Salesian College Rupertswood

Community

VCE VCAL VET

Learning

Administrative Handbook

Faith

Excellence

‘A Faith Community committed to Excellence in Learning’
Abbreviations used throughout the Handbook:

ATAR       Australian Tertiary Admission Rank
DES        Derived Examination Score
GAT        General Achievement Test
SAC        School-assessed Coursework
SAT        School-assessed Task
SBAT       School Based Apprenticeships and Traineeships
VCE        Victorian Certificate of Education
VCAA       Victorian Curriculum and Assessment Authority
VCAL       Victorian Certificate of Applied Learning
VET        Vocational Education and Training
VTAC       Victorian Tertiary Admissions Centre
School Vision

Salesian College is an inclusive and welcoming Catholic Faith Community in the spirit of St John Bosco. Here at ‘Rupertswood’ we take pride in our unique heritage and environment. We value engagement and excellence in learning for a life committed to making a difference in our world.

We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.

We strive for engagement in LEARNING for which we are collectively responsible.

We promote the pursuit of EXCELLENCE in all aspects of life.

We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

‘A Faith Community committed to Excellence in Learning’

Saint Don Bosco
The information in this booklet is designed for parents of Year 11 and 12 students and students undertaking a VCE subject in Year 10. It covers important information about VCE studies and should be read in conjunction with the notes contained in the Senior School diary. This booklet is intended to provide background information so that parents may understand the structure of the VCE.

By offering a large range of VCE studies, Salesian College aims to cater for the needs and aspirations of a very wide range of students. This breadth of curriculum maximizes the options open to students whether their chosen pathway is to University, TAFE Colleges or directly to employment.

Furthermore, the very supportive and yet challenging environment which students experience encourages them to develop both academically and personally.

It is recommended that this booklet be retained for reference as necessary over the coming two years.

As a requirement by the Victorian Curriculum Assessment Authority (VCAA), the College is to communicate with students in writing the VCAA’s rules and Salesian College’s responsibilities. This handbook outlines the rules and responsibilities of students undertaking the VCE.

Students and parents are encouraged to address any questions about these matters to a member of Staff from the Bosco Campus. Good luck as you embark on this journey with your child.

Mr Michael Horne
Bosco Campus Director
Consultation & Dates

STAFF WHO CAN DISCUSS YOUR VCE

Mr Michael Horne
Year 10 - 12 Campus Director

Ms Jillian Davis
Applied Learning Leader

Mrs Denise Carabott
Bosco Campus Administration & VASS Administrator

Mr Peter Krausz
Pathways Co-ordinator

Ms Jodie FitzGerald
Deputy Principal - Learning

Ms Elaine Dugdale-Walker
Deputy Principal - Students

Ms Mary-Anne Godfrey
Family Counsellor

Bernie Monagle
School Counsellor

Laura Spencer
Youth Worker

IMPORTANT VCE DATES

Term 1:
29 January       Year 10 commence
1 February       Year 11 & 12 commence
10 February      VCE Information Night (Michael Carr- Gregg)

Term 2:
25 April         Last day to withdraw from a Unit 3/4 sequence
30 May - 5 June  Year 11 Exams
7 June           GAT
14 June          Semester 2 begins (Units 2 and 4 commence)
14-24 June       VCAL Work Placement Weeks

Term 3:
July             VCE Information Night
26 July          VCAL Pathways Information Night 2016
August           Year 10 - 12 Subject Selections Due
30 & 31 August   Parent Teacher Interviews
5 - 16 September VCAL Work Placements
15 September     English & English Language Year 12 Practice Exam
26 - 29 Sept     Year 12 Practice exams Unit 4

Term 4:
5 October to..... Oral and Performance Exams Commence
28 October       Year 11 & VCAL Classes conclude
17 October       Final day for Year 12
18 October       Year 12 Graduation Mass (Stadium)
26 Oct - 16 Nov  Unit 4 exams
2 Nov - 11 Nov   Unit 2 exams
November         Transition Interviews
11 November      Year 11, 2017 Information Night
15 - 17 Nov      Year 12, 2017 Retreat
21 Nov - 29 Nov  2017 Step up program
18 November      Year 12 Graduation Dinner
30 November      College Award Ceremony
12 December      VCE Results and Year 12 BBQ (12noon)
To be awarded the VCE, a student must successfully complete at least 16 units of study. Generally, students complete 20 - 24 units throughout years 11 and 12. These are comprised of Unit 1 and/or Unit 2 studies, which may be undertaken as single units, and Unit 3 and 4 studies, which must be taken as a sequence of units. A unit is generally completed in one semester. To satisfactorily complete each VCE unit of study, students need to satisfactorily complete each Outcome within that study. Satisfactory completion of each outcome is demonstrated by meeting the criteria as outlined in the VCAA study design guides and obtaining a mark of 50% on assessment tasks.

Students will undertake a balanced program over two years, including:

- satisfactory completion of at least 3 units from the English group of studies
- note that in order to achieve a study score, and hence the compulsory contribution to the ATAR for Tertiary Entrance purposes, both Units 3 and 4 must be satisfactorily completed
- at least 3 sequences of Unit 3 and 4 studies other than English, although another study from the English group may be selected
- VCAA approved VET programs, as well as accredited VET programs with sufficient block credit and School Based Apprenticeships, contribute a Unit 1 – 4 sequence towards the completion of the VCE
- note that there is no limit to the number of VET programs completed that can contribute to the VCE

At Rupertswood, students usually undertake up to 12 units at Year 11 level (Units 1 & 2) (including two Religious Education units) and 10 units at Year 12 level (Units 3 & 4). Students who undertake unit 3/4 studies in Year 11, and perform well in those subjects, may apply to study University Enhancement Studies in Year 12. Students who are interested in completing enhancement courses must register their interest with the Director - Bosco Campus. The Director and the Deputy Principal – Learning will then meet with these students and discuss eligibility, prior grades will be taken into account. Approved applicants will be then be enrolled into the appropriate course via the Pathways Department at Salesian College.
# VCE & VET Subjects

## English Learning Area
- English: 1-4
- Literature: 1-4
- Language: 1-4

## Humanities Learning Area
- Accounting: 1-4
- Business Management: 1-4
- History 21st Century: 1-2
- Australian & Global Politics: 1-4
- History Revolutions: 3-4
- Legal Studies: 1-4
- Economics: 1-4

## Languages Learning Area
- Italian: 1-4
- Japanese: 1-4

## Science Learning Area
- Biology: 1-4
- Chemistry: 1-4
- Physics: 1-4
- Psychology: 1-4

## Physical Education Learning Area
- Health & Human Development: 1-4
- Outdoor & Environmental Studies: 1-4
- Physical Education: 1-4

## VET Studies
- Agriculture: 1-4
- Sport & Recreation: 1-4
- Furnishing: 1-4
- Music: 1-4
- Interactive Digital Media: 1-4

## Arts Learning Area
- Art: 1-4
- Dance: 1-4
- Drama: 1-4
- Media: 1-4
- Music Performance: 1-4
- Visual Communication & Design: 1-4
- Studio Arts: 1-4

## Mathematics Learning Area
- General Mathematics: 1-2
- Further Mathematics: 3-4
- Mathematical Methods: 1-4
- Specialist Mathematics: 3-4

## Technology Learning Area
- Food & Technology: 1-4
- Product Design & Technology: 1-4
- Textiles & Wood: 1-4
- Computing: 1-2
- Computing Software Development: 3-4
- Computing Informatics: 3-4

## Religious Education Learning Area
- Religion & Society: 1-4
- Text & Traditions: 1-4
VCAL, SJBPP & VET

VCAL is a Senior School Certificate designed to sit alongside the VCE, providing additional pathways for Year 11 and 12 students seeking vocationally oriented career options such as apprenticeships, traineeships, further education and training or moving onto employment.

Students cannot complete the VCE Certificate while undertaking the VCAL.

Those considering VCAL are usually:
- Students who are seeking a vocational pathway on completion of school.
- Students who learn best when learning is practical, experiential, ‘hands on’ or ‘applied’.
- Students who are less suited to academic learning.

VCAL provides students with a more flexible approach to their education and training. It aims to provide the skills, knowledge and attitudes to make informed choices regarding work and further education. Personal development and the use of individual student interests are important components of the VCAL.

VCAL is governed by VCAA and your enrolment details and results are recorded on the VCAA's central database - VASS.

There are three levels of VCAL - Foundation, Intermediate and Senior. Salesian College offers both the Intermediate and Senior level.

The **St John Bosco Pathways Program (SJBPP)** can prepare students for an early introduction into VCAL, beginning in **Year 10**. It is an alternative, vocationally oriented program for Year 10 students. Students are able to apply for this program.

NB: The most common program for an SJBPP or VCAL student will involve them being at school 4 days per week and accessing VET one day per week. Structured Work Placement takes place in the last two weeks of each term.

**Vocational Education & Training (VET)**

VCE & VCAL students have an opportunity to select from a wide range of TAFE Certificates whilst they complete their senior program.

VET subjects are optional for VCE students but are mandatory if undertaking the VCAL program. VET is a two year program that provides an opportunity for students to achieve a nationally recognized qualification that is scored. This means that VET subjects are an industry based, applied learning option that have a study score that contributes towards the ATAR.

Apart from VET Certificates, students may undertake training as part of an apprenticeship. These are called School Based Apprenticeships (SBA's). SBA's involves the student undertaking the VCAL program as well as being employed part-time and undertaking a nationally recognized qualification. In most cases it is only possible for a VCAL students to have days off school to work. An SBA is a great option for those students who already know the industry they want to work in but are not quite ready to leave school.
Expectations

Subject Teacher

- set work in accordance with the specifications set out in each Study Design
- provide specific timelines, related to work, that needs to be submitted or undertaken in class
- keep an attendance record for each lesson
- authenticate that students' work is their own

Students

- sign a VCAA declaration that their personal details are correct
- responsible to ensure their enrolment in VCE/VCAL subjects are correct.
- attend classes punctually
- bring all relevant equipment
- submit work that is clearly their own and represents their best effort
- produce work that meets the required standard
- submit all work on time

Parents

- Support their child with the completion of all required tasks
- Endeavour to provide an area at home conducive to study
- Support the College with all fundamental school rules and expectations
- Support the College in its application of all VCAA related guidelines
- Communicate any areas of concern promptly to the relevant teacher or school leader

Part Time Work

Salesian College views students taking on part time work as a positive activity which will assist them in developing their understanding of the world of work. However, the College believes that the amount of part time work hours undertaken by a student must be maintained at a moderate level and not to interfere with their studies.

The College recommends that students take on no more than 10 hours per week of part time work.

The College can not make any allowances for submission of overdue work or homework due to part time work commitments.
Grading Performance

VCE Units 1 and 2

In units 1 and 2 assessment is based on internally set school work. Salesian College provides a percentage % mark for Assessment Tasks which will indicate how well each student has performed in each outcome. These assessments provide a useful record for each student and introduce the way in which assessment will work in Units 3 and 4.

Students are assessed at 50% being the pass mark for an assessment task. An ‘S’ is awarded to a unit if a student demonstrates that they can meet the criteria. Any grade below 50% is recorded and the student has the opportunity to resit the task to obtain above 50% to be awarded an ‘S’ (Satisfactory).

VCE Units 3 and 4

In units 3 and 4, assessment is based on both school assessed course (SAC) work and externally set examinations.

School assessed coursework (SAC) is made up of a percentage given for the school assessed coursework. School assessed coursework comprises a number of assessment tasks designed to assess the unit learning outcomes.

A small number of studies have School Assessed Tasks (SAT).

Students overall achievements for each study will be calculated and reported as a study score on a scale of 0 to 50. In order to qualify for a study score, a student must have an ‘S’ for units 3 and 4 in that study.

The study score indicates how the student performed in relation to others who undertook the study. Study scores of 23 - 37 indicate the student is in the middle range. The maximum study score is 50.

Student study scores are used to calculate an ATAR for Tertiary selection purposes.

ATAR (Australian Tertiary Admission Rank)

With more than 40,000+ VCE students applying for the 2650+ TAFE and University Courses offered each year, (and with the demand for courses greater than the supply of places) a ranking system is necessary.

The Victorian Tertiary Admissions Centre (VTAC) assists Universities and TAFE Institutions by calculating this rank for all successful VCE applicants. It does this by converting your Victorian Curriculum and Assessment Authority (VCAA) results.

The ATAR is a ranking based on all people of a comparable age who complete their VCE. This allows for comparison between the ranking of students from different years and it will make it possible for Victorian students to apply for interstate courses.

The ATAR is a nationally agreed ranking. Calculation is based on the scaled study scores for English / Literature / Language, the next best three scaled scores, and 10% of any fifth and sixth scaled score that is available.
In Unit 1 & 2 studies, students are required to meet outcomes in a number of forms, such as a test, an essay, a laboratory practical report, a poster, a series of tasks etc. These are set and assessed at the school level. The school chooses to report the levels of achievement in reports but only a S (satisfactory) or N (not satisfactory) is reported to VCAA.

School Assessed Coursework (SAC)

In Unit 3 & 4 studies, students are required to meet outcomes and complete School-Assessed Coursework. Teachers use the coursework tasks to judge whether or not a student has met the outcomes. It is also used to determine grades. This School-Assessed Coursework (SAC) can be in a number of forms, such as a test, an essay, a laboratory practical report, a poster, a series of tasks etc. It can be conducted within a single teaching period, over a number of periods or over a number of weeks, in study classes or in some instances, after school. Some SAC tasks will be completed entirely in class and others will require students to undertake some work out of class.

Students may be told the numerical mark they have been awarded for the SAC, please be aware that these marks are conditional and all coursework marks are statistically moderated by VCAA.

School Assessed Tasks (SAT’s)

Some Unit 3 & 4 studies require students to complete SATs, in addition to meeting outcomes and completing coursework. SAT’s are designed to assess a specific set of practical skills and knowledge. These are often in the form of folios and are completed over a period of weeks or even months. The studies, which involve SATs, are:

Art, Media, Visual Communication and Design, Design and Technology (Textiles and Wood) and Food & Technology

Students may be told the numerical mark they have been awarded for the SAT, but they should be aware that these marks are conditional and all marks are statistically moderated by VCAA. Students must submit all development stages of their work to the teacher for feedback as it is a work in progress. The students are given a timeline for submission of each developmental stage and it must be observed by the teacher. All work must be handed in on time, particularly when a draft is required. If students don’t meet these guidelines they will forfeit the right to appeal any decision made regarding authentication of that piece of work should this be called into question.

STUDENTS PLEASE NOTE:
If a student fails to submit ALL of this work by the due date, then only a portion of the work may be marked by the teacher and that score sent to the VCAA.
A student may complete any unfinished work on an agreed extended timeline. If not submitted by the above date, a satisfactory mark only will be awarded.
Assessment

VCAL

To be awarded a VCAL certificate each student must satisfy a set of assessment criteria/elements. To be awarded a satisfactory ‘S’ result, students must demonstrate successful completion of all learning outcomes in the unit.

Successful completion of all learning outcomes for a VCAL unit may be demonstrated during one integrated activity or may be spread over a number of different activities. Each unit or module must be achieved to be eligible for your certificate.

VET units are assessed in accordance with the existing requirements. You must have a minimum of 100 hours of VET to be eligible for your certificate. VCAL is a competency based program, which means your assessments are based on your ability to complete practical tasks and set projects as well as demonstrate effective class participation through your involvement.

Students are graded using an ‘S’ unit completed or ‘N’ unit not completed.

To have the best chance of completing your VCAL program successfully you are encouraged to take responsibility for your learning and to monitor your TAFE course and work placement diligently. College expectations in regards to behaviour, attitude, participation and uniform are the same for all year 11 and 12 students, regardless of the program you are enrolled in.

College Grading Scale

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<th>YEAR 11</th>
<th>YEAR 12</th>
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<tr>
<td>A+</td>
<td>H: 80 - 100%</td>
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<tr>
<td>A</td>
<td>M: 60 - 70%</td>
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<tr>
<td>B+</td>
<td>L: Below 59%</td>
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<td>B</td>
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UG: Below 40 - Does not meet the requirements for achievement of a grade.

NA: Work not submitted, task or exam not undertaken or the work was not authenticated.
Students who enrol at Salesian College automatically make a commitment to adhere to the College regulations and be punctual and consistent in their attendance. Parents or guardians are also expected to support the school in this matter.

Students are expected to attend all classes including homeroom to enable:

- proper continuity of programs
- development of understanding and knowledge
- completion of work in allocated class time
- completion of practical activities where applicable
- reliable contribution to group work
- authentication of individual work

VCAA and the College requires regular attendance by all students. At the Principal's discretion, this can be modified where a student suffers a prolonged illness or if prior approval for leave of absence has been granted. VCAA will not accept any appeal in relation to this policy.

The VCE policy states that students must spend 50 hours of class time on each subject and an 80% attendance rate is required.

Students are expected to be at school throughout the hours of a normal school day. This includes all scheduled activities during study periods.

Students are to attend all timetabled periods. In addition to VCE classes this includes all Home group Sessions, Retreats, Feast Days, House Meetings, Assemblies, House Activities, Pastoral Sessions and House Sporting Carnivals.

Students are to be punctual to school and too class.

All personal appointments, including driving lessons are expected to take place out of school hours. If this is not possible, advance written notice is required.

Students may NOT leave the school grounds without the prior approval of their Homegroup Teacher or the House Leader. The student must present a signed parental note to the Home group Teacher who will counter-sign the note. If permission has been granted, the student must sign out at student reception and sign in again when he/she returns.

In the case of illness the student must report to sick bay in the student reception area. The first aid officer will contact the relevant people to get permission for you to either be collected or leave the school. The correct procedure for signing out will then be followed. Students are not to make this decision, ring home to be picked up or leave of their own accord as it will automatically impact on their attendance record.

Please Note: Any student arriving at school late or leaving school early MUST sign in/out at STUDENT reception.
Students are eligible to apply for an extension to complete a task of time if they have been absent from school because of genuine illness or other special circumstances such as bereavement or accident only.

School Assessed Task’s require on ongoing authentication process throughout the year, attendance is therefore important to allow the teacher to discuss the content of the students work with them. This authentication process allows the student to answer questions and demonstrate their knowledge and understanding of the work.

**Family Holidays during School Time**

Due to VCAA’s strict rules and the importance of VCE we strongly recommend that families do not plan holidays during the school term. Approval from the Principal is required if you plan to do so. An application form is available on the College website.

**Knowledge of absence prior to an Outcome or SAC**

Notification in writing to the Director - Bosco Campus (via the Application for Approval of SAC/SAT Absence/Extension Form) is required prior to any approved leave of absence. The student is to discuss with their subject teacher the requirement for assessment to ensure they are prepared for the assessment upon return.

An extension of time will usually be in the form of an alternative date for the assessment and will take place within 5 days upon returning to school during a study period to minimize further disruption to learning.

**Extension of time**

If your child wishes to apply for an extension of time, the student must complete an Application for Approval of SAC/SAT Absence/Extension Form and submit it to the Director - Bosco Campus as soon as possible. Extenuating circumstance will need to be discussed and supported by documentation.

Forms are available from Bosco Campus Administration.

**School Assessed Tasks**

If a student is ill or an unforeseen serious event occurs at the time the final SAT is due, the folio must still be handed in and the degree of unfinished work will be reviewed to see if it equates to the period of illness or whether the student has merely failed to meet the deadline.

It is therefore imperative that all folio work is kept up-to-date at all times.

**Solo & Group Performance Absences**

A student must be present on the date specified by the subject teacher or an N will be given.

The N result may be reversed if the student is able to prove that illness or extenuating family/personal circumstances prevented him/her from performing on the specified date. The standard SAC absence policy will be used in this instance.
Implications of Student Absences

If a student misses an Assessment Task for Units 1 - 4 (Outcome or SAC)

Action 1

Application for Approval of SAC/SAT Absence/Extension Form completed along with a Medical Certificate stating “Student was too ill to sit the Outcome/SAC” upon return to school. If there are other circumstances that may require the student to miss school when they are not ill, for example a funeral or visiting a family member that is unwell please discuss this with the Director - Bosco Campus who may provide special dispensation. (documentation will be required in the form of a Statutory Declaration or copy of funeral notice.

Outcome

The student sits the task within 5 days upon returning to school during their study period. Work will be graded and a SAC mark given. Alternative work may be set.

Action 2

No medical certificate or special dispensation requested/provided.

Outcome

Student will receive a mark of zero ‘0’ for that task. The student then sits the task within 5 days upon returning to school during their study periods. The work will only be judged to be S or N only and no mark will be given. For Units 3 & 4 this will affect their overall study score and may seriously impact upon their ATAR score. Alternative work may be set.

A student does not sit a Section of the Assessment task or Sections of a folio are not complete

Action 1

Application for Approval of SAC/SAT Absence/Extension Form completed along with a Medical Certificate or other relevant documentation for extenuating circumstances.

Outcome

Extra time will be given to complete the work without impact on their grade.

Action 2

No medical certificate or special dispensation provided.

Outcome

This section of the work must be completed but will be judged to be S or N only (student loses just the marks allocated for this section of the work). Student sits at some other suitable time during a study period. For Units 3&4 this may seriously impact upon your ATAR score. Alternative work may be set.
Authentication

It is the student's responsibility to ensure all work submitted for assessment is genuinely his/her own and teachers must be able to authenticate the work that is presented. Some tasks are undertaken over a period of time and teachers will ensure that all work is completed according to VCAA rules and regulations.

Breaches of the VCAA rules include copying another student’s work, cheating and plagiarism. These situations will result in a zero ‘0’ grade score and could possibly lead to an ‘N’ grade. Students are not to copy information straight from texts or the Internet. This is plagiarism and will result in an ‘N’ grade. If a teacher is unable to authenticate a student’s work the Deputy Principal - Learning and the Director - Bosco Campus will be notified.

When a breach of authenticity arises the student will attend an interview with the Director - Bosco Campus and the subject teacher. They will be required to provide evidence that the work is their own. This may be by:

- providing evidence of the development of the work
- discussing the content with the teacher to demonstrate their knowledge
- provide samples of other work
- complete a supplementary task
- complete a test of the information

If the authenticity of the work cannot be established parents will be notified. If the breach involves an initial piece of work, a re-sit time will be organised to complete the task again to achieve an ‘S’. If the breach occurs during the resit process of redeeming an assessment task, the student will automatically be given an ‘N’ for the unit and therefore the subject. This could then place their VCE in jeopardy.
Students are to adhere to the teachers' timeline as outlined at the commencement of the course.

**Submission of Work**

If a student does not meet the timeline for the submission of work, the following procedures will be implemented:

1. Parents will be contacted by the subject teacher through SMS notification and an extension date will be given to the student of no more than five (5) days.

2. If work is still not submitted after the redemption date, the student will be asked to attend a meeting with the Director - Bosco Campus and the subject teacher to explain the reasons - parents will be contacted regarding the outcome of this meeting.

3. Following this meeting, the Director will determine if a genuine reason requires a new date (of up to five days) for resubmission of work in consultation with the teacher. If a genuine reason is not established the student will receive an ‘N’. A letter will be sent to the parents.

4. If the student still fails to submit the required work they will then receive an N.

Note: This may place the student in jeopardy of not satisfactorily completing their VCE studies.

**Satisfactory Standard**

Students must submit work that meets a satisfactory standard to show that they have met the outcomes of the unit. If an assessment piece is deemed as not meeting the standard an “N” will be given by the subject teacher. Students will be given one opportunity to resit and redeem their work.

Before the resit or redemption the student must see their subject teacher and do the following:

1. See the original piece of work to gain an understanding of where they have gone wrong.
2. Have a discussion with their teacher and clarify any areas of study that they don’t understand.
3. Spend lots of time studying before they attempt the re-sit.

If the following processes have been put into place then the student should not receive an N for the resit. If they do then they put their VCE in jeopardy. If an N is received for a resit, a meeting will be held with the Bosco Campus Director. If this happens on more than one occasion for any subject, parents will be asked to attend a meeting and a pathways meeting will be held to establish if the student can continue with their VCE.

**Redeeming Grades**

The original numerical mark (if below 50%) will be submitted to VCAA and cannot be changed by resitting the Outcome or SAC. The resit is to enable an ‘S’ to be awarded.

The original numerical mark recorded is a VCAA rule and is consistent across all schools.
Special Provision

The purpose of Special Provision is to help students in defined circumstances to complete the VCE or VCAL. Although there is no limit on the period of time allowed for a student to achieve the VCE or VCAL, the provisions within the policy seek to help a student complete the requirements in a timeframe comparable to that of their peers. Students granted Special Provision must still complete all work related to the satisfactory completion of the outcomes of a unit.

Eligibility

A student may be eligible for Special Provision if, at any time while studying for the VCE, they are adversely affected in a significant way by:

- an acute or chronic illness (physical or psychological)
- any factors relating to personal environment
- an impairment or disability, including learning disabilities

If you think that your son/daughter may have an illness, personal issue or learning impairment that may affect them over their VCE journey please speak to the Director - Bosco Campus about the process of applying to VCAA for a year-long special provision application.

School Based Assessment

Students must see the Director - Bosco Campus to apply for a School based Special Provision. If it is granted a student may have the task re-scheduled, be given extra time, have a substitute task set or use the aide of technology.

When applying for special provision a student must provide supporting documentation such as doctor’s certificates etc. Application for Special Provision for School-based Assessment and Unit Completion Form is required.

This applies to all Unit 1 to 4 subjects.

VCE Examinations

Application to the VCAA for special consideration for VCE examinations is required early March each year. Special Examinations Arrangements Forms are available through the Director - Bosco Campus. Applications usually require statements from Medical personal or Psychologists, have an IQ test conducted or may also require the student to complete essays.

If the application is approved by VCAA, the student may be granted arrangements that vary from rest breaks, separate rooms, extra writing time, computer or scribe.

Notification of approval for each exam will be provided to the student prior to each exam the Special Provision applies to.
Derived Examination Scores (DES)

During the examination period some students may find that their study has been interrupted by extenuating circumstances such as chronic illness, an accident or personal trauma. If this is the case students may apply for a Derived Examination Score.

The purpose of a DES is to ensure that a student’s final result for an examination reflects as accurately as possible the level of achievement that would be expected based on the learning and achievement the student has demonstrated in the study over the year.

To apply through the VCAA the student must see the Director - Bosco Campus to fill out a Derived Examination Score Form. Students will need to provide independent documentation to substantiate their request. Doctor’s certificates and/or independent confidential reports will be required. DES is only granted in very special circumstances and only applies to examinations. It will only apply in cases where the school has been unable to adequately compensate for the student’s disadvantage.

Chronic Circumstances

This form is used for Units 3 & 4 studies. During the year some students may find that their studies have been interrupted by extenuating circumstances, chronic illness or accident. At the end of the year students may request to complete this form and it will be sent to VTAC and then to the universities. It does not change any of your scores; however, it informs the universities that you may not have performed as well as you could have during the year.
All students studying a VCE subject are required to sit examinations.

**Internal Examinations**

Internal examinations are held in **June** and **November** for all Unit 1 and 2 subjects at Salesian College. Units 1 & 2 Examinations are set by the College and are internally assessed by the subject teachers.

**External Examination**

External examinations for Unit 3 & 4 subjects are held at the College and commence at the end of October. Examinations are also usually scheduled on the Monday of the Long weekend in November. VET subjects also have their exams at this time.

Units 3 & 4 studies are examined externally and these examinations are set by VCAA. Some subjects such as Mathematics have two examinations. Examinations are between 1 and 3 hours long depending upon the subject.

All students undertaking Unit 3 & 4 sequences will receive an official **VCAA Exam Timetable Navigator** in the middle of the year. As all students in the State sit these exams at the same time they cannot be re-scheduled.

Students are expected to sit these exams even if they are unwell, in some instances exams have been sat in hospital with an external supervisor present. If your child cannot sit the exam there is **NO** opportunity for resit and it will impact on their Study Score for that subject. Please contact the Director - Bosco Campus immediately if you think your child will be unable to attend school to sit the exam. A Derived Examination Score (DES) may be used to assess the students outcome.

**General Achievement Test (GAT)**

The GAT is an essential part of the VCE assessment procedure. Although the GAT results do not count directly towards VCE results, they play an important role in checking that School Based Assessments and examinations have been accurately assessed.

All students who undertake at least one Unit 3 & 4 subject are required to complete the GAT in June. The GAT is a test of general knowledge and skills in Writing, Mathematics, Science, Technology, Humanities, the Arts and Social Sciences. It does not count towards your overall ATAR; however, it is used by VCAA for statistical moderation and to check that all schools are marking to the same standard in their school assessments. It is also used to determine some grades if a student has applied for a DES.

Students in Year 11 who are studying a Unit 3 & 4 sequence will be required to sit the GAT in each year that they complete Unit 3 & 4 subjects. An assembly will be held to explain the GAT in Term 2. It is imperative that all students take the GAT extremely seriously.
Practice exams will be held during entire 2nd week of Term 3 holidays for all unit 4 subjects. These exams are a compulsory requirement of the College’s exam program and as a result holidays and appointments are not to be made during this time period.

Practice exams allow the students to refocus on the study carried out over the whole year and to give them practice in the same conditions experienced in the official exams. Subject teachers will mark the practice exams and give students feedback as to where they are at and what areas they need to address for their upcoming exams.

VCAA Exam Rules

1. A student must not cheat or assist another student to cheat.
2. A student must not take any action that gives or attempts to give that student or another student an unfair advantage in an examination.
3. A student must not allow, induce or assist any other person to present for an examination in his or her place.
4. A student must not present for an examination in another student’s place.
5. A student must not present for an examination under the influence of alcohol, drugs or intoxicating substances. A student who has medicinal drugs for a medical condition in accordance with good medical practice is, to that extent, exempt from this rule.
6. A student must obey and observe all proper instructions or directions given by an examination supervisor.
7. A student attending an examination may only bring materials and equipment approved for that examination into the examination room.
8. A student must not possess in an examination room mobile phones and electronic devices such as recorded music and video players, organisers, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals.
9. A student detected with a mobile phone or electronic device such as recorded music and video player, organiser, dictionary or computerised watch or as defined in the above guidelines, must, upon the direction of a supervisor, surrender that device for inspection and to be retained pending any investigation into an alleged breach of VCAA rules.
10. A student must not bring into or possess in the examination room any drinks or food except under special circumstances as approved and directed by the VCAA. Bottled water is allowed in the examination room under approved conditions.

cont........
11. A student must not communicate with another student while the examination is being conducted.
12. A student must not cause any nuisance, annoyance or interference to any other student while in an examination.
13. A student must not remove, tear out or damage any part of a bound reference, script book, question and answer book or answer book except formula sheets or similar permitted examination materials.
14. A student must not remove any response material, used or unused, from the examination room.
15. A student must not begin to write or mark his or her paper or response material in any way, or use a calculator, until advised by supervisor that writing may commence.
16. A student must stand in his or her place or raise his or her hand if he or she wished to communicate with a supervisor.
17. A student will not be allowed to leave the room before 30 minutes has elapsed from the start of writing time or in the last five minutes of the examination. School policy is that student will remain for the entire duration of the examination.
18. A student must cease writing when instructed to do so by a supervisor.
19. A student must remain silent and seated in his or her place at the end of the examination until response materials have been collected, and an announcement is made to students to leave the examination room.
20. A student must not leave his or her place until directed by a supervisor.
21. A student must not communicate with an assessor, either before or after a written examination or during a performance examination, except when communication is necessary for the conduct of the examination.

CALCULATORS

Only calculators approved by the VCAA may be used. The list of approved graphics and CAS calculators is published annually by the VCAA.

In any examination where a calculator may be used, the following conditions apply:

• The calculator must be silent and of the hand-held type containing its own power source.
• Students will be entirely responsible for ensuring their calculators have adequate power supply and are in proper working order.
• Students must supply their own spare batteries. Any battery failure or other fault that limits the usefulness of a calculator during an examination will not be taken into consideration by the assessor.
• No student may borrow a calculator from another student after entering the examination room.
• Supervisors have the right to check any student’s calculator taken into the examination room.
• Calculators must not be used during reading time.
• Labels and notes on or in the calculator and its cover are not permitted.
Accessing Final Results

Students may access their final Year 12 results by Telephone, on the internet or by SMS from the joint VCAA and VTAC ‘VCE Results and ATAR Service’ if they have at least one VCE Units 3 and 4 enrolment. The ATAR website is also optimised for smartphones and other mobile devices with an internet browser.

Victorian Tertiary Admissions Centre (VTAC)

The Victorian Tertiary Admissions Centre (VTAC) administers a joint selection system on behalf of Universities and TAFE institutes.

VTAC acts as an agent for those institutions participating in the joint selection process and its role is to facilitate and organise that process by receiving applications, forwarding these and appropriate documentation and information to institutions and making offers on behalf of institutions.

VTAC is not a selection authority and it does not determine selection criteria used by institutions.

Courses available through VTAC

The courses offered by Victorian tertiary institutions include bachelor degrees, diplomas, associate diplomas, certificates and advanced certificates. These are collectively called undergraduate courses.

Bachelor Degree

Bachelor degrees (commonly referred to as Undergraduate Degrees) usually require at least 3 - 4 years to complete and are available at Universities, TAFEs and Independent Tertiary Colleges. For professional recognition, Degrees are required before working in many areas. Some Degrees also provide an additional year (Honours Year), for specialist recognition, and Pathways into Graduate, Masters and Doctoral Programs.

Advanced Diplomas and Diplomas

Advanced Diplomas and Diplomas are often referred to as middle-level professional and technical qualification in a wide variety of career areas. They usually require 12 - 24 months of full time study and provide employment opportunities when completed. They also provide Pathways into Degree courses at Universities, TAFEs and Independent Tertiary Colleges.

Certificates

Certificate II, III and IV are available at TAFEs and other registered providers, provide entry level into occupations, pre-apprenticeship training, apprenticeship training, and preparatory training for Diploma courses. They usually run for 3 - 12 months, and vary according to attendance times and employment requirements.
Courses at Universities, TAFEs and Independent Tertiary Centres can be applied for through VTAC: [www.vtac.edu.au](http://www.vtac.edu.au) or Direct Entry (the latter mostly for Certificates II, III, IV). Part-time applications are usually made directly to the Institution. Each State has its own system of application, similar to Victoria’s VTAC system.

### Timeline

- **August:** VTAC Guide on sale from newsagents or available on-line
- **September:** Final submission of preliminary preferences for 2016
- **December:** Change of Preferences
- **End of January:** Offers from Universities and TAFES.

### Special Entry Access Schemes

Most Universities use the VTAC SEAS system to address disadvantage, chronic health issues, family/environmental concerns that impact on studies, and rural location.

Also, ACU and LaTrobe Universities have special advanced entry schemes for students who have demonstrated significant Community Experience; RMIT is connected to the school through SNAP program which offers entry at lower ATAR levels; Latrobe also have a similar scheme to RMIT called SALT; and Victoria University has the Portfolio Partnership providing entry with lower ATARs.

More details are available from the Careers/Pathways Centre at the school and via the weekly Careers/Pathways Newsletter.
The school uniform represents our College whenever it is worn by students. It should be worn with pride and respect. Students are expected to wear the correct uniform and keep it well maintained. Parents are expected to support the college uniform expectations by reinforcing them at home.

Terms 1 & 4, the Summer uniform is expected to be worn. Terms 3 & 4, the Winter uniform is expected to be worn.

For adequate protection, school shoes must have a hard sole with a standard heel size and smooth leather upper which encloses the entire foot. They must be laced-up at all times. Girls are NOT permitted to wear open, T-bar or ballet style shoes.

The College expects students to be well groomed at all times when wearing the College Uniform. Sports uniform is not to be worn as an alternative. Students who repeatedly breach uniform expectations will be removed from timetabled classes and College events or sent home to correct the issue.

There is also a standard policy for Jewellery and Hairstyles which must be adhered to at all times.

VCE students will be allowed to bring their own tablet device for use at school as a learning resource. Students will be granted access to the Wireless Network as long as the User Agreement is read, signed and returned to school. This form is available from the ICT Centre.

As an added support for students in Year 11 and 12 the college has provided time and spaces for private study here at school. Every week Year 11 students have one allocated 75 minute supervised study period where they can revise, complete homework or study relevant class work. Year 12 students have three of these supervised sessions per week and should be making the most of this time and their teachers to maximise their learning and results. All families are encouraged to remind their sons and daughters undertaking a VCE subject that 2-3 hours per night of homework and study is also required at the Senior years.

Students over the age of 18 years who are in possession of a driving licence may on application to the Deputy Principal - Students, be granted permission to drive a car to and from school. A student may park their car for the whole day in the Staduim car park. The staff or visitor’s carpark cannot be used during school hours.
Forms

Students are required to complete a VCE and VCAL Student Personal Details form each year of the VCE, including Year 10. This form is provided by the VCAA and distributed by the College early in the year. A sample of this form is below.

Year 10 Student Personal Details

This form is to be completed by students who are enrolled in Year 10 who do not have a program enrolment on VASS. The retained by the school. Students using this form should not previously have had an enrolment in VCE, VCAL, or the Interna

Please print clearly and in CAPITAL LETTERS. Indicated names must be legal names as per birth certificate.

Family name
First name
Second name
Title
(Mr, Mrs, Miss or Ms)
Gender (M/F)
Date of birth
Are you of Aboriginal or Torres Strait Islander origin?
Y or N. If Yes, tick one or both of the applicable boxes below.
Aboriginal
Torres Strait Islander

VCAA Student Number
(if known)
Student Contact Number (mobile preferred)
Student Management ID (e.g. CASES ID)
Student postal address
Suburb/town
State
Country
Postcode
Year level
Form/Home group
Course type: PDO

Full-fee-paying overseas student? Y or N. Full-fee-paying overseas students are those students seeking to enrol in the VCE or VCAL who are non-resubsidised by the Commonwealth Government via the Overseas Student Program. Please refer to the VCE Handbook (where you want your results delivered)

Students undertaking a scored unit 3 and 4 subject will also be required to complete a GAT Personal Details forms at the time of the GAT in May/June each year.

GAT Student Personal Details

This form is to be completed (each year) by all students who will sit the General Achievement Test (GAT) ONLY and retained by

Please print clearly and in CAPITAL LETTERS. Indicated names must be legal names as per birth certificate.

Family name
First name
Second name
Title
(Mr, Mrs, Miss or Ms)
Gender (M/F)
Date of birth
Are you of Aboriginal or Torres Strait Islander origin?
Y or N. If Yes, tick one or both of the applicable boxes below.
Aboriginal
Torres Strait Islander

VCAA Student Number
(if known)
Student Contact Number (mobile preferred)
Student Management ID (e.g. CASES ID)
Student postal address
Suburb/town
State
Country
Postcode
Year level
Form/Home group
Course type: GAT

General declaration
For student absences on a scheduled SAC or SAT, the following form is required to be completed.

### Application for Approval of SAC/SAT Absence/Extension

| Student Name: | | | |
|---------------|-------------|

Students are to complete Section One for absence (14 days or SAC). This form is to be completed for each absence on the day of return to school or if you have prior knowledge.

Once approved, the SAC will be rescheduled during the next class time or at a time negotiated with the teacher or during the next study period, usually within 5 days.

#### Section One

<table>
<thead>
<tr>
<th>Extension Required</th>
<th>Absence</th>
</tr>
</thead>
</table>

**Date Request Submitted:** / 2015

**Subject:** Teacher:

**Assessment Task:**

**Date of Test:**

**Reason:**

**Medical Certificate Attached:** Yes

#### Section Two – College Use

**Approved:** Yes No

**Reason:**

**Director Signature:** Mr R Masser

**Date:** / 2015

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**Collection notice**

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the Education and Training Reform Act 2006. The collection of the personal information on this form is required to facilitate your application for special provision with your school. The personal information you supply in this application may be required by the VCAA for internal use only and will not be disclosed to any third party unless required by law. You are able to request access to the personal information we hold about you, and to request that it be corrected. To do so, please contact Student Records and Results on (03) 9032 1742.

This form is to be used and retained by the school, together with the supporting evidence, to record applications for Special Provision for School-based Assessment. Refer to the Special Provision section of the VCE and VCAL Administrative Handbook for advice.

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**SECTION 1: STUDENT DETAILS**

This section is to be completed by the student.

| First name | | | |
|------------|-------------|

| Family name | | | |
|-------------|-------------|

| VCE Student number | | | |

**Date of application:**

**Section:**

Define your illness/condition and how it would affect your ability to complete School-based Assessment and/or meet VCE or VCAL unit requirements.

**SECTION 2: SPECIAL PROVISION**

I am applying for the following (more than one box may be marked):

- [ ] additional time to complete work
- [ ] use of an aid
- [ ] use of technology to complete and present work
- [ ] support group
- [ ] other (please specify):

This application is from: / 2014 to / 2015

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**SECTION 3: STUDIES**

List the studies in this application.

<table>
<thead>
<tr>
<th>VCE or VCAL study</th>
<th>Task</th>
<th>Approved Y/N</th>
<th>Provision granted</th>
<th>First approval date</th>
</tr>
</thead>
</table>

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If a student is driving to school they must apply for a Parking Permit. Parking is only approved at the Stadium.

The Exam Navigator will be provided to each student undertaking a Unit 3 and 4 end of year exam.

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**Student Assessment Timetables for SALESIAN COLLEGE SUNBURY - Year 2014**

**Student Number:**
**Student Name:**
**Year Level:** 12
**Form Group:** CN6

**WARNING** - at the time of printing, written examination venues had not been confirmed for October/November Examinations

<table>
<thead>
<tr>
<th><strong>LO14 - ITALIAN</strong></th>
<th><strong>GAT - GENERAL ACHIEVEMENT TEST</strong></th>
<th><strong>EN01 - ENGLISH</strong></th>
<th><strong>BI03 - BIOLOGY</strong></th>
<th><strong>MA11 - MATHEMATICAL METHODS (CAS)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graded Assessment 3: ORAL AND WRITTEN EXAMINATION</strong></td>
<td><strong>Venue</strong></td>
<td><strong>Date</strong></td>
<td><strong>Start</strong></td>
<td><strong>Finish</strong></td>
</tr>
<tr>
<td>To be advised (Oral Exam)</td>
<td>SALESIAN COLLEGE, SUNBURY (F301 - F306)</td>
<td><strong>To be advised</strong></td>
<td><strong>10:00AM</strong></td>
<td><strong>1:15PM</strong></td>
</tr>
<tr>
<td><strong>Graded Assessment 3: WRITTEN EXAMINATION</strong></td>
<td><strong>Venue</strong></td>
<td><strong>Date</strong></td>
<td><strong>Start</strong></td>
<td><strong>Finish</strong></td>
</tr>
<tr>
<td></td>
<td>SALESIAN COLLEGE, SUNBURY (F301 - F306)</td>
<td><strong>29 October 2014</strong></td>
<td><strong>9:00AM</strong></td>
<td><strong>12:15PM</strong></td>
</tr>
<tr>
<td></td>
<td>SALESIAN COLLEGE, SUNBURY (F301 - F306)</td>
<td><strong>31 October 2014</strong></td>
<td><strong>9:00AM</strong></td>
<td><strong>11:45AM</strong></td>
</tr>
</tbody>
</table>