in the Senior School Office.

All absences need to be approved by parents/carers. A medical certificate is required if a student misses a SAC or SAT due to absence. This needs to be handed in to the Senior School Office upon return to school.

In calculating the semester attendance, approved absences will not count as missed classes. It is not advised that families plan and take holidays during the school term in VCE years. Holiday absences are not approved absences.

### **ABSENCE POLICY IN RELATION TO OUTCOME TASKS (SACs/SATs)**

If a student is absent from an assessment outcome task on the grounds of illness, he/she must provide a medical certificate to the Senior School Office immediately upon return to school. If a student provides such a certificate, the student will be given the opportunity to undertake a different assessment task at a designated time organised by the Senior School.

Where no certificate is provided for the illness, a student will receive a zero for that task. If it is an extended SAC or SAT and a student misses part of the work then they will be graded only on the work done to that point. No extra time will be provided.

The Head of Year Level retains the discretion to decide when a student has been absent on non-medical grounds and that there are genuine and documented reasons for this absence that would entitle the student to an alternative assessment arrangement.

### **ASSESSMENT AND REPORTING OF LEVELS OF PERFORMANCE OF COURSEWORK**

At the beginning of each Unit the class teacher will provide all relevant details about assessment tasks, deadlines and criteria for assessment in writing. In VCE, students and their families will be provided with a College Assessment Calendar showing all assessment periods for SACS/SATS and exams throughout the year.

For Units 1 to 4 inclusive, students will receive an “S” (Satisfactory) or “N” (Not Satisfactory) for each outcome.

All individual coursework scores are statistically moderated by the VCAA. VCAL students will receive a statement of “competent” or “not yet competent” for each of their units of work.

### **ATAR SCORE AND SCALING**

Detailed information on the scaling process and data for each subject is available from the Head of Year Level and Careers and Pathways Coordinator, or on the VTAC website at [www.vtac.edu.au](http://www.vtac.edu.au).

### **AUTHENTICATION POLICY: STUDENTS**

The Authentication Policies and Procedures followed by this College are based on the VCAA Policies and Procedures on Authentication: <https://www.vcaa.vic.edu.au/Pages/HomePage.aspx>. Phones and other communication devices must not be taken into classrooms during a SAC/SAT.

In the case of SACS/SATS, students must sign a disclaimer to acknowledge that all the work that they produce is their own and that students will not disclose any details of the SAC/SAT to other students.

Students who are found to have breached the VCAA Policies and Procedures may be subjected to a VCAA Disciplinary Panel. From this process, if a breach is substantiated, a range of penalties may apply.

### **CAR DRIVERS AND PASSENGERS**

Many VCE students gain their Driver’s Licence and drive to school. Please refer to Student Driving Policy on the College Website.

### **CAREERS INFORMATION**

For further information, please speak to the Careers and Pathways Coordinator or visit the Careers website <https://norwoodcareers.com/>

### **CO-CURRICULAR ACTIVITIES DURING CLASS TIME**

Senior School students taking part in co-curricular activities, (sport teams, musical performances, peer support, coaching, debates etc.), should notify their teachers prior and catch up on any work missed. Students are only permitted to take part in the co-curricular program if they are up to date with their studies. Assessments take priority over co-curricular activities. The Head of Year Level will approve participation.

### **COURSE CHANGES & WITHDRAWING FROM A SUBJECT**

Students are required to submit requests for course changes/subject withdrawal in writing to the Head of Year Level. Please note these requests will be considered but may not be granted, therefore students should ensure they research preferred courses and subject pathways prior to course selection.

### **EXAMS**

Students undertaking Units 1 & 2 subjects will have exams in each subject at the end of each semester. These exams form part of the assessment tasks for each Unit and will be reported upon in the Semester Report to parents.

Students undertaking Units 3 & 4 subjects will have an exam period at the end of the year, plus the GAT exam mid-year. Unit 3 & 4 exam timetables are available from the VCAA website.

There are rules that have been set, by VCAA, to control the conduct of exams. These provide clear information about the materials that can be brought into the exam room, such as approved calculators, dictionaries, etc. The Exam Navigator is an invaluable resource for students and is distributed digitally and in hard copy. It is essential that the rules be read carefully so that students are fully aware of their responsibilities.

VCAA rules clearly indicate that mobile phones are not to be taken into any VCE examination. This also includes school-based SACs. The College accepts no responsibility for the collection or safe keeping of mobile phones at examination times. Ideally, these should be left at home or in lockers.

Students who have three exams on one day in any exam period may apply for special provision to reschedule an exam.

Students should note that it is College policy that students remain in the exam room for the full time of all exams, i.e. and the GAT.

### **GENERAL ACHIEVEMENT TEST (GAT)**

All students undertaking one or more sequences of Units 3 and 4 must sit the GAT. The GAT covers Humanities, Arts, Social Science, Science, Mathematics and Technology. It does not require any specific content knowledge. The test is of a very general nature and students are not required to study for the GAT but it is important that each student does his/her best. It is part of the VCE assessment procedures and it is used to confirm that School Assessed Tasks, Coursework and examinations have been assessed accurately. A statement of GAT results will be mailed to students by the VCAA later in the year, together with their final results.

### **LOST OR DAMAGED WORK**

Lost or damaged work should be reported to the Senior School Office immediately.

### **MENTOR/STUDY PERIODS**

All Senior School students will be required to attend Mentoring sessions. Students will be expected to complete or revise class work, or prepare for SACs/exams or engage in other appropriate quiet private study. On some occasions, students will be notified in advance of the need to attend a meeting during this time where a range of information will be relayed to students.

### **SPECIAL ENTRY ACCESS SCHEME**

If there have been circumstances that have made it hard for students to complete work to the best of their ability, students may consider putting in a special consideration application via VTAC's Special Entry Access Scheme (SEAS). The Special Entry Access Scheme (SEAS) is designed to make sure institutions are aware of a student's full potential enabling them to consider the circumstances students may have experienced and the impact upon their studies when making selection decisions. SEAS also allows institutions to identify applicants from under-represented demographics when making selection decisions for some courses.

The Special Entry Access Scheme (SEAS) allows selection officers to grant special consideration for course entry to applicants but does not exempt students from meeting any of the institutional and course entry requirements. Further information will be provided to students by the Head of Year 12 and Careers Coordinator. SEAS applications are completed by students when they apply for courses through VTAC. Speak to the Head of Year 12 if you believe you meet this criteria.

### **SPECIAL EXAM ARRANGEMENTS**

Students undertaking a Unit 3 & 4 study may submit an application for Special Examination Arrangements, which provides additional support to these students during the GAT and the end-of-year examinations.

According to the Victorian Curriculum and Assessment Authority (VCAA), “students are eligible for Special Examination Arrangements if it can be demonstrated that their capacity to access a VCE external assessment is impaired due to one or more of the following: mental health condition, health impairment, physical disability, specific learning disorder, hearing impairment, vision impairment.”

Applications for Special Examination Arrangements for each student are available in Senior School and must be made through appropriate school staff, be endorsed by the principal and be supported by recent professional and/or other specialist reports and school-based evidence. In each case, there are specific VCAA eligibility requirements that apply. Students who believe they might be eligible for Special Examination Arrangements should speak to their Head of Year Level immediately.

Applications for special provision should be made on the appropriate form available from the Head of Year Level and accompanied by supporting documentation (medical certificates, medical reports, parental letters, reports from social workers or other relevant professionals etc.) It is the responsibility of students and parents to provide all relevant professional documentation and to initiate these applications.

Students who are eligible for special provision are not exempt from meeting the requirements of the VCE or from being assessed against the outcomes for a study.

### **STATEMENTS OF RESULTS AND CERTIFICATES**

Statements of results for students studying Units 3 & 4 will be available for collection from the General Office after results have been released. More information will be provided by the Head of Year Level.

### **STUDY SESSIONS**

Students who have a study session during Period 1 or Period 5 may arrive late or leave early. Students with study sessions during Periods 2-4 are not permitted to leave the College grounds and must work in the Year 12 Common Room or the Library.

### **TERTIARY SELECTION**

The Victorian Tertiary Admissions Centre (VTAC) administers a joint selection system on behalf of Victorian Universities and Colleges of Advanced Education. The Careers Coordinator is available to help all students with inquiries about tertiary entrance requirements.

### **USE OF COMPUTERS**

When students use a computer to produce work for assessment, it is the student’s responsibility to ensure that there is an alternative system available for use in case of computer malfunction. Hard copies of the work in progress should be produced regularly to meet drafting and authentication requirements. Each time changes are made, the work should be saved to a USB/memory stick or similar. Computer or printer malfunction will not be accepted as a reason for non-submission of work by the due date.

### **VCE MOBILE PHONE/ELECTRONIC DEVICES POLICY**

Students should familiarise themselves with this policy. Strict penalties exist for any breaches in SACs and exams.

### **VCE/VCAL PERSONAL DETAILS FORM**

All students studying a Unit 1-4 subject at Norwood Secondary College must complete and sign a VCE or VCAL Personal Details Form, which includes an agreement on the part of the student to abide by VCAA regulations. These are available from Senior School and will be distributed in a mentoring session or at a level assembly. If a student has not completed a VCE enrolment form they cannot be registered with the VCAA. Students must abide by the administrative guidelines and regulations of the VCE & VCAL as set out by the VCAA and where appropriate by the College.

### **VCAL EXPECTATIONS & PROCESSES**

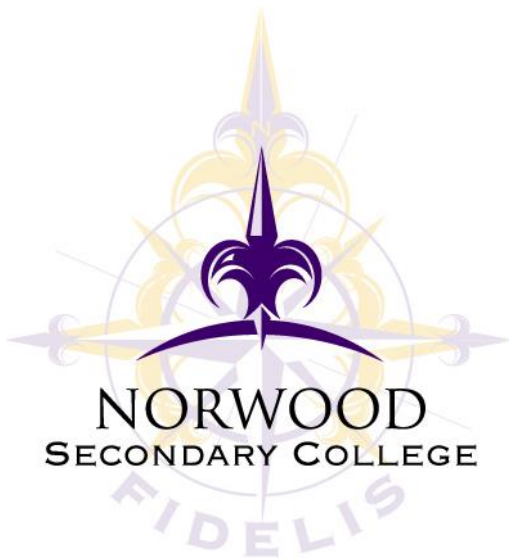
Norwood Secondary College offers VCAL at the Intermediate (Year 11) and Senior (Year 12) levels. Students must complete satisfactory work in four school based strands of learning – Literacy Skills, Numeracy Skills, Work Related Skills, Personal Development Skills and industry specific experience (VET). VCAL provides opportunities for ongoing assessment. This means that students can continue to submit coursework and assessment tasks until they demonstrate competency.

Given that the focus of VCAL is Applied Learning, many of the Learning Outcomes are able to be achieved through participation in, and contribution to, projects. Attendance is therefore essential as it enables students with the opportunities to successfully achieve their Outcomes. It is an expectation and a responsibility of students to apply for and secure work placements.

Students who are not meeting the attendance and VCAL program expectations will meet with their Year Level Coordinator, Head of Year Level and/or VCAL Coordinator to discuss VCAL expectations and strategies to support students in meeting the requirements and expectations. This may involve considering other pathways – TAFE or Apprenticeships/Traineeship.

### **STUDENT AGREEMENT**

All students are required to detach the Student Agreement Form attached to this policy and return it signed to the Senior School Office at the commencement of the school year.



## VCE/VCAL PARENT/CARERS/ STUDENT AGREEMENT

Dear parent/carer

We request that parent/carers and students read the Norwood Secondary College VCE/VCAL Policy and Handbook (located on the College Website). Both the policy and the Handbook contain important information that will help your child have a smooth transition over the next two years. It includes the requirements and responsibilities that will lead to successfully completing VCE/VCAL. Students should also familiarise themselves with the VCAA website:  
<https://www.vcaa.vic.edu.au/Pages/HomePage.aspx>

Students are to return this signed form to the school at the commencement of the school year.

Please feel free to contact Senior School if you have any queries.

✂-----

I/we have read and understand the requirements and responsibilities for VCE/VCAL and agree to abide by the guidelines as set by VCAA and Norwood Secondary College.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/carer Name: \_\_\_\_\_

Parent/carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_