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BHCS’ philosophy is about supporting and encouraging our students to be the best they can be. We believe that our students have God-given abilities and gifts and it is our responsibility to help them discover, develop and flourish in these. We expect all students to aim to achieve their very best.

We aim to offer a broad range of subjects and to encourage students to strive for excellence within their studies. We aim to prepare students for post-school study, employment and participation in a global community.

All Year 11 and 12 students are engaged in courses which lead to either the Victorian Certificate of Education (VCE), or an alternative pathway such as the Victorian Certificate of Applied Learning (VCAL), both of which are issued by the Victorian Curriculum and Assessment Authority (VCAA).

In most areas, the School is bound by VCAA regulations and these have to be more formally implemented than rules which students have experienced in earlier years.

**VCE/VCAL ENROLMENT**

Enrolment in a VCE/VCAL course of study is conditional upon completion of:

- VCE/VCAL Student Personal Details Form
- VCE Subject Selection Form (handed out at Information Night) OR;
- VCAL Application Form (handed out at Information Night)

- VCE Permission to use ATAR Form (for those completing VCE only)
- VCAL Permission for Extended Distribution of Results & Further Education Offers (for those completing VCAL only)
VCE PROGRAM

SELECTING A VCE PROGRAM

The Victorian Certificate of Education (VCE) is the certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education. The VCE provides diverse pathways to further study or training at university or TAFE and to employment.

The best advice is for students to choose studies that:

- They need to get into their desired course/career. (Known as pre-requisite studies – if students are unsure they should aim to do a VCE Maths and a VCE Science subject to keep as many tertiary options open as possible).
- They enjoy.

Students in Year 11 undertake 12 units of study consisting of 6 units in Semester 1 and 6 units in Semester 2. These units may be a mix of Unit 1-2 and Unit 3-4 studies. Students do not need to take sequences of Unit 1 and 2 subjects and there will be an opportunity to apply for (limited) subject change at the end of Unit 1. Students need to ensure that they undertake a Year 11 Program that follows through to a sufficient number of subjects to constitute a full program at Year 12 in the following year. Students in Year 12 undertake 10 units consisting of 5 units in Semester 1 and 5 units in Semester 2. Unit 3 and 4 studies need to be taken as a sequence.

YEAR 11 PROGRAM

Students permitted to do 10 units (5 subjects) in Year 11

Students will be exempted from the requirement to take 6 subjects in Year 11 if:

- they are undertaking additional study such as TAFE or a University subject outside of BHCS (with a minimum of 40 hours of class time per unit). OR;
- they are a Special Needs/Special Provision student. OR;
- they are undertaking a special program outside of school necessitating significant amounts of training and/or competition and/or absence from school (usually refers to elite sport) that could not reasonably be put off until after VCE.

AND their VCE program will not be disadvantaged by the omission of a subject. Year 11 students MUST attend all study periods in the VCE Centre or other school study space as directed, and must check with the Head of VCE & VCAL with regard to permission to leave early or come to school late due to study periods.

There will be a “sign in” book, to record student movements during study periods.

Notwithstanding the above, students are permitted to undertake just 5 subjects at Year 11 only with the permission of the Head of VCE & VCAL.
YEAR 12 PROGRAM

Students permitted to do 8 units (4 subjects) in Year 12

Students will be exempted from the requirement to take 5 subjects in Year 12 if:

- they have already successfully completed 2 x Unit 3-4 subjects in Year 11 with a study score of 35 or above OR;
- they are undertaking additional study such as TAFE or a University subject outside of BHCS (with a minimum of 40 hours of class time per unit) OR;
- they are a Special Needs/Special Provision student OR;
- they are undertaking a special program outside of school necessitating significant amounts of training and/or competition and/or absence from school (usually refers to elite sport) that could not reasonably be put off until after Year 12.

Notwithstanding the above, students are permitted to undertake just 4 subjects at Year 12 only with the permission of the Head of VCE.

For further information on subjects, please navigate to:-

MINIMUM REQUIREMENTS FOR THE AWARD OF THE VCE

The minimum requirement is satisfactory completion of 16 units which must include:

- Three units from the English group, with at least one unit at Units 3 and 4 level.
- At least three sequences of Units 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

THE ENGLISH REQUIREMENT FOR THE AWARD OF THE VCE

The minimum English requirement is three units from English, English Language and English Literature, with at least one at Units 3 and 4 level. Students may enter studies at Units 1, 2 or 3 level.

COMPLETION OF UNITS

In some studies, students are advised to complete either or both Units 1 and 2 before attempting Unit 3, or have equivalent experience, or be willing to undertake some preparation. This advice is published in the study design for each study.

Units 3 and 4 of studies are designed to be taken as a sequence; students must undertake Unit 3 before commencing Unit 4 of that study.

REPEATING VCE UNITS

There are no restrictions on students repeating units, but students may obtain credit once only for each unit.

Students who repeat a unit are required to repeat the full unit, including outcomes specified for the unit as accredited in the year of repetition.
VCE PROGRAM

AWARD OF THE VCE

A student may complete the VCE and be awarded the certificate by satisfactorily completing sufficient units of study according to VCE program requirements. Students must meet the requirements of a study as set out in the accredited study design.

Students are required to demonstrate achievement of study outcomes. For VCE Units 3 and 4, evidence of achievement is collected by the teacher through a range of tasks which include school-based assessments that are designated for the study, and examinations.

A student may still be eligible for the award of the VCE if he/she has not been assessed for levels of achievement in a study and has not sat examinations but has submitted school-based assessments for satisfactory completion of units. In this case, the teacher has judged that the student has achieved the outcomes for a study based on the evidence provided by the student, without assessing for levels of achievement. Where there is no assessment of levels of achievement for any study, a student will not have a study score calculated.

Where no study scores are available, an ATAR cannot be calculated. Absence of Graded Assessments may limit a student’s options for further training, study and work and students should be encouraged to attempt all Graded Assessments, wherever possible.
VCE PROGRAM

AUSTRALIAN TERTIARY ADMISSIONS RANK (ATAR)

The ATAR is the overall measure of a students’ achievement in relation to that of other students. It allows tertiary institutions to compare students who have completed different combinations of VCE studies and is reported as a rank between 0.00 and 99.95 with increments of 0.05.

Calculation of the ATAR is the responsibility of Victorian Tertiary Admissions Centre (VTAC). Information on how an ATAR is calculated is forwarded to students at the end of the year. Further information regarding the calculation of an ATAR score can be found at the VTAC website listed below.

Any queries students have about the ATAR, applications for tertiary courses or selection procedures should be directed to:

VTAC 40 Park Street South Melbourne, 3205
Telephone: 1300 364 133
Website: www.vtac.edu.au

VCE WITHOUT AN ATAR

If a student’s internally assessed scores and/or indicative results predict a UG or not-satisfactory result for external exams, the student may consider not sitting the external exams and instead receive an unscored or non-assessed VCE. This can still constitute a satisfactory VCE “pass”, provided all other outcomes are met, but will not be accredited with an ATAR for university entrance.

Exam results are required for a student to receive an ATAR. The act of not-sitting exams results in the VCE becoming unscored (or non-assessed) and the student receiving the certificate only, without an ATAR.

In addition, any student who arrives at an exam unprepared and without required equipment (notes, writing implements, calculators etc.) may be refused entry to the exam. If extenuating circumstances exist they may apply for a derived exam score.

VCE STUDY SCORES

VCE Study Scores are awarded to students with satisfactory completion of Units 3 & 4 subjects with exams. Study scores do not constitute passes, as this is constituted by completion of sufficient units. Study scores give students a ranking across the state for that year (see reference table).

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VCE ACCELERATION

Many Year 10 students seek to complete Year 11 studies over-and-above those on offer to the whole class. Year 11 students also seek to complete studies a year ahead of level by applying to enrol in a Unit 3 and 4 sequence.

- Acceleration isn’t automatic and is dependent on a previous year’s results
- Applications for acceleration are made to the Head of VCE & VCAL
- Final determinations are made by the Head of VCE & VCAL, the Head of Senior School and the Deputy Principal.

Approval will usually be granted only where the relevant student is achieving solid academic grades (generally a “B+” average or higher) in all subjects. It must be remembered that the apparent advantages of working on advanced material and taking pressure off the following year of study may be compromised by focusing too heavily on the one subject at the expense of all others.

Some students may be permitted to undertake a subject on probation. For students on probation, special requirements will be established with regard to the student’s conduct and performance. Should the student not meet these requirements following a scheduled review, the student will be requested to cease study of the subject.

Parents who are concerned about their child’s performance should contact the relevant teachers and discuss measures to assist the student to maintain an appropriate performance level. Support for students and families, is available through the Head of VCE & VCAL, Careers Advisor, and Head of Senior School.
VCE PROGRAM

GENERAL ACHIEVEMENT TEST (GAT)

WHAT IS THE GAT?
The GAT is a three-hour test of general knowledge and skills in:

- Written Communication
- Mathematics, Science and Technology
- Humanities, The Arts and Social Sciences.

WHY DO STUDENTS HAVE TO SIT THE GAT?
The GAT does not count directly towards a student’s VCE or ATAR, but plays a very important part in a student’s final assessments for the VCE.

GAT results are used to check that a student’s examinations, School-assessed Tasks and School-assessed Coursework have been accurately and fairly assessed.

HOW IS THE GAT USED?

1. Checking School-assessed Coursework results

VCAA applies statistical moderation procedures to each school’s coursework assessments to even out the differences in marking standards that may occur from school to school and final results are comparable across the state and are fair to all students.


2. Checking School-assessed Task results

The GAT is used to check each school’s School-assessed Task assessments and if a school’s assessments for a particular School-assessed Task are significantly higher or lower than would be expected from the students’ GAT scores, the VCAA will send reviewers to the school to assess the work.

3. Checking examination results

Examination marking is rigorous and designed to be fair to all students. VCAA exams are assessed twice, by two different assessors. Where there is further concern, the paper is assessed by a third assessor.

When the assessment is complete, there is a final check to identify any students with scores that are significantly lower than expected. If a student’s examination score is significantly different from the mark predicted by the GAT, the indicative grade given by the school and any other examination or School-assessed Task scores in the same study, the paper will be assessed again by the Chief Assessor’s panel. Scores may go up or stay the same, but will not go down as a result of this final check.

4. Derived Examination Scores

GAT scores contribute to the calculation of a DES if the application is approved.
VCE PROGRAM

GENERAL ACHIEVEMENT TEST (GAT) (CONTINUED)

HOW DO STUDENTS PREPARE FOR THE GAT?

No special study is required for the GAT as it is based on General Knowledge.

Students can get a good idea of the questions by looking at previous GAT papers. Previous GAT papers and answers to multiple-choice questions are available on the VCAA website: www.vcaa.vic.edu.au/pages/vce/exams/gat/gat.aspx

All students enrolled in one or more Victorian Certificate of Education (VCE) Unit 3–4 sequences or VCE VET scored Unit 3–4 sequences, including Victorian Certificate of Applied Learning (VCAL) students, are required to sit the General Achievement Test (GAT).

VCAL AND/OR VCE VET AND THE GAT

Students who are enrolled in a VCAL program in that includes any VCE or scored VCE VET Unit 3–4 sequences will be required to sit the GAT.

If a student is enrolled in a VCAL program, but is not enrolled in any VCE or scored VCE VET Unit 3–4 sequences, they are not required to sit the GAT.
Belgrave Heights Christian School is committed to enabling students to pursue their chosen career pathway and will therefore seek to offer as many timetabled VCE studies as is possible. A number of studies may be unable to be accommodated in timetabled classes, due to insufficient student interest or to staffing and resource limitations. It will therefore be necessary to accommodate other means of study, particularly where studies are compulsory tertiary prerequisites.

**DISTANCE EDUCATION**

Distance Education subjects will only be offered to students who have displayed the much needed discipline to undertake these subjects. A high degree of personal discipline must exist, as no set classes exist for these studies. Students may be able to enrol in correspondence studies in one of a wide range of subjects offered by Distance Education Centre of Victoria, subject to meeting the relevant eligibility criteria and based on the availability of a supervising teacher. The school must approve any such enrolments and may choose to decline an enrolment based on previous reports and assessments. Students will be assigned a Belgrave Heights Christian School supervisor to oversee the completion of all work requirements and to liaise with the Head of VCE & VCAL, as required.

**DISTANCE EDUCATION SUBJECT FEES**

The cost for the study of Distance Education units is quite considerable. For this reason, part of this expense remains payable by families should students decide to withdraw partway through the year. This will be equal to approximately 50% of the subject fee. Most Distance Education subjects cost approximately $800.
VCE PROGRAM

MODIFYING A VCE PROGRAM

If students wish to modify their VCE Program, then the following procedure is to be followed.

WITHDRAWING FROM A UNIT

Consult with the Head of VCE & VCAL to discuss possibilities and then complete a Withdrawal of Subject Form. If the proposed change is agreed to by the Head of VCE & VCAL in conjunction with the Careers Advisor and parents, then the student will have his/her VCE Program updated.

TRANSFER FROM ONE UNIT TO ANOTHER

Consult with the Head of VCE & VCAL to discuss possibilities and then complete a Change of Subject Form. If the proposed change is agreed to by the Head of VCE & VCAL in conjunction with the Careers Advisor and parents, and it is acceptable in terms of timetabling, then the student will have his/her VCE Program updated.

WITHDRAWING FROM VCE

Complete an official School Withdrawal Form authorising the school to withdraw the student from VCE. Students who do not sign an official Withdrawal Form will be given a “J” result (did not complete) for all the Units in which they are enrolled.

The final dates for enrolment variations will be issued to students and parents at the commencement of the school year.
VCE PROGRAM

SPECIAL PROVISION FOR VCE STUDIES

Students enrol in VCE studies with a reasonable expectation of being able to achieve the outcomes of the study design, and to demonstrate their achievement fairly in both the school assessment program and the external examinations.

For each unit a student is generally expected to submit all specified work requirements for each unit.

Special provision can, however be granted in exceptional circumstances. It is intended to allow students who cannot meet all of the regular course requirements the opportunity to satisfactorily complete the unit.

A student is eligible for Special Provision at any time while studying for the VCE if they’re adversely affected in a significant way by:

- Illness (physical or psychological);
- Any factors relating to personal environment;
- Other serious cause; OR;
- Impairment or disability, including learning disabilities.

Supporting documentation MUST be provided for each/any of the above circumstances.

Undocumented circumstances which impact on the submission of work are not in themselves grounds for Special Provision. However, arrangements are applicable for students experiencing severe hardship.

Special Provision will NOT be granted for:

- Absence from school or study without evidence of significant hardship.
- Circumstances affecting students that are of the student’s own choosing.
- The effect of faulty technology in the preparation of work.

It is the student’s responsibility to ensure that:

- An alternative system is available for use in case of computer or printer malfunction or unavailability.
- Work is saved in a backup file each time changes are made. The backup file (USB stick/CD) should NOT be located in the same place as the computer.
- Card copies of work in progress may need to be regularly produced to meet drafting and authentication procedures.

Special Provision will not be granted based on circumstances looking back.

If a student feels that they require Special Provision arrangements to enable them to complete their studies, they should contact the Head of VCE & VCAL who will discuss their eligibility for Special Provision and the type of special provision available.
**VCE PROGRAM**

**VCE SPECIAL EXAMINATION ARRANGEMENTS**

The VCAA recognises that some students with a disability/illness may require Special Examination Arrangements to enable them to access the examination questions and communicate their responses in a timed examination.

Students who believe they might be eligible for Special Examination Arrangements must discuss this initially with the Head of VCE & VCAL. The school must apply to the VCAA by completing the application form including the appropriate supporting medical, psychological and educational documentation. If students have a long-term impairment, their school needs to provide details of the arrangements which have been provided for them at school. The VCAA will not approve Special Examination Arrangements to students who have long-term impairments where there has been no demonstrated requirement for the arrangements at school. Students who have been granted ESL status on the basis of unfamiliarity with the English language are not eligible for Special Examination Arrangements for this reason alone.

Special Examination Arrangements may include, but are not limited to:

- rest breaks
- extra working time (extra reading and/or writing time in addition to the scheduled writing time)
- permission to use assistive technology (e.g. computer)

**DERIVED EXAMINATION SCORES (DES)**

The Derived Examination Score (DES) is calculated by the VCAA and may be used in lieu of an examination result where the student has met the VCAA eligibility requirements for the provision.

The DES is intended for students who are significantly affected by ill health or by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study or where they have been unable to attend the examination due to such circumstances. An examination score in these circumstances is determined by VCAA from the student’s SAC/SAT grades and GAT scores and the teacher’s prediction of the exam grade. Students must have completed the course of study leading to the examination to be eligible for a DES.

The DES is not intended to compensate for learning or achievement that has not been possible because of long term illness or other ongoing conditions that have been present during the year. These circumstances are covered under Special Provision.

If a student is ill in the lead up to or on the day of an examination, even if they are able to attend the examination, or if other personal circumstances affect their capacity to perform in the examination, they should contact the school immediately.

Evidence will be required for a DES application. Information will be handled sensitively and confidentially.
VCE PROGRAM

VCE RESULTS & CHANGES OF PREFERENCE

VCE results are made available to VCE students in mid-December. The Careers Advisor is available to assist with change of preferences via email and appointment until the close of preference late December.

Students will be emailed an offer via VTAC if they have been successful. These start mid-January unless they have been made an early offer.

ENROLLING AT UNIVERSITY

Students must attend the University Orientation (O) day in February to enrol. If students are away on holidays arrangements can be made prior to ‘O’ day to enrol online or to nominate a Proxy.

Every student will need a Tax File number to enrol.
VCAL PROGRAM

The Victorian Certificate of Applied Learning (VCAL) includes components of Vocational Education and Training (VET) and Further Education (FE) qualifications. The School runs the VCAL certificate at Intermediate and Senior level, which recognises completion of a Senior Secondary qualification and primarily prepares students for further studies at the next VCAL level, in the Victorian Certificate of Education (VCE) and in VET and/or employment. VET Training is a compulsory requirement for completion of VCAL certificates at Intermediate and Senior level.

The VCAL qualification aims to provide the skills, knowledge and attributes to enable students to make informed choices about pathways to work and further education. Personal development, students’ interests and pathways for Senior Secondary students, in the context of applied learning, underpin the principles of VCAL.

The VCAL acknowledges these principles by the development of knowledge and:

- employability skills that help prepare the student for employment and for participation in the broader context of family, community and lifelong learning
- skills that assist the student to make informed vocational choices within specific industry sectors and/or facilitate pathways to further learning.

On completion of the VCAL, students will be able to make informed choices about employment or education pathways.

ENTRY TO VCAL STUDIES

There are no formal entry requirements for VCAL studies. The VCAL has been designed to accommodate flexible entry and exit. Students can enter at the appropriate level of VCAL to suit their learning needs, abilities and interests.

Each VCAL unit is 100 nominal hours in length, and each unit that is successfully completed contributes one credit toward the VCAL at the appropriate award level. The nominal hours include both scheduled and unscheduled time.

COMPLETION OF LEARNING PROGRAMS

Each student undertaking VCAL must undertake a learning program that includes development of Literacy and Numeracy Skills, Industry Specific Skills, Work Related Skills and Personal Development Skills. These learning programs are designed to allow students to achieve the required credits and meet all course requirements, while being at the appropriate level.

VCAL STUDENTS UNDERTAKING VCE UNITS

Any student undertaking a Unit 3/4 subject should refer to the VCE Information regarding exams, the GAT and other associated assessment requirements.
VCAL PROGRAM

AWARD OF THE VCAL

A student must successfully complete a learning program that contains a minimum of 10 credits and includes:

- curriculum components to the value of at least one credit for each of the four VCAL curriculum strands
- a minimum of two VCAL units
- one credit for Numeracy
- curriculum components to the value of six credits at the level of the VCAL award (or above), of which one must be for Literacy Skills unit and one for a Personal Development Skills unit.

Students may carry credit forward from the previous award level into the level in which they are currently enrolled. VCE units may be included in the VCAL learning program, to meet the requirement for a minimum of 10 credits. At the VCAL Intermediate and Senior levels, the learning program must also include accredited VET curriculum components to the value of a minimum of one credit in the Industry Specific Skills strand. One credit is awarded on successful completion of 90 nominal hours of accredited VET curriculum. The VCAL program may also contain curriculum components drawn from VCE studies and FE accredited curriculum. One credit is awarded on successful completion of 90 nominal hours of accredited FE/VET curriculum.

Students are awarded S (Satisfactory) or N (Not yet satisfactory) results. The VCAL course does not have graded assessments.

Upon successful completion of the requirements for a VCAL, students will receive a VCAL certificate and a Statement of Results. Successful completion will be certified in July or December in each enrolment year. Additional Statements of Attainment or certificates will be provided by the registered training organisation (RTO) for successful completion of VET or FE curriculum. Students who commence a VCAL program, but do not complete it, will receive a Statement of Results at the completion of each year of study.
VCE, VET & VCAL RESULTS

VCE, VET, VCAL and GAT results are released during the first couple of weeks of December. The dates for this are made available through the VCE Exams Navigator. They will be available by phone, Internet and SMS services.

There will be a ‘Post Results and ATAR Service’ to answer queries that arise after results are released. Dates of availability can be found in the VCE Exams Navigator or via the VCAA website.

More details will be published from October both on the VCAA website and in a flyer sent to schools for distribution to students.

VTAC will send ATAR Statements to students who have lodged an application for tertiary entrance.

To find out more about VCE examination results, a statement of marks can be obtained. Further information is available on the VCAA website at:


PRIVATE STUDY, SUPERVISED LEARNING & FREE PERIODS

Students are required to be in attendance at school at all times during the day, unless special arrangements have been organised and approved, such as Year 12 Early Leaving procedure. Year 11 and 12 students are expected to work quietly in the VCE Centre or Discovery Centre.

Students are required to report to the teacher in charge of private study supervision to have their attendance registered. Students who do not use their private study lessons appropriately, or who fail to report to study lessons, will be required to explain their behaviour.

DEADLINES

The dates specified for completion of class work, course work and other assessment tasks MUST be followed. It is the student’s responsibility to make sure that work is submitted by the due date.

RESPONSE MATERIALS

Students’ response materials and audio recordings remain the property of the VCAA and will not be returned. Response materials may be made available for inspection under certain conditions. LOTE Oral component audio recordings are not available for inspection.
OTHER INFORMATION

AUTHENTICATION & PLAGIARISM

BHCS has in place a policy with respect to authentication and plagiarism. A copy of this is available from the Parent Resource section of the School’s website.

PLAGIARISM

“Plagiarism is the unacknowledged use of another’s words and ideas. Direct quotations must be accurately cited through in-text and end-text referencing. Writing another’s ideas in a student’s own words and/or changing the order of the clauses and/or words is an act of plagiarism unless the author of the original is accurately cited. Plagiarism is a breach of VCE rules.”


AUTHENTICATION

Students must ensure that all unacknowledged work submitted for assessment is genuinely their own. Teachers may consider it appropriate to ask students to demonstrate their understanding of the task at, or about the time of, submission of the work. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules.

For School-assessed Coursework undertaken outside class time, teachers must monitor and record each student’s progress through to completion. This requires regular sightings of the work by the teacher and the keeping of records. It may be necessary for students to complete an authentication form (available on VASS) if a substantial amount of work is completed outside of the classroom.

Breaches for students undertaking Year 11 Subjects or VCAL (Intermediate)

The student involved will meet with the teacher and co-ordinator, where concerns are raised.

- If the student acknowledges the breach, they are to write a letter to acknowledge this.
- Parents will be advised via phone or email
- Student will be asked to re-sit the SAC (School Assessed Coursework), the highest grade that can be received is the lowest pass grade, if the work is of an acceptable standard, an ‘S’ will be awarded.
Students failing to acknowledge perceived breaches or students undertaking Year 12 Subjects or VCAL (Senior)

- Students should be asked to provide evidence that the work submitted is their own and/or was completed in accordance with VCAA requirements. Student may be asked to:-
  - Provide evidence of the development of the work
  - Discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work
  - Provide samples of other work
  - Complete, under supervision a supplementary assessment task related to the original tasks

- If teachers are satisfied and the work is of an acceptable standard the lowest pass grade and an “S” will be awarded.

- If teachers and/or the student are not satisfied then the student may be asked to attend a hearing or complete a test to demonstrate understanding of the work.

- Hearing to be conducted as per Section 11.3 of the VCE and VCAL Administrative Handbook
OTHER INFORMATION

ATTENDANCE & ABSENCES

Students need to attend sufficient class time to undertake the coursework and complete class work and associated assessment tasks. Work done in class time is necessary to allow work to be authenticated.

ATTENDANCE REQUIREMENTS

- Minimum of 90% attendance for all timetabled classes, devotions, excursions and assemblies. Attendance also includes camp, sports days and any other school events timetabled during the course of a school term.
- Punctuality at all times.
- Legitimate absences MUST be reported to the school by a parent, explaining the reason for the absence. This is as per the School’s absence policy stated in the Parent Handbook.
- All VCAL students must also notify their Further Education Training provider (e.g. TAFE), as well as their Work Placement provider.

ABSENCES WITHOUT NOTES

Any absence that is not accompanied by a note of explanation will be considered as an unexplained absence. Please note – the reasons for absences must be legitimate and clearly explained otherwise they will not be approved and consequently will be considered as unexplained absences.

ABSENCES FROM SAT/SAC

In the case of an absence from a class where a VCE assessment work (SAC/SAT) was done, a student must supply a medical certificate.

REASONS FOR ATTENDANCE RECORDS

An accurate record of attendance is required to be kept so that, if a case arises where a student is in danger of failing a Unit because of a breach of attendance rules, the appropriate documentation is readily available. It is also vital that both parents and students have been informed at each stage and as such the following procedures apply:

- If a student has five lessons of unexplained absences in a Unit, an Attendance Unsatisfactory Progress Report is to be sent to parents via email/phone call or letter.
- If a student reaches ten lessons of unexplained absences, a second Attendance Unsatisfactory Progress Report is to be sent to parents.
- If a student reaches 10% absent rate, Head of VCE & VCAL is contacted immediately and a meeting of the VCE Progress Panel is called with the student and parents.

It is the responsibility of the student who is absent to find out what work was covered in the missed classes and what work may have been set in that time.
OTHER INFORMATION

TERTIARY EDUCATION

UNIQUE STUDENT IDENTIFIER (USI)

Everyone undertaking any form of tertiary education is required to apply for a USI. A USI is needed in order to receive qualifications or statement of attainment. Without a USI students will not receive their qualification or statement of attainment.

Further information regarding this can be found at https://www.usi.gov.au/

VTAC SPECIAL ENTRY SCHEME (SEAS)

Be aware that there are special provisions made by VTAC for students who have suffered ill health, emotional trauma or financial hardship during Year 12.

Please refer to http://www.vtac.edu.au/who/seas.html and contact the Head of VCE & VCAL well before the enrolment period if you believe any of these categories apply.
OTHER INFORMATION

KEY WEBSITES

www.vcaa.vic.edu.au -
for all VCE, VCAL and VET information

www.vtac.edu.au -
for information on tertiary entry and the ATAR

www.myfuture.edu.au -
for post-Year 12 advice

https://www.qilt.edu.au/ -
for Australian universities course information

www.studyassist.gov.au -
for information on government assistance for financing tertiary studies

www.humanservices.gov.au -
for student and youth allowance information

www.youthcentral.vic.gov.au -
for a range of information and advice on studying, working and services for young people

www.education.vic.gov.au/about/research/Pages/ontrack.aspx -
students may be contacted about OnTrack, after they leave school

https://vce.atarcalc.com/ -
a website to assist you in calculating your ATAR

Some of this information has been taken directly from the VCE Exams Navigator and VCE and VCAL Administrative Handbook ©VCAA.