



## TABLE OF CONTENTS

Welcome to V3	3
Staff Who Can Support You	4
How Does The VCE Work?	5
Key Areas Of The VCE	6
- Learning Outcomes	
- Units 1 and 2 School Based Assessment	
- Reporting for Units 1 and 2	
- Units 3 and 4 School Based Assessment	
- Reporting for Units 3 and 4	
- Can Students Redeem an N result for an Assessment task?	
- The General Achievement Test	
- Lost, Stolen or damaged work	
- Use of computers in VCE	
Examinations	9
VCE Assessment Policy	10
- VCE Assessment Cover Sheet	12
Attendance/Absence from School	13
Authentication	14
Special Provisions	15
- Special Examination Arrangements	
- Derived Examination Score (DES)	
- Special Programs	
Other	16
- Study Periods	
- Edrolo	
- Collection of VCE / VCAL Certificates	
- BYOD – Bring Your Own Device	
SAC/SAT Due Date Extension Application Form	17
VCE Core Requirements	18

## Welcome to V3

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*If students work hard and make an effort they improve.*

*Ability is one factor in achievement.*

*However, the amount of effort a student makes has even more to do with their success at school.*

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V3 is a program allowing students to undertake the Victorian Certificate of Education over 3 years. Students from years 10 – 12 will complete units 1 – 4 of their chosen studies over 3 years. Our V3 program allows students to progress and deepen their understanding of the learning outcomes requirements in their studies. At Carwatha College P-12 each student's own VCE programme is individually developed to best suit their career pathways and personal interests in such a way as to maximise their performance in each study.

At Carwatha College P-12 students are offered VET units of study and are encouraged to undertake Language units. Please be aware that these studies take place at other venues but are considered part of their VCE program.

This Procedures and Policies Handbook is designed to provide students and their families with some of the VCE specific information and practices.

# Staff Who Can Support You

## Principal Class

**Patrick Mulcahy** – Principal  
Oversees all operations at Carwatha College P-12

**Mathew Oke** – Assistant Principal  
Oversees P-12, daily operations, Disability Inclusion Profile

**Jess Adams** – Assistant Principal  
Oversees senior school, Vocational Major and student management

## Senior Leader

**Mitchell Hammond**

Oversees the learning progress of students in Years 10-12. Manages VCE administration, course selection, exam timetables and supports students meeting the requirements of VCE.

[Mitchell.hammond@education.vic.gov.au](mailto:Mitchell.hammond@education.vic.gov.au)

## House Leaders

<b>Blackburn Learning House</b> Krystal Herridge <a href="mailto:Krystal.herridge@education.vic.gov.au">Krystal.herridge@education.vic.gov.au</a>	<b>Chang Learning House</b> Paul Roberts <a href="mailto:Paul.robert@education.vic.gov.au">Paul.robert@education.vic.gov.au</a>
<b>Cowan Learning House</b> Breana Andrew <a href="mailto:Breana.andrew@education.vic.gov.au">Breana.andrew@education.vic.gov.au</a>	<b>Mabo Learning House</b> Mitchell Hammond <a href="mailto:Mitchell.hammond@education.vic.gov.au">Mitchell.hammond@education.vic.gov.au</a>

## Other Support

<b>Celine Hong VET/Careers/ Pathways Coordinator</b> Support with choosing tertiary pathways and transitioning from secondary school to tertiary settings or work. <a href="mailto:Celine.hong@education.vic.gov.au">Celine.hong@education.vic.gov.au</a>	<b>Marini Bunawar - VASS Coordinator</b> Responsible for VASS Administration <a href="mailto:Marini.bunawar@education.vic.gov.au">Marini.bunawar@education.vic.gov.au</a>
<b>Julia Alejandro - Student Wellbeing Coordinator</b> Provides wellbeing support, counselling and referral service. Assistance with financial matters. <a href="mailto:Julia.Alejandro@education.vic.gov.au">Julia.Alejandro@education.vic.gov.au</a>	

# How Does The VCE Work?

The Victorian Certificate of Education (VCE) is the senior secondary certificate in Victoria and acknowledges the successful completion of secondary education. It is made up of a series of 'studies' each of which is divided into semester long 'units'. Each study is conducted according to the Victorian Curriculum and Assessment Authority's (VCAA) accredited "Study Design".

Satisfactory completion of the VCE requires a minimum of 16 units to be successfully completed, which must include:

- An approved combination of at least 3 units from the English studies
- At least 3 pairs of Units 3 & 4, other than English

## English Requirements

Three units of English studies are required to receive the VCE. You must complete a 3 & 4 sequence in English. These units may be selected from:

- English
- English as an Additional Language (EAL)
- Literature

The V3 program at Carwatha College P-12 allows students from Year 10 – 12 to complete VCE over 3 years. Year 10 students will complete Units 1 and/or 2 of their chosen subjects. Year 11 students will complete a combination of Units 1 – 4 and Year 12 students will complete Units 3 and 4, which must be completed as a sequence.

## VCE Results

At the completion of Year 12, students receive three pieces of information

### Letter Grades

Letter grades will be awarded for each of the SAC's, SAT's, or examinations from A+ to E, UG (Ungraded) and NA (Not Assessed). Most studies have 3 assessment components (2 internal and 1 external).

### VCE Study Score

A study score is a number out of 50 that provides an indication of how well the student has completed the subject compared with all other students who were enrolled in that subject. It is calculated using the moderated SACs, SATs and Exam results. The Unit Examination is the only assessment that is common to all VCE students.

To calculate the study score, the total for each student for all graded assessments in a study is ranked, and converted into a whole number score. The conversion spreads out scores so that the top mark becomes 50 and the average mark across the state is 30. Scores above 40 represent high achievement by students in specific studies.

## Australian Tertiary Admission Rank (ATAR).

This is a number from 0.00 to 99.95 that compares and ranks students in comparison with other students. In order for a student to be awarded an ATAR, they must satisfactorily complete;

- Units 3&4 of English (any)
- At least 3 other sequences of Units 3&4
- Obtain a study score in all these units.

The ATAR is calculated as follows:

- English score; plus
- Scores of their next best 3 permissible studies; plus
- 10% of the scores for any 5th and 6th study, which they have completed
- This total is ranked with other students completing VCE

The calculation of the ATAR is separate to the satisfactory completion of the VCE.



# Key Areas of VCE

## Learning Outcomes

In VCE each unit of study has clearly designated Learning Outcomes set by VCAA, which can be found in the Study Design. Each of these Learning Outcomes must be satisfactorily demonstrated by the student to achieve an 'S' for that unit therefore indicating satisfactorily completion.

### Acronyms Used In This Document

ATAR - Australian Tertiary Admissions Rank

DES - Derived Examination Score

GAT - General Achievement Test

LOTE - Language/s Other Than English

SAC/SAT - School-Assessed Coursework / School-Assessed Task

VCAA - Victorian Curriculum & Assessment Authority

VCE - Victorian Certificate of Education

VET - Vocational Education and Training

VTAC - Victorian Tertiary Admissions Centre

## Units 1 and 2 School Based Assessment

Units 1 and 2 may be undertaken separately or as a pair. To satisfactorily complete a unit, students must be able to demonstrate achievement of the set Learning Outcomes. Assessment tasks may include research activities, tests, classroom presentations, essays, comprehension questions etc. At Carwatha College P-12 all units of study will include an end of semester exam. Students will be informed of the assessment tasks at the beginning of each semester. All will have a clearly set due date, which will be provided to students and published on Compass. Failure to meet this due date may result in an 'N' being awarded for the Learning Outcome. These assessment tasks will be completed during class time, or after school, as set by the different subject areas, with the exception of some studies with a practical component.

Carwatha College P-12 will assess the standard of completion or demonstration by providing a numerical score. Marks for Unit 1 and 2 studies are an internal measure of the standard completion by a student and are not moderated against other schools. The VCAA require an 'S' (satisfactorily demonstrated the Learning Outcome) or an 'N' (does not demonstrate the Learning Outcome) only to be given for each Learning Outcome.

## Reporting for Units 1 & 2

Throughout the unit constant monitoring of student achievement is completed and communicated to parents, if there is concern for the student's progress or requested by the parent. All student reports will be provided on Compass.

Formal reporting of students takes place in;

Term 1 & 3 – Interim reports are completed and Parent/Teacher interviews take place to inform parents and students of the students' progress for Units 1 to 2.

Term 2 & 4 – End of semester reports are completed informing parents and students of the satisfactory/unsatisfactory completion of Unit 1 and 2 studies, including grades for designated assessment tasks.

## Units 3 and 4 School Based Assessment

Units 3 and 4 of all studies must be undertaken as a sequence. Unit 3 must be offered in Semester 1 and Unit 4 must be offered in Semester 2. For VCE Units 3 and 4, evidence of achievement is collected by the teacher through a range of tasks, which include School-based Assessments that are designated for the study, and external assessments (including examinations and performances) which are set and assessed by the VCAA. Each School-based Assessment represents both satisfactory completion of the unit and a component of the total school based mark for that study. These results are given to the VCAA and are used in the calculation of the Study Score for the subject.

In addition to the above:

- School-based Assessments are outlined in the Study Designs and Assessment Guides.
- **SACs** – School Assessed Coursework tasks that must be completed to demonstrate the Learning Outcomes.
- **SATs** – School Assessed Tasks - occur in studies where products and models are assessed.

Students are not permitted to re-do SACs or SATs in order to gain a high score (scores cannot be changed). Students may be able to re-do work if it has an impact on whether an outcome will receive an S or an N.

In all VCE studies, an examination is conducted at the end of Unit 4.

### Due Dates for SACs and School Based Course Work.

All SACs and School Based Course work must be completed at the time specified by the classroom teacher or submitted directly to the classroom teacher on the due date.

The teacher will make dates clearly known, provide sufficient time for the tasks to be completed and monitor the tasks in progress.

It is the responsibility of the student to ensure that all assigned classwork is completed/submitted by the due date.

Absences from a SAC must be supported by a medical certificate. Absences should be approved PRIOR to a SAC where possible.

This is particularly important at Unit 3/4 level. A student that misses a SAC/deadline without an approved reason will receive a mark of 0 for that task. They may need to complete work to meet the outcome but the score will not change.

## Reporting for Units 3 & 4.

Throughout the units' progress constant monitoring of student achievement is completed and communicated to parents, if there is concern for the student's progress or requested by the parent. All student reports will be provided on Compass.

Formal reporting of students takes place in;

Term 1 & 3 – Interim reports are completed and Parent/Teacher interviews take place to inform parents and students of the students' progress for Units 3 to 4.

Term 2 – End of semester reports are completed informing parents and students of the satisfactory/ unsatisfactory completion of Unit including grades for designated assessment tasks.

Students will not receive a Unit 4 semester report as they will receive their official results from VCAA.

Official VCAA reports can be collected from the school in the last week of term 4.

## Can students redeem an 'N' result for an Assessment Task?

The term 'redeem' means that a student could complete further assessment tasks in an area where their performance was unsatisfactory. If, in the judgment of the teacher, work submitted by a student for the assessment of a Learning Outcome does not demonstrate the required knowledge or skills, the teacher may consider work previously submitted or set a redemption task. A student may only submit further work, or resubmit a SAC, to redeem an 'S' for the outcome. They cannot resubmit work to improve a score.

A student may **NOT** be granted satisfactory completion if:

- the work does not demonstrate achievement of the outcomes
- the student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason;
- the work cannot be authenticated;
- there has been a substantive breach of rules including school attendance rules.

If a student is no longer attending the College, but they have not officially withdrawn by signing an exit form the symbol J is included on VASS. The 'J' result will be used if the student:

- is no longer attending class
- has not submitted work for assessment.

The J result is recorded on the VCAA database, but is not reported on the student's Statement of Results. Units with a J result are made available to the Victorian Tertiary Admissions Centre (VTAC) and are treated as equivalent to those with an 'N' result.

*Note:* This does not apply to work lost or damaged due to computer misuse or malfunction.

## Use of computers in VCE

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- regular hard copies of the work being undertaken are produced
- backup files are saved on an alternative storage device every time the work is changed.

Please be aware that computer malfunction or unavailability does not merit an extension of time or any other form of Special Consideration.



# Examinations

## Examinations Rules

Every student is to:

1. Arrive at the examination venue at least 30 minutes prior to the commencement of reading time.
2. Enter and leave the room in a quiet and orderly manner, as instructed by the examination supervisors.
3. Remain at the assigned desk throughout the period of the examination; no student will be permitted to leave early.
4. Remain silent throughout the examination; if assistance or materials are required, he/she is to raise his/her hand and wait until attended by a supervisor.
5. Have all necessary and permitted equipment.

### NOTE:

- Electronic devices, other than prescribed calculators in specific examinations, are not permitted
- Toilet breaks are permitted and monitored. If a genuine need arises, the student must wait until a supervisor arranges to have him/her escorted to an appropriate facility.

## VCE Exams Navigator

All students undertaking VCE will be issued with the **VCE Exams Navigator booklet**. This booklet, published by the VCAA, details VCAA rules and guidelines for examinations.

Students will be issued with individual examination timetables as soon as they become available, prior to each examination period. It is the student's responsibility to check these timetables carefully, ensuring that all examinations for which they are enrolled are included and noting the date, time and venue of each examination. **Particular care must be taken for noting the examinations venues, as not all exams are held at Carwatha College P-12.**

## Breaches of examination rules

### VCAA Examinations

Breaches of rules in VCAA examinations will be reported to the Authority and dealt with according to their procedures. These can take several months and consequences range from reduction of grades to cancellation of the VCE certificate or criminal charges, depending on the severity of the offence.

### College Examinations

Breaches of examination rules will be reported to the Senior School Leader who will consult and determine the consequences.

# Carwatha College P-12 VCE Assessment Policy

To be read in conjunction with the VCAA Administrative Handbook and Individual VCE Study Designs

## Satisfactory Completion of A VCE Unit

Students are expected to treat all VCE classes as a priority. Students are at a disadvantage and at risk of failing if they do not attend class, complete tasks set by their teachers to a high standard and on time.

Completion of classwork and homework, Assessment Tasks, SAC's and other work, as well as the use of moderation allows teachers to

- assess if students have successfully achieved **learning outcomes** for a Unit and
- make a judgment about the **level of achievement** students have made.

All students are required to meet a **90% attendance requirement** and will receive an N if they do not meet these attendance requirements, unless there are extenuating circumstances. It is also not acceptable to attend for less than 90% of classes and just hand in work. Participation in class activities is an integral part of all VCE studies and allows teachers to authenticate student work.

To satisfactorily complete a VCE unit, students must demonstrate satisfactory achievement of each outcome.

**In order to receive an 'S' for Units 1-4 students must complete:**

## Assessment Tasks

**Assessment Tasks are used to determine 'Satisfactory' completion of learning outcomes:**

- These are set by the teacher and can include classwork, homework, practical tasks and similar. They are used to assess and monitor student understanding of **Learning Outcomes**.
- All designated Assessment Tasks will be returned to students with written and verbal feedback

Achievement of a Learning Outcome means:

- the work meets a required **standard**
- the work was submitted on time
- the work is clearly the student's own
- school guidelines have been met e.g. Attendance, Redemption, Timelines etc... (VCAA Administrative Handbook 2017)

The school will clearly specify the work that a student must do to achieve an S for a unit and the conditions under which the work is to be done including

- how to submit work
- timelines and deadlines including procedures for obtaining an extension of time or redeeming a piece of work that has not been completed to a satisfactory standard.

If all outcomes are achieved, the student is awarded **S** (Satisfactory) for the unit.

If one or more of the outcomes are not achieved, the student receives **N** (Not Satisfactory) for the unit.

## School Assessed Coursework/Tasks (SAC/SAT)

SACs and SATs are used to determine Level of Achievement in Units 1-4.

They lead to a Study score in Units 3 and 4 Studies:

- SAC/SAT's are used to measure each student's **level of achievement**.
- They take place under teacher supervision over a specified period of class time or after school as decided by specific subject areas.
- Completion of a SAC/SAT will not be the sole measure used to show understanding of Learning Outcomes.

SACs and SATS will be given a **Numerical Score** which must be provided to the students with the understanding that this will undergo statistical moderation by VCAA in Unit 3 and 4. Your marks may change based on performance in the exam

**SACs and SAT items will be specified on the students report with a Numerical Score.**



# VCE Assessment Cover Sheet

Student Name: \_\_\_\_\_

Subject: \_\_\_\_\_ ☐ Unit 1 ☐ Unit 2 ☐ Unit 3 ☐ Unit 4

Assessment Name: [details]

Assessment Type: ☐ Assessment Task ☐ SAC

Details of the outcome/s assessed: [details]

Marks available: [details]

## Authentication Declaration

I \_\_\_\_\_ (your name in block letters) declare that this work is my own and that any quotes, information or works have been properly acknowledged and cited.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Ratification: \_\_\_\_\_ Date: \_\_\_\_\_

## Assessment Results:

Date Due		Submitted	<input type="checkbox"/> On time <input type="checkbox"/> Late _____ (number of days)
Numerical Assessment e.g 45/60 or 75%			

NB Assessment for formal SACs and SATs in Unit 3 and 4 are subject to statistical moderation. Your marks may change based on performance in the exam.

All tasks will be assessed using the following scale in line with VCAA guidelines

91-100%	81-90%	71-80%	61-70%	51-60%	41-50%	31-40%	21-30%	11-20%	1-10%
Shows satisfactory understanding of Learning Outcomes							Does not show satisfactory understanding of Learning Outcomes		

Any task which does not show a satisfactory understanding of Learning Outcomes will need to be Redeemed to a satisfactory standard

## Student Goals for future improvement:

A copy of this cover sheet will be kept by the teacher for future reference

Parent Signature \_\_\_\_\_

# Attendance / Absence

Our attendance policy ensures that all students have the greatest possible opportunity to achieve their best outcome through maximum exposure to learning. Students **must** attend **sufficient** class time to undertake the coursework, demonstrate achievement of outcomes and complete associated SACs or SATs. As all coursework will be done in class it is imperative that students are present and complete assigned class-work in order for teachers to be able to authenticate a work and prepare students for SACs and SATs.

## What do to if you are absent from school:

If students are aware of pending absences they must speak to all of their teachers to find out about:

- any work they will be missing;
- any SATs to be issued;
- any dates for SACs.

Upon returning to school after an absence, students must speak to all of their teachers to find out about:

- all work missed;
- any SATs that were issued;
- any dates for SACs

**Students cannot claim to have been disadvantaged if they have not followed this procedure.**

## What parents/guardians need to do if their child is absent:

If it is known that students will be absent for more than two days,

- Parents/guardians should contact the school, speak to the relevant Year Level Co-ordinator (YLC) and inform him/her of the reason for, and length of, the absence.
- The YLC will inform relevant teachers and may organise work for the student to complete. Work should be collected by the parent/guardian from the college.
- A medical certificate must be provided if there are 2 or more consecutive days absent.

**It is essential that parents/guardians approve student absences on Compass and provide documentation where necessary.**

**Instructions for Extension of School-Assessed Coursework & School-Assessed Tasks Due Dates.**

**Carwatha College P-12 has a minimum requirement of**

**90%**

**attendance for all timetabled classes.**

All students who are absent on a SAC or SAT date must complete the task immediately upon returning to school and a SAC/SAT Due Date Extension Application Form (a copy is attached to this handbook). Students must report to their YLC immediately on returning to school to collect this application. Failure to complete this form may result in your grade being withheld.

**Applications will only be granted under exceptional circumstances.**

- a) Illness which is supported by documentary evidence (**Medical Certificate**).
- b) Personal/Social problems which are supported by documentary evidence.
- c) Other circumstances which the YLC accepts as exceptional.

**NB: Lack of organisation/planning or forgetfulness do not constitute exceptional circumstances.**

## What happens if I don't meet 90% attendance?

If you do not meet the 90% attendance requirement

- You will receive an 'N' for that unit.
- A compulsory parent/student conference will be called to discuss options. This may including possible redemption for the task/unit



# Authentication

There is one straightforward principle which underlies the VCAA's procedures on authentication. It is that students must submit for assessment only work that is their own.

A teacher must be confident that the work is the student's own, and the student must be able to provide evidence to substantiate this. It is the **student's responsibility** to ensure that each teacher has the opportunity to authenticate work, hence the importance of regular attendance, completion of assigned coursework and work undertaken in class.

Students must ensure:

- That all unacknowledged work submitted by them is genuinely their own work.
- They have completed a satisfactory amount of class-work to be eligible for a grading of assessment tasks.
- They acknowledge all resources used, including:
  - text, websites, source material
  - the name and status of any person who provided help, and the type of help received.
- They do not accept undue assistance from any other person in the planning and submission of work.

**Acceptable levels** of assistance include:

- the incorporation of ideas or material derived from other sources (e.g. 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
- actual corrections or improvements made by another person.
- dictating or directing a student to insert particular text.

- Students will be asked to sign the Declaration of Authenticity at the time of submitting the completed task.

Students must complete work in class, as well as all assigned coursework to demonstrate their achievement of outcomes. **The teacher may not be able to authenticate and grade work, including SATs and SACs, unless satisfied that the student has demonstrated, in class, the ability to independently complete that work.**

**Final assessment and awarding of students' grades**

Student assessment is dependent upon the student;

- submitting work that satisfactorily demonstrates the Learning Outcome
- validating that work submitted is the student's own, by:
  - working regularly in class;
  - completing set class and homework tasks;
  - meeting reasonable deadlines and not attempting to submit the assigned coursework at the end of the semester;
- has demonstrated all the Learning Outcomes of the unit.

**For SATs students must also:**

- Produce suitable evidence of the development of the work, from planning and drafting, through to the ultimate piece of work.

There will be instances where the authenticity of student work needs to be checked. In particular, teachers must satisfy themselves about the authenticity of any student work.

In order to obtain the necessary evidence, students may be required to:

- provide evidence of the development of the work, e.g. drafts which may not have been sighted by the teacher
- discuss the content of the work with the teacher and answer questions to demonstrate understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task related to the original task
- attend an interview or complete a test to demonstrate his or her understanding of the work.

# Special Provision

Special Provision provides students with the opportunity to participate in and complete the VCE. It includes;

- Students who are affected by illness (physical or psychological),
- Students who have a disability or impairment (including learning disabilities)
- If students have factors relating to personal circumstances

It is the responsibility of the student to notify the Senior School Leader and Year Level Coordinator of the circumstances relating to the application for Special Provisions, obtain the required application forms and collect the necessary documentation to support their application. Appropriate and current documentation, might include medical certificates, medical reports or reports from social workers, youth workers or other professionals.

Students must notify the College as early as possible to ensure the application is processed in order to receive the fairest treatment possible and before the VCAA deadlines. These dates are published on the VCAA Website along with a complete description of the VCAA Special Provisions Policy.

## There are three forms of Special Provision:

### 1. Special Examination Arrangements:

Students may apply for special arrangements because of illness, disability or personal circumstances, if they are unable to complete their VCE examinations in the same way or under the same conditions as other students.

Application forms can be collected from the Senior Learning Leader and must be completed and returned with the required evidence.

### **2. Derived Examination Score (DES)**

A DES may be used if a student can demonstrate that an illness, personal trauma or other circumstances occurring immediately before or during an examination has affected their attendance or performance in the examination.

An application form is available from the Senior Learning Leader. It must be submitted within ***seven days of the student's final exam in the relevant exam period.***

### **3. Student Programs and School Based Assessment**

For students in certain defined circumstances, the school may provide a special program or vary the program to meet their needs. This mainly applies to students with some form of illness, disability or impairment. Modification of the program could include changes to the delivery of the program, assistance from technology, aide or support group.

Special provision or arrangements might take various forms, including:

- re-scheduled tasks
- additional time to complete a task
- setting a substitute task
- using technology, aides or other special arrangements
- sitting in an alternative venue

# Other

## Study Periods

Study periods are offered as a privilege to students in order to receive extra tuition and support from a mentor teacher. Students who have a study session that falls on a period 1 and 2 will be permitted to arrive at school at 10:45am, however, this will be continuously reviewed based on academic performance, attendance and effort.

### Student expectations:

- Follow the 5 classroom rules at all times.
- Come prepared with work to complete
- Make effective use of their study session teacher
- Come to class with a charged device as students will not be permitted to go to the library for computer use.
- No use of head phones is permitted during this session.
- Be productive with class time – at all times.
- You will not be permitted to arrive late where you have a study period if you have a referral from a teacher for late work or too many unapproved absences.
- SAC extensions may be implemented at this time.
- Participate in any wellbeing, pathways or study skills programs that are delivered in these sessions.

## Edrolo

Edrolo is an essential learning tool that students in V3 will be required to use in their classes. All students are required to bring a charged device to their lesson in order

to use Edrolo. Phones are not considered a device in this context. The URL for this program is [edrolo.com.au/carwatha-p-12](http://edrolo.com.au/carwatha-p-12). Enter your surname and create your account. Please speak to the Senior School Leader for any questions regarding Edrolo.

## Collection of VCE/ VCAL certificates

Students will need to collect their VCE/VCAL certificate from the main office at the college once the results have been distributed. These will be available in the last week of Term 4. It is the student's responsibility to come and collect this document. It will not be mailed home.

## Students Driving Cars to School

Any student of legal driving age, who intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to park outside of the school grounds. Students must inform the relevant Year Level Co-ordinator when they are driving a vehicle to school.

To protect the welfare of all students:

- Students are required to adhere to all road rules and drive in a safe and responsible manner.
- Students may not drive other students to/from school.
- Students may not drive other students to/from school programs and functions.
- Students are not to drive their vehicle during the school day, including school breaks and study sessions.

## **Carwatha College P-12**

### **Missed SAC Cover Sheet**

**To be completed by the teacher**

Student name	
Date of Missed SAC	
SAC Title	
Time to complete SAC	
SAC modification	
Any resources allowed eg. Calculator, notes	
Teachers name	

**Below to be completed by the student**

Name	
Medical certificate submitted to LHL/LHA	<b><u>Yes/ No</u></b>
SAC extension approved	<b><u>Yes/ No</u></b>
SAC extension approved by (teacher)	

DECLARATION I certify that the attached work is entirely my own (or where submitted to meet the requirements of a group assignment is the work of the group), except where work quoted or paraphrased is acknowledged in the text.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Carwatha College P-12  
43-81 Browns Rd.,  
Noble Park North 3174  
Telephone: (03) 9795 5848  
Facsimile: (03) 9790 1712  
Email: [carwatha.p12@edumail.vic.gov.au](mailto:carwatha.p12@edumail.vic.gov.au)  
Website: [www.carwatha.vic.edu.au](http://www.carwatha.vic.edu.au)  
Principal: Pat Mulcahy



Dear Parent/Guardian,

Students enrolled in the Victorian Certificate of Education (VCE) often complete a scored VCE. That is, they complete assessment tasks across the year and an end of year exam. In this case, students will receive a study score for each subject and an ATAR (Australian Tertiary Admissions Rank). The ATAR is a requirement for many university courses.

In the event that a student does not plan to apply for a university course, there is the possibility of completing a non-scored VCE. In this event, students will still complete assessment tasks throughout the year. It is necessary to meet every outcome in a subject to pass a unit.

The difference is that a non-scored option will change two things – Students will not complete end-of-year examinations or receive a study score for that subject. This means they will not be eligible for an ATAR.

A non-scored option does not necessarily rule out a university pathway in the future. It does, however, mean that for some students the VCE becomes a more manageable workload.

If your child is considering a non-scored pathway, we need to ensure that parents/guardians are aware of what this means and approve their decision.

If you approve, please sign and return the slip below. If you require further information, please contact Mitchell Hammond.

Mitchell Hammond  
Senior School Leader  
Carwatha College P-12

#### **STUDENT DETAILS**



Name: \_\_\_\_\_

Contact details: \_\_\_\_\_

My proposed pathway upon completing the VCE is:

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### STUDENT CONSENT

**I will be undertaking one or more of my VCE units without the calculation of a study score**

- I have discussed this decision with school staff and my parent or carer.
- I have read the 'Completing VCE units without calculation of a study score' Fact Sheet and have had the opportunity to ask school staff any questions about the information provided.
- I have been informed of and understand the impact this decision has on my post-school pathways.
- I have access to wellbeing and education support available at my school.
- I understand that where I complete a VCE unit without the calculation of a study score, I must still satisfactorily complete all required learning outcomes and school-based assessments set by my teacher to receive a satisfactory (S) result for each unit.
- I understand that by completing VCE units without the calculation of a study score, I may be ineligible to receive an ATAR.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PARENT/GUARDIAN

I confirm that I have discussed this decision with the above-named student and support their decision to undertake one or more of my VCE units without the calculation of a study score.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### VCE Conditions & Student Acknowledgement

## Attendance

Students are required to attend 90% of timetabled VCE subjects in order to meet the attendance policy stipulations. Prompt arrival to class is also a requirement.

- If absent from school due to illness, a medical certificate is required and this will 'explain' the absence.
- Other reasons must also be reported by parents/carers and discretion will be used to determine whether these absences contribute to overall attendance percentage.

I understand my 90% attendance requirements for all VCE subjects and the need to arrive to class on time.

Signed: \_\_\_\_\_

## Authentication

In line with the VCAA policy, students must always submit work that is their own.

- It is the **student's responsibility** to ensure that each teacher can authenticate work, hence the importance of regular attendance and completion of assigned coursework in class
- Acknowledge all resources used, including text, websites, source material the name and status of any person who provided help, and the type of help received.
- Where there is a breach of the policy, students will be given an opportunity to verify that the work is their own through a discussion with the classroom teacher and/or a member of the Leader Team.
- If students submit a scored assessment that is plagiarised (from the internet or Artificial Intelligence), the result will be 0 and students will be expected to undertake the task again to achieve the Satisfactory result.
- If an Outcome is deemed to have been plagiarised (from the internet or Artificial Intelligence), students will receive 'N' result and be required to undertake this assessment after school during the SAC sessions.
- A parent/carer meeting will occur to discuss the breach of the VCE and VCAA policies.

I understand and accept that it is my responsibility to submit work that is my own and I must acknowledge sources where they have been used to support the completion of my tasks. If a teacher suspects that plagiarism has been evident, a process will commence to determine to the satisfaction of the teacher that I am able to demonstrate the skills and knowledge of a Study Design:

Signed: \_\_\_\_\_

## Exams and Practice Exams

- Students undertaking a scored VCE commit to undertaking the exams and trial/practice exams in preparation for the final assessments.
- Students are expected to arrive 30 minutes prior to the nominated reading time, remain in the designated seat for the duration of the exam (no early departures) and remain in test conditions.
- Breaches of rules in VCAA examinations will be reported to the Authority and dealt with according to their procedures. These can take several months and consequences range from reduction of grades to cancellation of the VCE certificate or criminal charges, depending on the severity of the offence.
- Breaches of examination rules will be reported to the Senior School Leader who will consult and determine the consequences.

I understand and accept that breaches of the exam policies or VCAA conditions will result in VCAA or the College investigating and issuing penalties or consequences.

Signed: \_\_\_\_\_

### Missed assessments

- Where a student is absent from school for a SAC or SAT, the student must provide a medical certificate.
- All SACs that are missed due to absence will need to be completed on the next available SAC afterschool session on a Monday or Thursday.
- It is the student's responsibility to follow up with the Senior School Leader to undertake this assessment.
- If no medical certificate is provided, a student will receive a 0 score, however, the task will still need to be completed in order to achieve a Satisfactory result overall.

I understand that I must provide medical certificates in the event of missing a SAC.

Signed: \_\_\_\_\_

### Results – S, N, Scores

Student work is moderated to ensure accuracy and fairness.

- Where a student disputes their VCAA results, this must first be discussed with the school Leaders.
- If there is a dispute regarding an Outcome or SAC result, this must first be discussed with the classroom teacher to determine feedback. The teacher's assessment will be final.
- Unit 1&2 results are at the discretion of the teacher

I accept that the moderation practices in place validate my Outcome and scored results, and I am able to discuss concerns with my teacher for particular tasks.

Signed: \_\_\_\_\_

I acknowledge my responsibilities as a VCE student and the processes in place to support my learning. Where there are concerns relating to any of the above matters, these will be addressed through discussions, parent/carers meetings and pathways discussions. If there are consistent or repeated concerns in relation to any of the above, this may jeopardise my VCE.

Signed: \_\_\_\_\_