

Star of the Sea College



VCE Guidelines and Protocols for Senior Students 2018

EXPECTATIONS OF SENIOR STUDENTS AT STAR OF THE SEA

Star of the Sea College has high expectations for all students undertaking their VCE (Victorian Certificate of Education)/VCAL (Victorian Certificate of Applied Learning) studies. As senior students you play a very important role in the life of the College, as you are in a position to provide leadership to younger students, offering both encouragement and advice. Your approach to life as a VCE/VCAL student must be positive, demonstrating dedication to your studies and responsibility for your own learning.

Both the VCE and VCAL programs are demanding of you, as they allow you to develop valuable skills that will support you throughout your life. You will be encouraged to find a balance between study, involvement in the life of the College and your outside of school commitments.

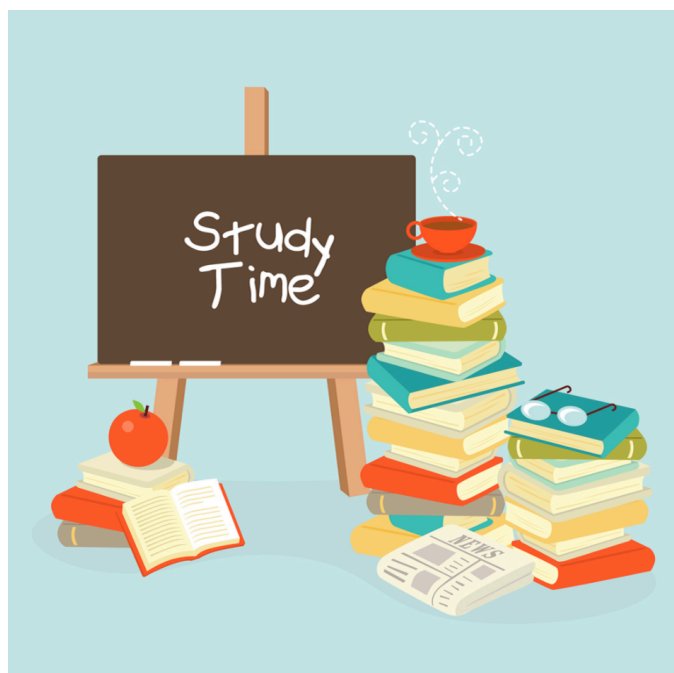
Students need to be prepared to devote themselves to the requirements of a two year certificate. Attendance at school must be given the highest priority – the VCAA (Victorian Curriculum and Assessment Authority) itself sets minimum requirements for the amount of contact hours required for each subject. Appointments, where possible, should be arranged outside of school hours (and a medical certificate supplied when this is not possible), and in-term holidays can create issues in regards to meeting minimum subject requirements.

Please note: The day commences with period 1 at 8.30am.

This means being ready for period 1 at 8:30am. Arrive at school by 8:20am to ensure you have enough time to go to your locker and organise your day.

Absences, late arrivals or requests for early dismissals must be explained in a note from parents and presented to your Mentor Teacher or Pastoral Leader. If you are absent due to illness on the day of a SAC or Outcome, the College needs to be contacted by 8:00am to ensure rescheduling processes can be put into place promptly.

An Early Dismissal Pass will only be issued by your Pastoral Leader, upon the presentation of a note or email from your parents.



STUDY PERIODS

Year 12 students have eight study periods allocated in their timetable and numerous rooms with an allocated teacher are timetabled to ensure students are able to effectively use these times to assist in their education. During this time, students are encouraged to develop independent learning strategies, and understand personal time management. Students will be expected to organise and maintain their own personal study routine, which can be mirrored in their out-of-school study and revision program.

PRINCIPLES FOR STUDY PERIODS

1. It is important that students realise that these are **STUDY** periods and **NOT** Free periods: students should always be prepared with appropriate homework, study or revision for these periods.
2. Study periods are provided in order to help students cope with the significant workload at Year 12. The atmosphere in each study period is to be such that every individual is able to carry on productive work.
3. Students must ensure that they have their names marked off at the start of every study period. Students missing study periods will be followed up.
4. It is compulsory for all students to remain on the College property during study periods.

DAY 1 AND DAY 6 – PERIOD 5

Day 1 and Day 6 contain a common study period for all Year 12 students. There is a published calendar which outlines what has been scheduled for these periods. These periods will be used for common SACs (e.g. English and Mathematics), for information sessions and for trial exams (such as the GAT).

Year 12 students are expected to attend every Day 1 and Day 6 session which is linked to their program.

THE VICTORIAN CERTIFICATE OF EDUCATION

GRADUATION REQUIREMENTS FOR VCE

The Victorian Curriculum Assessment Authority administers the Victorian Certificate of Education. To graduate with the VCE, the minimum requirement is satisfactory completion of 16 units, which must include:

- Three units from the English group (either English, English as an Additional Language (EAL) or Literature), including a Unit 3/4 sequence, and
- At least three sequences of Unit 3/4 studies other than English (this may include any number of English sequences once the English requirement has been met), including VCE VET Unit 3/4 sequences.

In order to receive an ATAR (Australian Tertiary Admission Rank), satisfactory completion of a scored Unit 3/4 English group 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, that student may undertake one Unit 3/4 study as a Year 11 student.

The semester units are designed to allow entry at Unit 1, 2 or Unit 3. However, Unit 3/4 studies must be undertaken as a sequential pair. In the case of some studies such as Languages Other Than English, Mathematical Methods, Specialist Mathematics, 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.

THE VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

GRADUATION REQUIREMENTS FOR VCAL

The Victorian Certificate of Applied Learning (VCAL) is a hands-on alternative to the Victorian Certificate of Education (VCE). The VCAL gives you practical work-related experience, literacy and numeracy skills as well as the opportunity to build personal skills important for life and work. Like the Victorian Certificate of Education (VCE), VCAL is an accredited secondary certificate.

Accredited modules and units are selected from the following four compulsory strands:

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills

There are three entry levels for the VCAL: Foundation, Intermediate and Senior. At the Intermediate and Senior levels, the learning program must also include accredited VET curriculum. To graduate as a VCAL student, the learning program must contain a minimum of 10 credits, including:

- Curriculum components to the value of at least one credit, each of which can be justified against the purpose statement for each of the four VCAL curriculum strands,
- A minimum of 2 VCAL units,
- One credit for Numeracy Skills, and
- The value of six credits at the level of the VCAL award, two of which must be for Literacy Skills and Personal Development Skills.

VCE rules and guidelines throughout this document also apply to VCAL students

VCAA Documentation

The VCAA requires VCE students to understand, fill in and check a number of different documents each year. These documents are formulated by the VCAA and are an integral part of the VCE process, as they help VCAA manage enrolments:

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 VCE and VCAL Student Personal Details Form needs to be completed and checked for every year that a student is enrolled to study their senior certificate. This form needs to be checked to ensure personal information is correct and up-to-date. The details are used for your completion certificate and delivery of results. This form takes on the status of a legal document, as you need to sign it and agree to a number of conditions set out on the form itself, including granting permission to the VCAA to publish aspects of your completed work.

These details are required to be checked by all enrolled students twice a year, once during Semester 1 (Unit 1 or 3) and also during Semester 2 (Unit 2 or 4).

STUDENT PROGRAMS

The usual VCE student program at Star of the Sea College consists of 23 units:

- ⇒ 13 units during Year 11 (English + 5 other subjects, with a single VCE Religious Education Unit with less fortnightly contact hours studied across the year), and
- ⇒ 10 units during Year 12 (English + 4 other subjects, with designated study periods). A school-based Religious Education/Retreat program is taken by all students at Year 12.

Year 12

It is Star of the Sea policy that all Year 12 students take 5 studies in their final year of schooling regardless of whether or not they have completed a Unit 3/4 study in Year 11.

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 contribute to the development of student learning and to VCE graduation requirements. Also they build knowledge of content and prepare you for the rigours of Year 12.

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 receive an increment (of usually between 3 to 5.5 points according to the level of achievement) which is calculated as a part of your ATAR.

VCE ASSESSMENT

SCHOOL-BASED ASSESSMENT

Satisfactory completion of each unit at VCE level is achieved not only on completing the minimum number of contact hours, but also when a student can demonstrate acquisition of the required knowledge and skills for outcomes specified in each subjects' Study Design. The teachers of each unit make the decisions as to what constitutes "satisfactory completion". As school-assessed coursework forms part of 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 and can be authenticated
- There has been no breach of rules.

All outcomes must be achieved, in order for the student to receive "S" for the unit. If any one of the outcomes is not achieved, the student receives "N" for the unit.

POLICY FOR SATISFACTORY COMPLETION OF VCE STUDIES

1. ATTENDANCE

Units 1 and 2: Star of the Sea College has determined that students studying at Unit 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: Failure to meet the 90% attendance requirement may result in the student attracting a non-complete result for the unit in question. Attendance and punctuality at scheduled classes is regarded as an essential component of satisfactory completion of a unit.

2. RESCHEDULING OF ASSESSMENT TASKS

Many of the School Assessed Coursework tasks including Common Tests will be conducted during class time. For Unit 3/4 studies, some larger subjects will schedule SACs for Day 1 and Day 6 Period 5 sessions. It is imperative that students attend all relevant sessions.

If the rescheduling of a task is necessary for either a Year 11 Outcome or a Year 12 SAC, the student will be required to complete the essential paperwork (available on the Senior Studies page and as an Appendix at the end of this document) This rescheduling will then be completed during a Wednesday after-school session (3:30pm-4:40pm in Rooms 204/205). In cases where students do not provide adequate information for missing an assessment task, or do not complete the assessment task to a satisfactory standard, or it is submitted late, the piece of work in question will not be graded, and may receive "N". Students who appeal such a decision may be able to have the "N" changed to "S", however, the task itself will still not be graded, which will impact their final study score at Year 12 Unit 3/4 level.

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 (and risk "N" for the unit), which may negatively impact their study score for the subject, and therefore (at Year 12), the calculation of their ATAR.

FEEDBACK TO STUDENTS

After work is submitted and marked, teachers will provide feedback to students.

Appropriate feedback could include:

- areas of achievement of specific skills and knowledge,
- advice on particular problem areas, and/or
- advice on where and how improvements can be made for further learning.

Results for tasks are posted in real time in your student profile in SIMON, and are available to parents via the parent portal, PAM. In most cases, it would be appropriate for teachers to 'turn over' your work in a two week period (longer during peak periods of assessment).

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. There will also be information sessions for students to explain this process in more detail.

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

AUTHENTICATION

The VCAA sets down the following rules in regards to authentication, which must be observed by all VCE/VCAL students:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely her 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. Students are expected to sign an authentication notice on each of their SACs/Outcomes acknowledging that the work completed is their own.
3. 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.
4. 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.

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

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

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 Leader and the Faculty Leader of that subject will investigate any breach of VCE/VCAL rules.

Further details in regards to the VCAA rules which govern the VCE can be found at:

<http://www.vcaa.vic.edu.au/Pages/schooladmin/handbook/2018/index.aspx>

In cases where students are potentially in breach of the VCAA rules, they will be given written notification to attend a meeting to explain the circumstances of the breach.

SPECIAL PROVISION

Special Provision is available to students completing the VCE or VCAL for:

- Classroom learning,
- School-based Assessment, and/or
- External assessments.

Students may be eligible for Special Provision if, at any time, they have been adversely affected in a significant way by:

- Acute or chronic illness (physical or psychological)
- Factors relating to personal circumstance
- An impairment or disability, including learning disorders.

Special Provision does not preclude students from completing all school work related to achieving satisfactory completion of units.

Integration funded students may not meet the eligibility requirements for Special Provision.

There are specific eligibility requirements for each type of provision.

Further details of these are also available in the VCE and VCAL Administrative Handbook 2018 (link above).

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, or
- misread an examination timetable or an examination paper.

For all external assessment, including VCE examination, the GAT and oral presentations, the VCAA is responsible for not only determining eligibility, but also granting approval for Special Examination Arrangements and the Derived Examination Score (DES).

SPECIAL ENTRY ACCESS SCHEMES (SEAS)

SEAS Applications are different to Special Provision, and 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 Leader, Counsellors, Senior Studies Leader or Careers Counsellor.

Please note: Supporting documentation is required when submitting a SEAS application.

SEAS Applications form part of the application to universities/private providers/TAFE, which will occur in the second half of 2018.

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, now located in the Library corridor, 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 Leader, Mr Weegberg. Parents are welcome to attend these interviews.

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.



STAR OF THE SEA COLLEGE

UNITS 3/4

APPLICATION FOR RESCHEDULING A SAC

NAME:	MENTOR GROUP:
SUBJECT:	TEACHER:

Please state below reason/s for this application

OR tick for **SCHOOL EVENT**

Name of Teacher supervising the event: _____

Student Signature: _____ **Date:** _____

Parent 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 and the Senior Studies Leader.

Subject Teacher Signature: _____ **Date:** _____

Senior Studies Leader Signature: _____ **Date:** _____

APPLICATION: **Granted** **Rejected**

RESCHEDULED DATE for SAC: _____



STAR OF THE SEA COLLEGE

UNITS 1/2

APPLICATION FOR RESCHEDULING AN OUTCOME

NAME:	MENTOR GROUP:
SUBJECT:	TEACHER:

Please state below reason/s for this application

OR tick for SCHOOL EVENT

Name of Teacher supervising the event: _____

Student Signature: _____ **Date:** _____

Parent 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 and the Senior Studies Leader.

Subject Teacher Signature: _____ **Date:** _____

Senior Studies Leader Signature: _____ **Date:** _____

APPLICATION: **Granted** **Rejected**

RESCHEDULED DATE for OUTCOME: _____