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INTRODUCTION

This Handbook provides advice and information to students and parents about the administration and regulation of the VCE. The information is based on Victorian and Curriculum Assessment Authority (VCAA) policies and regulations, as detailed in the Administrative Handbook (published annually), other relevant VCAA publications and Swifts Creek School Policies.

Changes to VCAA information occur during the year and are subsequently published in the VCE Bulletin (published monthly). Any relevant information will be passed on to students and parents as deemed appropriate.

All students should ensure that they are familiar with the contents of this document as well as the VCE, VET & VCAL Course Handbook.
1. ATTENDANCE POLICY

1.1 General Policy

S/N JUDGMENTS

• Students having unapproved absences in excess of 20% in any unit shall be ineligible to receive a satisfactory grade for that unit.
• Students having unapproved absences of between 10% and 20% shall only be eligible to receive a satisfactory grade in exceptional circumstances.
• Students having unapproved absences of less than 10% shall be eligible to receive a satisfactory grade provided that all learning outcomes are satisfactorily completed.

APPROVED ABSENCE

1. Only the Senior School Coordinator or Principal can approve an absence. Absences may be approved for the following:
   School related activities
   Illness
   Family Commitments
   or at the Coordinator’s or Principal’s discretion

2. The mechanism for having an absence approved is to present a note or letter to the relevant coordinator. This must contain:
   The student’s name
   The date(s) of the absence
   A brief explanation of the absence
   A parent or guardian signature

3. Approval must be sought within two weeks of the last day of absence. Beyond this time no absence may be approved without a medical certificate.

4. Class teachers will mark their class rolls accordingly and will use this information to determine whether the student has met the attendance requirements.

5. The Coordinator is responsible for having school rolls amended to show approved absences.

6. Lateness to class will result in an absence being recorded. The student will be required to supply a note to their coordinator.

REPORTING ABSENCES

• Attendance is to be reported to parents once per semester and as required.
• School reports and mid term absence letters shall display details of actual attendance.
• Teachers should notify the Senior School Coordinator of any student who has unapproved absences of more than two sessions in a fortnight.

APPEALS

Students are advised to regularly check their approved attendance record with all teachers. Where a student has not met the attendance requirements for a particular subject, they may appeal in writing to their coordinator who will establish a review of their absences. Where appropriate, a meeting will be called with the teacher, the student, a parent or guardian and the coordinator to discuss the circumstances. The teacher and coordinator will make the final decision.

1.2 Absence during Assessment Tasks

Students are expected to attend assessment tasks even if there are difficulties in doing this (e.g. due to illness, family problems, etc). Under these circumstances, students will be eligible for special provision and teachers will make a professional judgment with regard to this disadvantage, in consultation with a coordinator.

Students missing for part or all of an assessment task with an approved absence:

• Teachers may elect to give students an extension of time or make an estimate of their final grade based on the teacher's professional judgment
• Teachers may give the student another task to complete

When the absence is known in advance, the student must complete an Application for Special Provision form to have the absence approved and alternative arrangements made. An application form is provided at the back of this book.
Students who miss an assessment task without an approved absence:

**Year 11**
- For an assessment task a score of zero will be given. This will result in a UG grade.
- If a Satisfactory result for an Outcome relies on the missed assessment task, then a student may be allowed to do that task if appropriate, or be set a new one, in order to convert an N (Not Satisfactory) to an S (Satisfactory) result.

**Year 12**
Here the VCAA rules regarding the VCE apply.
- A Year 12 student will receive an NA (Not Assessed) for an unsubmitted school assessment task (part of the School-assessed Coursework).
- A new assessment task may be set in order to enable a student to convert an N (Not Satisfactory), for an Outcome, to an S (Satisfactory) result for the Outcome only. However, no score can be awarded to count towards the ATAR (Australian Tertiary Admission Ranking).

### 1.3 Absence during preparation for assessment tasks.
Students may be given an extension and/ or an alternative task for completion of the assessment task under the Special Provision policy. In this case, the mark obtained will count towards the ATAR score.

### 1.4 Program clashes
Occasionally, students will be faced with clashes in their VCE programs. These will mostly occur where a student is undertaking a VET program as well as a Unit 3/4 sequence(s). Where this occurs the student must make suitable alternative arrangements in advance, and in consultation with the teachers concerned and the Senior School Coordinator.

### 2. TIMELINES AND DATES

The teacher of each study will provide students in their class with a Work Program showing a week-by-week course outline with dates for all assessment tasks. Students will also be given a semester outline showing when assessment tasks for all subjects are due.

### 3. COURSE WORK

See also: Drafting Policy

Coursework assesses each student's overall level of achievement on the assessment tasks designated in the study design. The study design specifies a range of tasks to assess achievement of each of the unit's outcomes. Assessment tasks designated for Coursework (SAC's) must be part of the regular teaching and learning program and must be completed mainly in class time.

### 4. AUTHENTICATION

VCAA Policy applicable to the SAT's, in such subjects as Studio Arts, Media and Systems and Technology, will stand for 2011.

For Coursework assessment, Authentication Records are not required since 'Coursework tasks are done mainly in class and within a limited timeframe'. The VCAA may, however, audit authentication processes. 'The audit will include examination of the Coursework tasks that are set for the students, teacher's records of students' assessments and examples of student work. The audit will also examine school assessments for irregularities including instances of undue assistance and cases where the Board's requirements have not been followed.'

- A student's work cannot be authenticated where the requirements of the attendance policy have not been met.
- Where a teacher is in doubt as to the authenticity of the work, the teacher should consult with the Coordinator to initiate procedures for resolution of the problem.
5. SATISFACTORY COMPLETION
See also: Extension Policy
Appeals Policy
For satisfactory completion of a unit students must satisfactorily complete each of the Outcomes for that unit as specified in the Study Design.
Satisfactory completion of an Outcome means:
- The work meets the required standard
- The work is submitted on time
- The work is clearly the student's own
- There has been no substantive breach of rules

Since satisfactory completion is based on the school's judgment that the learning Outcomes have been demonstrated, students do not need to sit exams to pass a unit or to be awarded the VCE.

6. EXTENSION POLICY

Extensions of time may only be given for completion or re-submission of work for learning outcomes in extreme circumstances.
Students who have been given an extension for an assessment task may be required to undertake an alternate task.
NB. Students may not resubmit work for the purpose of obtaining a new mark for their course work score.

The process for students to obtain an extension is
- Student completes an Application for Extension
- Consultation will then take place between the student, classroom teacher and coordinator
- Classroom teacher/coordinator will then make the final decision and notify student.

7. REDEMPTION POLICY

- Students may only redeem an "N result" and convert it to an "S result" for learning outcomes and work requirements. It is not possible to change a mark for a coursework assessment task.
- Redemption may include re-submission of a task or completion of an alternative task.
- Arrangements for redemption are to be made between the students and their teacher, based upon the teacher's professional judgment.

8. APPEALS

Students have the right to appeal decisions about:
- Non Satisfactory Completion
- Special Provision
- Authentication
- Extensions
- Redemptions
- Other breaches of rules

The process for appeals is as follows:
- Student notifies the coordinator of intention to appeal
- A formal interview will be undertaken with a school based appeals panel
- Composition of the panels will be the Principal or nominee, coordinator and relevant teachers. Students may request a support person to be present, e.g. parent/guardian/friend.
- All deliberations must be documented and outcomes must be conveyed to the student in writing.
9. SPECIAL PROVISION

Special Provision enables students whose learning and assessment programs are affected by

- illness
- impairment or
- personal circumstances

to demonstrate their capabilities.

A student who believes he or she may be eligible for Special Provision should apply for Special Provision through the Senior School Coordinator. This must be done as soon as possible. Documentary evidence will be required to support the application.

There are four forms of Special Provision for the VCE:

- Curriculum delivery and student programs – for example, where a student may be given assistance by an aide, or allowed to use technological assistance
- School-based assessment – where the school may vary the assessment arrangements for an individual, such as rescheduling a task; allowing extra time for a task to be completed; sitting an alternative task
- Special Examination Arrangements – for example, where a student may be given extra time to complete an exam, or permission to use technology.
- Derived Examination Scores – where a student’s exam score is unlikely to be a fair or accurate indication of their learning or achievement in the subject, the VCAA may calculate a score based on other assessment the student has done.

It is the student’s responsibility to apply for Special Provision, and to supply the supporting documentation. Any student who believes they may be eligible should speak to the Coordinator.

The student’s Statement of Results does not indicate that Special Provision has been made.

10. RELEASE OF RESULTS POLICY

After work is submitted and marked, teachers should provide feedback to students. Appropriate feedback includes:

- Advice on particular problem areas
- Advice on where and how improvements can be made for further learning
- Reporting S or N decisions and/or written comments on students’ performance against each outcome.

Reporting/Release of student results is an important aspect of the feedback to students. In providing this feedback teachers may give students their marks on individual course work tasks; timing of this process will be in line with the individual study program and as determined by the Unit teacher.

When providing marks, teachers must advise students that their total course work scores MAY CHANGE following statistical moderation.

SATs
Teachers may disclose to students, their grades for SATS. Again, these MAY CHANGE as a result of the review process.

11. RELEASE / STORAGE OF STUDENT WORK POLICY

- It is expected that students will retain ALL work completed during a year, till the end of the year in which the work was undertaken. Such work may be requested by the VCAA as part of the process of course sampling.
- Any student work assessed as N, or about which any concerns are held, should be retained by the teacher in original or photocopied form.
- Teachers should retain a representative sample of student work for each outcome to assist in the review of college courses.
12. EXAMINATIONS

Year 12
All studies will hold an end of year examination as prescribed by the VCAA. VCAA Mid-year examinations will also be held in some studies, and internal (school-assessed) exams will be held in all other studies. Internal exams may also be held at the start of term 4, as practise for the external end of year exams.

Examination Timetables will be published at the earliest available opportunity.

Students who have applied for Special Provision will have arrangements organised as appropriate.

All examinations MUST take place on the day scheduled in the timetable. It is not possible to reschedule an examination to another day. Students are therefore expected to attend examinations even if there are difficulties in them doing this (e.g. due to illness, family problems). Under these circumstances, students may be eligible for Special Provision and special arrangements such as an extension of time, or a separate examination room may be made available (with the approval of the VCAA).

Details of conditions, rules, approved materials etc. will be provided by the VCAA via a student information booklet prior to the June examination period.

Year 11
Students will be expected to sit an exam in all Study Units towards the end of each semester. The Unit teacher will set the type, duration and value of each exam. A Year 11 examination week will be set aside for these exams, and an examination timetable published and distributed to Year 11 students. The Unit teacher will carry out assessment of each exam.

13. GENERAL ACHIEVEMENT TEST – The GAT

All students enrolled in one or more sequences of Units 3 and 4 must sit the General Achievement Test (GAT) in June. Exemptions from the GAT may be given only in exceptional circumstances.

A sentence on the student’s Statement of Results will indicate whether the student has obtained results in the General Achievement Test. A statement of GAT results is mailed to each student with all the other VCE results, but it does not count for tertiary selection.

As the GAT is used as a comparison for SAC’s and SAT’S, students should be aware of its significance in these studies.

14. SCHOOL VISITATION FOR ASSESSMENT REVIEW

Review procedures will take place in all those studies that involve SAT’s for assessment. It is the responsibility of individual teachers of such studies to ensure assessment materials (assessment sheets are to be separated from the work) are available if required for review. No assessment materials can be released to students prior to the completion of the assessment process.

15. ATAR SCORE

All students will have a study score calculated for them, regardless of the assessment process used. The ATAR will be calculated from the individual study scores. ATAR scores are ONLY USED by the Victorian Tertiary Admissions Centre (VTAC) and other national tertiary entrance organisations in determining eligibility for entry into tertiary courses.

They are not an indication of a pass or fail at VCE (see Satisfactory Completion).

16. CHANGING SUBJECT SELECTIONS

A student who wishes to withdraw from a VCE or VET subject must complete a written application form, available from the Senior School Coordinator, and provided at the back of this book. This form needs to be signed by the student, parent, teachers and Coordinator.