Star of the Sea College

VCE Guidelines and Protocols for Senior Students
EXPECTATIONS OF SENIOR STUDENTS AT STAR OF THE SEA

Star of the Sea holds high expectations for all girls undertaking their VCE Course of Studies. As senior students you play a very important role in the life of the College. You will be in a position to provide leadership to the younger girls and they will look to you for example, encouragement and advice. Hence, your approach to life as a VCE student must be positive and demonstrate a dedication to your studies and to take responsibility for your own learning.

VCE is a demanding program and you will develop valuable skills that will support you throughout the rest of your life. You will be encouraged to find a balance between study and involvement in the life of the College and through your active participation will assist in making your final years at Star of the Sea a memorable experience.

Girls must be prepared to devote the required hours to the task and must be in a proper physical state to cope with the many and varied pressures. Attendance at school for the complete school day, particularly morning homeroom is of paramount importance – hence absence due to appointments (eg. driving tests) or extended holidays can only reduce the effectiveness of the overall education program. Such absences from school must be avoided wherever possible.

Students should approach VCE with the intention of making the fullest use of the time provided for study at school and at home. Time at school must be used with care and organisation. The VCE day must begin in a studious and business-like way, with arrival in Homeroom promptly at 8.30am, so that effective preparation for the day can take place.

Absences, late arrivals or requests for early dismissals must be explained in a note from Parents and presented to your Homeroom Teacher or Pastoral Coordinator.

An Early Dismissal Pass will only be issued by your Pastoral Coordinator, upon the presentation of a note or email from your parents.
STUDY PERIODS
All students have at least two study periods allocated in their timetable and a senior study is provided adjacent to the Careers Centre in the West Wing. The school aims to assist girls to develop independent responsibility for personal time management. Girls will be expected to organise and maintain their own personal study routine in those sessions. Whilst a measure of self-determination will be extended, the Year 12 staff reserve the right to outlaw practices that infringe upon the spirit of this initiative. Every endeavour will be made to help students to work for themselves because Tertiary Institutions will expect this from all students, all the time.

Year 11 students are supervised in the Year 11 Study.

PRINCIPLES FOR STUDY PERIODS
1. It is important that students realise that these are STUDY periods and NOT Free Periods: there are NO Free Periods at Star.

2. Study Periods are provided in order to help students cope with the significant workload at Year 12. The atmosphere in each class is to be such that every individual is able to carry on productive work. Students must ensure that they bring sufficient productive work to study periods to fill the available time. Reading through notes is not sufficient.

3. It is compulsory for all girls to remain on the College property during study periods. Girls may study in the Senior Study Centre or the Library. Girls may only use specialist rooms with the direct permission of the relevant teacher.

4. The study room is to be a place of quiet, individual study. Discussion or group work may be done in the appropriate rooms in the Library, the bookable “Conservatory” in the Year 12 Study or the West Wing yard.

5. No food is to be eaten in the Year 12 study. It is also not available to students at lunchtime.

6. iPods may be used, but normal school rules apply to mobile phone use.

7. Year 12 students may study in the café during study periods.

8. Failure to comply with the above guidelines will result in loss of the privilege of finishing early on Day 10.

DAY 10
All Year 11 and 12 girls finish after period 3 (lunchtime) on Day 10. As far as practicable girls should use this time to make appointments, driving tests etc. Day 10 - period 4 may also be used as a detention time for girls who are continually late to school or classes or absent themselves from study periods and/or classes.

The Study Centre and the Library are available for use by Years 11 and 12 who wish to remain at school and study.

NAGLE CAFÉ
Nagle Café is also available for Year 12 students to use a study venue. However, the principles outlined above also apply to the café. Girls who are not using their time effectively in the café will be asked to use one of the other venues.
THE VICTORIAN CERTIFICATE OF EDUCATION

GRADUATION REQUIREMENTS

The Victorian Curriculum Assessment Authority administers the Victorian Certificate of Education. To graduate with the VCE, a student must satisfactorily complete 16 units of study which include:

- Three units of English or English (ESL); or English Language, and Literature with at least one at Unit 3 and 4 level.
- Three sequences of Units 3/4 studies other than English, including VCE VET Unit 3 and 4 sequences.
  (VTAC advises that for the calculation of a student’s ATAR, satisfactory completion of both Unit 3 and 4 of an English sequence is required.)

Generally, Units 1/2 are studied at Year 11, whilst Units 3/4 are generally taken by the Year 12 students. However, it is possible that provided a student achieves a B average across all her Year 10 subjects and an A average in the subject she wishes to study, she may undertake Unit 3/4 studies as a Year 11 student.

The semester units are designed to allow entry at Unit 1, 2 or Unit 3. Unit 3/4 studies must be undertaken as a sequential pair. In the case of some studies such as Languages, Mathematical Methods, Chemistry and Physics, it is highly recommended that Units 1/2 in these areas of study are undertaken before attempting the Unit 3/4 sequence in the same area of study.

VCAA Documentation

The VCAA requires VCE students to fill in certain documents each year. These documents are formulated by the VCAA and are an integral part of the VCE enrolment process.

1. The subject information form provides the information about the subjects you are studying. This information is entered into the VASS system and this constitutes your VCE enrolment in those subjects.

2. The Personal Details form must be filled in for each year of VCE study. It allows you to provide correct and up to date information regarding your name, date of birth and other contact details for your VCE Certificate and for the delivery of your results. This form is also a legal document, which you need to sign agreeing to a number of conditions as set out in the form.

3. Since it is essential that the VCAA has the correct details of your subjects and your personal details you are required to carefully check this information and amend it where necessary twice during the year, once in semester 1 and once in semester 2. Please give this task your full attention.
STUDENT PROGRAMS
The usual VCE student program at Star consists of 23 units – 13 units during Year 11 and 10 units during Year 12 that must include English. A VCE Religion Unit is studied in Year 11, it comprises one unit only completed over the whole year. A school-based Religious Education program is taken at Year 12.

Year 12
It is Star of the Sea policy that all Year 12 girls take 5 studies in their final year of schooling.

Year 11
It is imperative that Year 11 students do not underestimate the importance of Unit 1 and 2 studies. Unit 1 and 2 studies are important in themselves. They contribute to the development of student learning and to VCE graduation requirements. Also they form the basis on which Year 12 studies are based.

EXTENSION AND UNIVERSITY STUDIES
A special program is offered by universities for some VCE students who are very strong academically. Normally, students enrolling in university studies in Year 12 will have demonstrated outstanding achievement and have a VCE study score of 40 or more in the preparatory study. Where students have not had the opportunity to complete the preparatory Units 3/4 sequence prior to enrolment in a university study, a study may be selected on the basis of the Deputy Principal – Teaching and Learning’s evaluation of the student’s Year 11 performance. Enhancement Studies are endorsed by the VCAA to count as a 6th VCE subject. Students will have an increment of usually between 3 to 5.5 points according to the level of achievement.

VCE ASSESSMENT
SCHOOL-BASED ASSESSMENT
For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes as specified in the Study Design. The teacher of the unit makes decisions as to what constitutes “satisfactory completion.” As school-assessed coursework forms part of the on-going learning, feedback will be provided to students on the work being assessed. Students are advised to retain all coursework until end of the school year in case the VCAA wishes to examine the material.

Achievement of an outcome means:

- The work meets the required standard
- The work was submitted on time
- The work is clearly the student’s own
- There has been no breach of rules.

If all outcomes are achieved, the student receives “S” for the unit. If any one of the outcomes is not achieved, the student receives “N” for the unit.

Where a student has completed work but there has been a substantive breach of class attendance, the student may be awarded “N” for Unit 1 or 2, a “J” for Unit 3 or 4. This means the unit is unable to count towards VCE graduation requirements, nor able to contribute to the calculation of the ATAR.

Please note: Mobile phones may not be taken into any school based assessment task or exam.
POLICY FOR SATISFACTORY COMPLETION OF VCE STUDIES
For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for that unit as 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 college has developed a number of policies to enable these judgments to be made as consistently and fairly as possible. A summary of these policies follows. Students and parents should become very familiar with them.

ATTENDANCE
Units 1 and 2: The school-based nature of Unit 1 and 2 studies provides scope for individual schools to set their own attendance requirements. Star of the Sea has determined those students at Units 1 and 2 level must attend a minimum of 90% of all scheduled classes in a unit in order to meet the requirements for satisfactory completion of that unit.

Units 3 and 4: It is important for all students to note that, the failure to meet the 90% attendance requirements set under VCAA regulations may result in the student attracting a “J” result for that unit. In effect, this result equates to non-completion of the unit in question. It is vital that all students note that attendance and punctuality at scheduled classes is regarded as an essential component of satisfactory completion of a unit.

RESCHEDULING OF ASSESSMENT TASKS
Many of the School Assessed Coursework Tasks including Common Tests will be conducted during class time. It is imperative that students attend all these sessions.

If a student is absent from an assessment task and there are no extenuating circumstances with supporting documentation, the student will not receive a score for the task.

Unit 3 & 4
If a student is absent from a SAC she must obtain an application form available on the College Website or from Student Services (a copy is also attached to this document) requesting permission to attempt a re-scheduled task in order to achieve a score. She must complete the form on which a statement is made explaining the reasons for the absence supported by the relevant documentation. This application will be considered by the Senior Studies Coordinator and the subject teacher and the decision will be communicated to the student. A date will be set on which the student is to attempt the re-scheduled task.

Unit 1 & 2
If a student is absent from an assessment task, or part thereof, she will need to provide a medical certificate or other relevant documentation to account for the absence. The student will then be required to complete the task in their next study period unless an alternative arrangement has been made with their subject teacher. Students who do not provide adequate information for missing an assessment task will not be graded for that piece of work and may receive an ‘N’ for the unit. If an ‘N’ is received an alternative task may be completed to receive an ‘S’, but the task will remain ungraded.

ASSESSMENT
VCE units will be attributed to your VCE only upon satisfactory completion of all requirements set for that unit. The granting of an “S” for a unit indicates that you have done so. It is important for students to note that your level of performance in a particular task does have significance. It is not the case that simply completing a piece of work to any standard will suffice. The allocation of an “N” for any outcome will mean a failure of the unit.
FEEDBACK TO STUDENTS
After work is submitted and marked, teachers will provide feedback to students. Appropriate feedback would include:

- advice on particular problem areas
- advice on where and how improvements can be made for further learning.

DISCLOSURE OF SCORES – UNITS 3 & 4
As a part of this feedback students will receive their raw scores for individual coursework tasks. However, it is important to understand that a student’s total coursework score will be subject to statistical moderation and is therefore likely to change. Information explaining the statistical moderation process is given to each student by the VCAA.

Any concerns about the processes should be referred to the Senior Studies Coordinator or your Pastoral Coordinator.

AUTHENTICATION
The VCAA sets down the following rules, which a student must observe when preparing work for assessment by the school.
These rules are as follows:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely her own. Students must only submit for assessment work that is their own. Students are responsible for ensuring that the teacher has no difficulty in authenticating their work. Non-compliance may result in the award of an ‘N’ result for a VCE unit.

2. A student must acknowledge all resources used, including:
   - text, websites and source material
   - the name/s and status of any person/s who provided assistance and the type of assistance provided.

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 (for example, by reading, viewing or note taking), but which has been transformed by the student and used in a new context
   - prompting and general advice from another person or source which leads to refinements and/or self-correction.

   Unacceptable forms of assistance include:
   - use of, or copying of, another person’s work or other resources without acknowledgment, corrections or improvements made or dictated by another person.

4. A student must not submit the same piece of work for assessment in more than one study.
5. A student who knowingly assists other students in a breach of rules may be penalised.
6. A student must sign an 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.
7. A student must sign a general declaration that he/she will obey the rules and instructions for the VCE, and accept its disciplinary provisions.
BREACH OF VCAA RULES
Where student work is unable to be authenticated, or a student breaches VCAA or Star of the Sea College rules, a Breach of Rules Hearing may be required. This is a formal process governed by VCAA regulations.
The Senior Studies Coordinator and the Faculty Coordinator of that subject will investigate any breach of VCE/VCAL rules. The VCAA rules governing the VCE can be found at:

SPECIAL PROVISION
There are four forms of Special Provision for the VCE:
· Student programs
· School-based assessment
· Special Examination Arrangements
· Derived Examination Scores

In each case there are specific eligibility requirements that apply. For student programs and school-based assessment, the school is responsible for determining eligibility and the nature of the provisions granted. For Special Examination Arrangements and Derived Examination Score applications, the VCAA is responsible for determining eligibility and for granting approval.

Student Programs
The purpose of Special Provision in student programs is to help students in defined circumstances to complete the VCE in a reasonable time frame. A student is eligible for this provision if she is significantly adversely affected by illness or other serious cause, or if she is disadvantaged by a disability or impairment. Prolonged absence from school or study is not in itself grounds for special provision. The usual provisions granted in this category may include a three-year VCE, a reduction of units of study.

School-based Assessment
Students are eligible for Special Provision for school-based assessment if they are adversely affected by illness, impairment and traumatic personal and family circumstances. The usual provision granted in this category may include allowing the student to undertake the task at a later date, allowing the student extra time to complete the task, substituting or replacing one task with another task, using technology to complete the task. All these possible provisions have to be dependent on the resources of the College.

Special Examination Arrangements
The College may apply to the VCAA for Special Examination Arrangements on behalf of individual students undertaking Units 3/4 studies. Students are eligible for Special Examination Arrangements if it can be demonstrated that achievement on the examination is adversely affected by accident or sudden onset of illness, personal, family circumstances and long-term impairments. Special examination arrangements may take the form of extra reading time, extra reading time, rest breaks, use of technological aids.

Derived Examination Score
The Derived Examination Score (DES) is calculated by the VCAA and may be used as the student’s examination result where the student has met the eligibility requirements for the provision. The DES is intended for the student who is ill or affected 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.
Students are eligible for a DES if immediately before or during an examination period they can demonstrate that they have been affected by the onset of an illness or experienced an accident or personal trauma that has affected their performance in the examination or has prevented them from attending the examination. “Immediately before” is considered to be within two weeks of an examination period.

**Students who are eligible for Special Provision are not exempt from meeting the requirements for Satisfactory Completion of the VCE, or from being assessed against the outcomes for a study.**

Students do not have grounds for Special Provision if they:
- are absent from school or study for prolonged periods without evidence of significant hardship
- are comparatively unfamiliar with the English language as their only disadvantage
- are affected by teacher absence and other teacher-related difficulties
- are affected by faulty technology in the preparation of work
- misread an examination timetable or an examination paper.

**HOW TO APPLY FOR SPECIAL PROVISION**
The Senior Studies Coordinator is the first point of contact regarding Special Provision.

**Permanent Disability**
The College must be informed in writing of any permanent disability by the end of the second week of the first semester. Medical and/or psychological documentation must be included.

**Extended Absence From School**
The College must be informed in writing far in advance of the proposed absence, or in the case of unexpected circumstances, as soon as reasonably possible. The communication must outline clearly the reasons for the absence (where relevant, accompanied by medical documentation) and be signed by parents. Parents may be requested to attend an interview to discuss the matter.

**Family Problems and/or Ill Health**
The College must be informed in writing of any request for consideration based on these grounds as soon as reasonably possible. The request must be accompanied by documentation from a professional and signed by parents. Parents may be asked to attend an interview to discuss the request.

**SPECIAL ENTRY ACCESS SCHEMES (SEAS)**
SEAS Applications are handled by the Victorian Tertiary Admission Centre (VTAC) for tertiary entrance purposes. Students are eligible to apply for this if they experience continuing personal circumstances, affecting their performance in their Year 12 program. Eligible students are advised to discuss their situation with their Pastoral Coordinator, Counsellors, Senior Studies Coordinator or Careers Practitioner.

**Please note:** Supporting documentation is required when submitting a SEAS application.
TERTIARY ENTRANCE REQUIREMENTS

It is most important at this stage that you become familiar with the procedures for entrance to the various tertiary institutions and faculties. The Victorian Tertiary Admissions Centre (VTAC) is the administrative unit for the selection of students for Victorian Universities and Tertiary Colleges.

Normally, the minimum entrance requirement for all tertiary institutions is the satisfactory completion of the VCE as previously described.

Beyond these minimum requirements, entrance requirements and selection procedures for the various faculties within tertiary institutions vary considerably. Many faculties specify satisfactory completion of prerequisite VCE studies or minimum study score. It is impossible to describe the tertiary entrance procedures here in full, but an outline of the general procedure follows.

For many institutions and faculties, selection is based on an Australian Tertiary Admission Rank (ATAR). Selection into other courses is based on an index of selection criteria such as folio presentation, interview, audition or test, either solely or in addition to the ATAR. The ATAR is derived as follows:

- The global study scores (out of 50) provided by VCAA are used as a basis. Only studies, which have been given a result of “S” for both semesters 3 and 4, are included.
- A scaling procedure is applied to these scores within and between studies.
- The scaled global study scores also known as subject score, of English and the best three other studies (the primary four) are added.
- 10% of subject scores obtained in up to two other studies including Enhancement studies, are added to the total.
- The total is converted to a percentile ranking in 0.05 steps, with the highest possible ranking being 99.95.

The ATAR may be derived from studies taken over any number of years without penalty. Students may take advantage of this by studying a Level 3/4 subject in Year 11. In the calculation of the ATAR, there is no penalty if a Unit 3/4 study is repeated. However, students are advised to check with VTAC to see if they may be adversely affected in the selection process for some competitive courses. Where selection is based on the ATAR, about 80% of applicants will be selected entirely on the ranking. However, in middle band, other factors are used to differentiate applicants, such as examination results, interviews, disadvantages and subjects studied.

You should find out the specific requirements for all courses in which you are interested. Detailed information about tertiary entry is contained in the VTAC Guide. Copies of the Guide are available for perusal in the Careers Centre or see the VTAC website.

THE CAREERS RESOURCE CENTRE

The Careers Centre, located in the West Wing adjacent to the Year 12 Study, offers students a library of up to date careers and course information. Students are encouraged to visit the Centre, borrow material and arrange a time for a personal interview with the Careers Practitioner. Parents are welcome to attend these interviews.

Students may also book the Conservatory Collaborative Learning Space via the link provided on the Careers Centre website. This space is available for students to work in small groups for the completion of specific tasks.

Students are encouraged to listen to the daily bulletin, read the Career News in the college newsletter, and check the Careers Centre website regularly for information on new courses, short enrichment courses, Open Days, information sessions and jobs.
# APPLICATION FOR RESCHEDULING
# OF OUTCOME - UNITS 1 & 2

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Please state below reason/s for this application:

________________________________________________________________________

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Student Signature: ___________________________ Date: ______________________

This application must be accompanied by a doctor’s certificate, or other relevant documentation.

This documentation must be presented to the Subject Teacher.

________________________________________________________________________

APPLICATION:  □ Granted  □ Rejected

Subject Teacher Signature: ___________________________ Date: ______________________

Rescheduled Date for Outcome: ___________________________
APPLICATION FOR RESCHEDULING
A SAC

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Please state below reason/s for this application:

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Student Signature: ___________________________ Date: ________________

This application must be accompanied by a statement completed by the student’s doctor, treating specialist or other relevant professional.

This documentation must be presented to the Senior Studies Coordinator.

APPLICATION:  ☐ Granted    ☐ Rejected

Senior Studies Coordinator: ___________________________ Date: ________________

Subject Teacher: ___________________________ Date: ________________

Rescheduled Date for SAC: ___________________________

Parent Signature: ___________________________ Date: ________________
I hereby authorise Dr/Ms/Mr/Mrs _____________________________ to release my personal/medical information to Star of the Sea College.

Student’s Signature: ________________________________

Student’s Name: ___________________________________

Student’s Address: _________________________________

Date of Birth: __________________________

Date of Diagnosis: ____________________________

Diagnosis (if appropriate): __________________________________________________________________

Please describe the impact of the illness/condition/situation on the student.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please specify level of impact:

☐ None  ☐ Mild  ☐ Moderate  ☐ Severe

Other comments:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Name of doctor/treating specialist/other professional: ________________________________

Profession: ____________________________ Telephone No.: ____________________________

Fax No.: ____________________________

Place of Work: ____________________________ Ref. / Provider No. ____________________________