

NORTHCOTE HIGH SCHOOL  
**VCE STUDENT HANDBOOK 2017**



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# 1. General

## 1.1 General VCE

### 2017 VCE TEAM

Ms. Diana Corkery Year 11 Program Leader

Mr. Simon Lasslett Year 11 Program Leader

Ms. Carolyn Richards Year 12 Program Leader

Ms. Colm Reale Year 12 Program Leader

Mr. Shane Gemmola Head of Senior Years

### VCE 2017

For all VCE studies, assessment involves a mix of school-based assessment and external examinations, with the external examination contributing a minimum of 50% and in many cases 66% of the student's final study score. In most cases, the school-based assessment is referred to as **School-Assessed Coursework(SAC)** but in studies in which a folder of work is accumulated throughout the year (Art, Design Technology, Media, Studio Art and Visual Communication & Design, etc.), this work is classified as a **School-Assessed Task (SAT)**

For **School-Assessed Coursework (SAC)**, tasks will generally be completed in class time and there will be no drafting of work submitted for assessment, as has been the case in the past. The marks achieved by students in their School-Assessed Coursework will be forwarded to VCAA and will contribute to the final study score. However, these will be statistically moderated against the examination results of the total school cohort in that study.

At the risk of over-simplification, poor examination performance of the cohort within a particular VCE study will result in a reduction of the school marks and will therefore have a very significant impact upon the final study score achieved.

It is therefore crucial that students be aware of the importance of examination performance from the very beginning of the year and that they be prepared to work consistently throughout the whole of the school year, preparing for the exams. We must focus on exams in the delivery of the prescribed curriculum.

The strong correlation between a student's achievement and their attendance rate is well recognised by educators. To this end the VCE Attendance Policy aims to improve our students' attendance rates. Students who have a study period 4 & or 5, may sign out and continue their work at home. We have excellent resources available for our VCE students to utilize in any non-timetabled sessions, in the form of the Senior Years Centre and library. Parental support of the policy is requested.



## 1.2 VCE KEY DATES 2017

Monday 30th Jan. Tuesday 31st Jan Wednesday 1 <sup>st</sup> Feb Thursday 2 <sup>nd</sup> Feb	<b><u>Start of Term 1</u></b> Staff Staff <b><u>Start of Term 1</u></b> Years 7,10, 11 & 12 students Years 8 & 9 students Year 12 Study Conference
Tuesday 14 <sup>th</sup> Feb Friday 24 <sup>th</sup> Feb	Year 12 Parent Meet and Greet School Photographs
Tuesday 28 <sup>th</sup> Feb Friday 3 <sup>rd</sup> March	Year 12 Group & Staff Photographs <b>Special exam arrangement requests to VCAA</b>
Thursday 9 <sup>th</sup> March Monday 13 <sup>th</sup> March Friday 17 <sup>th</sup> March Wednesday 22 <sup>nd</sup> March Thursday 23 <sup>rd</sup> March Wednesday 29 <sup>th</sup> March	School Swimming Sports <b>Labour Day Holiday</b> GPA Published <i>Athletics Day</i> <i>Parent/Teacher/Student Conversations</i> <i>Parent/Teacher/Student Conversations</i>
Friday 31 <sup>st</sup> March	<b><u>End of Term 1</u></b>
Tuesday 18 <sup>th</sup> April	<b><u>Start of Term 2</u></b>
Monday 1 <sup>st</sup> May	<b>Last date for enrolment or withdrawal from Units 3 &amp; 4 sequences. Applications to form partnerships for Unit 3, ¾ coursework closes. School C/W Audit Notification identifying student C/W required for Unit 3, received in schools.</b>
Thursday 1 <sup>st</sup> June Friday 2 <sup>nd</sup> June – 9 <sup>th</sup> June Friday 9 <sup>th</sup> June	Year 10 & 11 End of Assessment period Year 10 & 11 Exams Year 12 End of Assessment period
Monday 12 <sup>th</sup> June Wednesday 14 <sup>th</sup> June Friday 16 <sup>th</sup> June Monday 19 <sup>th</sup> June	<b>Queen's Birthday holiday</b> GAT held (No classes for Years 10,11 & 12 students Online Feedback Implementation/Support Day Unit 2 & 4 commences <b>Unit 3 Coursework Audit material to be submitted</b>
Friday 30 <sup>th</sup> June	<b><u>End of Term 2</u></b>
Monday 17 <sup>th</sup> July	<b><u>Start of Term 3</u></b>
Monday 24 <sup>th</sup> July	<b>Last date for withdrawal from Unit 4 studies</b> <b>Unit 3 Coursework Scores due</b> <b>Unit 1 &amp; 3 S 7 N results due</b>



Monday 1 <sup>st</sup> August Monday 7 <sup>th</sup> August	Year 11 to 12 2016 Information session period 5 Arts Performance and LOTE oral exam advice available
Monday 11 <sup>th</sup> Sept Monday 18 <sup>th</sup> Sept Friday 22 <sup>nd</sup> Sept Monday 9 <sup>th</sup> October Monday 16 <sup>th</sup> October Wednesday 18 <sup>th</sup> October Monday 5 <sup>th</sup> to Sunday 1 <sup>st</sup> Nov Monday 23 <sup>rd</sup> October Tuesday 24 <sup>th</sup> October Thursday 26 <sup>th</sup> October Friday 16 <sup>th</sup> October Wednesday 1 <sup>st</sup> -24 <sup>th</sup> Nov Monday 6 <sup>th</sup> October Tuesday 7 <sup>th</sup> November Monday 13 <sup>th</sup> November Friday 10 <sup>th</sup> – Fri 17 <sup>th</sup> Nov Friday 15 <sup>th</sup> December Friday 22 <sup>nd</sup> December	Exam advice slips and timetables available Unit 3 / 4 Practice Exams Indicative Grades for performance exams due <b><u>End of Term 3</u></b>  <b><u>Start of Term 4</u></b>  <i>School Assessed Task scores for Design Tech, Food Tech, Media. Studio Art and Visual Communication &amp; Design due</i> LOTE (CCAFL) written examinations Music/Drama Performance exams & LOTE orals  Indicative Grades due Last Day for Year 12 students Year 12 Graduation  Final day for lodgement of applications in LOTE 2nd Languages  2017 VCAA Exams <u>Unit 4 Coursework scores due</u> Earliest date for School Assessed Tasks in the Arts & Technology Studies to be returned to students Melbourne Cup Holiday Unit 2 & 4 S & N results due  Year 10 & 11 Exams VCAA results available to schools <b><u>End of Term 4</u></b>



### 1.3 2017 VCE Unit 3/4 offered at NHS and Class Teachers

Code	Subject	Assigned Teacher
12ACC.A1	ACCOUNTING Unit 3/4	Bill Neale
12ACC.B4	ACCOUNTING Unit 3/4	Harriet Barclay
12AUS.A2	AUSTRALIAN HISTORY Unit 3/4	Mike Grose
12BIO.A2	BIOLOGY Unit 3/4	Megan Rolls
12BIO.B4	BIOLOGY Unit 3/4	Luke Slingsby
12BIO.C6	BIOLOGY Unit 3/4	Megan Rolls
12BMA.A1	BUSINESS MANAGEMENT Unit 3/4	Jai Rochester
12BMA.B1	BUSINESS MANAGEMENT Unit 3/4	Sean Butler
12BMA.C6	BUSINESS MANAGEMENT Unit 3/4	Jai Rochester
12CHE.A1	CHEMISTRY Unit 3/4	Nhan Do
12CHE.B3	CHEMISTRY Unit 3/4	Nhan Do
12CHE.C6	CHEMISTRY Unit 3/4	Michaela Greenwood-Smith
12CHF.A2	CHINESE FL Unit 3/4	Zheng Wang
12CHS.A6	CHINESE SL Unit 3/4	Lixia Wang
12CLS.A4	CLASSICAL STUDIES Unit 3/4	Carlene Wilson
12DRA.A5	DRAMA Unit 3/4	Shirley Barbara
12EAL.A1	EAL Unit 3/4	Darren Plunkett
12EAL.B2	EAL Unit 3/4	Paul Gilby
12EAL.C2	EAL Unit 3/4	Darren Plunkett
12ELA.A1	ENGLISH LANG Unit 3/4	Prue Morris
12ELA.B3	ENGLISH LANG Unit 3/4	Darren Plunkett
12ENG.A1	ENGLISH Unit 3/4	Elizabeth Wright
12ENG.B2	ENGLISH Unit 3/4	Simon Lasslett
12ENG.C2	ENGLISH Unit 3/4	Shane Gemmola
12ENG.D3	ENGLISH Unit 3/4	Shane Gemmola
12ENG.E4	ENGLISH Unit 3/4	Martin Ramsay
12ENG.F4	ENGLISH Unit 3/4	Paul Gilby
12ENG.G4	ENGLISH Unit 3/4	Elizabeth Wright
12ENG.H5	ENGLISH Unit 3/4	Simon Lasslett
12EXT.A3	Extended Investigation Unit 3/4	Carlene Wilson
12FSD.A3	FOOD STUDIES Unit 3/4	Lynette Delahunty
12FRE.A6	FRENCH Unit 3/4	Pierrick Hubert
12FUR.A1	FURTHER MATHS Unit 3/4	Laura Ritchie
12FUR.B2	FURTHER MATHS Unit 3/4	Jonathon Templin
12FUR.C2	FURTHER MATHS Unit 3/4	Elisha Templin
12FUR.D3	FURTHER MATHS Unit 3/4	Colm Reale
12FUR.E4	FURTHER MATHS Unit 3/4	Jonathon Templin
12FUR.F4	FURTHER MATHS Unit 3/4	Elisha Templin
12FUR.G5	FURTHER MATHS Unit 3/4	Colm Reale
12GEO.A3	GEOGRAPHY Unit 3/4	Scott MacDonald
12GEO.B6	GEOGRAPHY Unit 3/4	Scott MacDonald
12GPO.A1	GLOBAL POL Unit 3/4	Paul-Micah Sullivan
12GPO.B6	GLOBAL POL Unit 3/4	Paul Gilby
12GRK.A2	GREEK Unit 3/4	Eva O'Hehir
12HHD.A5	HEALTH HD Unit 3/4	Carolyn Richards
12HHD.B6	HEALTH HD Unit 3/4	Carolyn Richards
12ITA.A4	ITALIAN Unit 3/4	Angela Capelli
12LEG.A4	LEGAL STUDIES Unit 3/4	David Adam





12LEG.B5	LEGAL STUDIES Unit 3/4	David Adam
12LIT.A1	LITERATURE Unit 3/4	Tric O'Jeare
12MAM.A2	MATHS METHODS Unit 3/4	Voula Kanellopoulos
12MAM.B3	MATHS METHODS Unit 3/4	Laura Ritchie
12MAM.C3	MATHS METHODS Unit 3/4	Teena Pavlatos
12MAM.D4	MATHS METHODS Unit 3/4	Donal Uahwatanasakul
12MAM.E6	MATHS METHODS Unit 3/4	Linh Dang
12MAM.F6	MATHS METHODS Unit 3/4	Kirsty Phillips
12MED.A6	MEDIA Unit 3/4	Hannah Valmadre
12MINV.A3	MUSIC INV Unit 3/4	Jackie Brogan
12MPER.A3	MUSIC PERFORMANCE Unit 3/4	Jackie Brogan
12PHI.A5	PHILOSOPHY Unit 3/4	Kevin Hoole
12PED.A1	PHYS ED Unit 3/4	Megan Young
12PED.B5	PHYS ED Unit 3/4	Megan Young
12PHY.A1	PHYSICS Unit 3/4	Carolyne Hutchens
12PHY.B2	PHYSICS Unit 3/4	Kirsty Phillips
12PHY.C5	PHYSICS Unit 3/4	Michael Waiser
12PDW.A5	PROD DES WOOD Unit 3/4	Paul-Micah Sullivan
12PDF.A6	PROD DES FIBRE Unit 3/4	Connie Stewart
12PSY.A1	PSYCHOLOGY Unit 3/4	Gerard O'Shaughnessy
12PSY.B4	PSYCHOLOGY Unit 3/4	Josh McDonald
12PSY.C5	PSYCHOLOGY Unit 3/4	Georgia Townley
12REV.A2	REVOLUTIONS HIST Unit 3/4	Josh McDonald
12SPM.A1	SPECIALIST MATHS Unit 3/4	Michael Waiser
12SPM.B4	SPECIALIST MATHS Unit 3/4	Geoff Thomas
12SAR.A2	STUDIO ARTS Unit 3/4	Jerome Rush
12VSR.A3	VET Sport and Rec Unit 3/4	Katie Archibald
12VCD.A2	VISUAL COM & DES Unit 3/4	Barry Drinan
12VCD.B5	VISUAL COM & DES Unit 3/4	Di Corkery

Code	Subject	Assigned Teacher
11ACC.A5	ACCOUNTING Unit 1/2	William Neale
11BIO.A2	BIOLOGY Unit 1/2	Luke Slingsby
11BIO.B3	BIOLOGY Unit 1/2	Sarah Green
11BIO.C5	BIOLOGY Unit 1/2	Megan Rolls
11BIO.D6	BIOLOGY Unit 1/2	Luke Barrett
11BMA.A1	BUSINESS MAN Unit 1/2	Rohan Hamit
11BMA.B2	BUSINESS MAN Unit 1/2	Jai Rochester
11CHE.A1	CHEMISTRY Unit 1/2	Michaela Greenwood-Smith
11CHE.B3	CHEMISTRY Unit 1/2	Selina Lau
11CHE.C4	CHEMISTRY Unit 1/2	Nhan Do
11CHE.D5	CHEMISTRY Unit 1/2	Sophia Griffith
11CHF.A4	Chinese FL Unit 1/2	Zhen Wang
11CHS.A6	CHINESE SL Unit 1/2	Alexander McCleod
11CLS.A4	CLASSICAL STUDIES Unit 1/2	Sarah Elphick
11DRA.A6	DRAMA Unit 1/2	Harley Hefford
11EAL.A4	EAL Unit 1/2	Darren Plunkett
11EAL.B5	EAL Unit 1/2	Rosalie Maidment
11EAL.C6	EAL Unit 1/2	Rosalie Maidment
11ECO.A1	ECONOMICS	Harriet Barclay
11ELA.A2	ENGLISH LANGUAGE Unit 1/2	Prue Morris



11ELA.B5	ENGLISH LANGUAGE Unit 1/2	Anna Costanzo
11ELA.C6	ENGLISH LANGUAGE Unit 1/2	Prue Morris
11ENG.A1	ENGLISH Unit 1/2	Sarah Elphick
11ENG.B2	ENGLISH Unit 1/2	Lisa MacDonald
11ENG.C3	ENGLISH Unit 1/2	Leah Downey
11ENG.D4	ENGLISH Unit 1/2	Georgia Townley
11ENG.E5	ENGLISH Unit 1/2	David Norman
11ENG.F5	ENGLISH Unit 1/2	Leah Downey
11ENG.G6	ENGLISH Unit 1/2	Georgia Townley
11FSD.A3	FOOD STUDIES Unit 1/2	Lorraine Lockhart
11FMA.A3	FOUNDATION MATHS	Paul Giddy
11FRE.A6	FRENCH Unit 1/2	Pierrick Hubert
11GMF.A1	GENERAL FURTHER Unit 1/2	Andrew Kyprianou
11GMF.B2	GENERAL FURTHER Unit 1/2	Adam Coxsell
11GMF.C4	GENERAL FURTHER Unit 1/2	Sophie Cozaris
11GMF.D5	GENERAL FURTHER Unit 1/2	Paul Giddy
11GMM.A4	GENERAL METHODS Unit 1/2	Teen Pavlatos
11GEO.A5	GEOGRAPHY Unit 1/2	Alana Smith
11GAP.A3	GLOBAL AUST POLITICS Unit 1/2	Paul Gilby
11GRK.A6	GREEK Unit 1/2	Vicki Konstantinou
11HHD.A2	HEALTH HD Unit 1/2	Lorraine Lockhart
11HHD.B3	HEALTH HD Unit 1/2	Jocelyn Hill
11HIS.A2	HISTORY 20th CENTURY Unit 1/2	Jackie Brogan
11ITA.A5	ITALIAN Unit 1/2	Angela Cappelli
11LEG.A1	LEGAL STUDIES Unit 1/2	David Adam
11LEG.B5	LEGAL STUDIES Unit 1/2	Eva O'Hehir
11LIT.A2	LITERATURE Unit 1/2	Martin Ramsay
11MAM.A1	MATHS METHODS Unit 1/2	Geoff Thomas
11MAM.B1	MATHS METHODS Unit 1/2	Danny Leondidis
11MAM.C2	MATHS METHODS Unit 1/2	Donal Uahwatanasakul
11MAM.D2	MATHS METHODS Unit 1/2	Sophie Cozaris
11MAM.E3	MATHS METHODS Unit 1/2	Adam Coxsell
11MAM.F4	MATHS METHODS Unit 1/2	Danny Leondidis
11MAM.G5	MATHS METHODS Unit 1/2	Elisha Templin
11MAM.H6	MATHS METHODS Unit 1/2	Andrew Kyprianou
11MED.A4	MEDIA Unit 1/2	Hannah Valmadre
11MUS.A3	MUSIC Unit 1	Julian Perry
11MUS2.A3	MUSIC Unit 2	Julian Perry
11PHI.A4	PHILOSOPHY Unit 1/2	Heath Thompson
11PED.A2	PHYS ED Unit 1/2	Steven Flight
11PED.B6	PHYS ED Unit 1/2	Cathy Lester
11PHY.A3	PHYSICS Unit 1/2	Kun Qian
11PHY.B4	PHYSICS Unit 1/2	Carolyn Hutchens
11PHY.C6	PHYSICS Unit 1/2	David McIndoe
11PDF.A6	PROD DES FIBRE Unit 1/2	Connie Stewart
11PDW.A1	PROD DES WOOD Unit 1/2	Rohan Bevan
11PSY.A1	PSYCHOLOGY Unit 1/2	Elizabeth Lenthall
11PSY.B3	PSYCHOLOGY Unit 1/2	Gerard O'Shaughnessy
11PSY.C6	PSYCHOLOGY Unit 1/2	Elizabeth Lenthall
11SPM.A1	SPECIALIST MATHS 1/2	Jonathon Templin
11SPM.B3	SPECIALIST MATHS 1/2	Geoff Thomas



**NORTHCOTE HIGH SCHOOL**

St Georges Road Northcote Victoria 3070  
[www.nhs.vic.edu.au](http://www.nhs.vic.edu.au) | 03 9488 2300



11SPM.C6	SPECIALIST MATHS 1/2	Michael Waiser
11SAR.A3	STUDIO ART Unit 1/2	Connie Stewart
11SAR.B6	STUDIO ART Unit 1/2	Barry Drinan
11VLIT.A4	VCAL - LITERACY	Shane Gemmola
11VPDS.A5	VCAL - Personal Development	Paul-Micah Sullivan
11VWRS.A6	VCAL - Work-related skills	Paul-Micah Sullivan
11VSR.A3	VET Sport and Rec Unit 1/2	Sarah Blanchard
11VCD.A2	VISUAL COM & DES Unit 1/2	Peter Sirec
11VCD.B4	VISUAL COM & DES Unit 1/2	Di Corkery

## 2. Introduction

### Student programs

- Students will attempt 22 units over two years during Years 11 and 12. (One unit = one semester's work in 1 subject).
- In 2017, Northcote High School students will attempt 12 units during Year 11 and 10 units during Year 12. Over 70% of our Year 10 students will study a VCE subject at the Unit 1 / 2 levels.
- It is expected that all VCE students attend the post - compulsory years of school to achieve a VCE certificate. Students who disrupt or undermine teaching and learning in the school will not be tolerated.
- Unit 1 & 3 changes are not possible in the first 3 weeks of Semester One; however at the completion of Semester One, some Unit 2 changes may be possible.

### Satisfactory Completion

To receive the VCE students, must pass (satisfactorily complete) at least 16 units, including:

- A least three units of English, English Language, EAL or Literature (however, note that some Tertiary courses require you to pass all four units of your English study.
- Your English study must be include a 3 / 4 sequence if you wish to receive an ATAR calculation which is essential for VTAC selection.
- At least three sequences of Unit 3 & 4 (Year 12) subjects **other** than an English

### Advice and Counselling

If you require advice or assistance you should initially see the following staff:

Year Level Program Leaders have the overall responsibility.

Mr Gemmola (**Senior Years Centre**) Course advice, enrolments, Special Provision, VCE concerns.

Ms Corkery (**Senior Years Centre**) VCAA Enrolment issues

Ms Archibald (**Room 11**) Youth Allowance and welfare matters

Mr Ramsay (**Room 11**) Pathways, course advice, careers counselling.

Ms Witt (**Room 11**) Careers and Pathways advice



## Enrolment matters

All course changes, unit withdrawals and enrolments in external subjects such as languages **must be** approved by and notified to the Head of Senior Years – Mr Gemmola or Ms Corkery, so that the Victorian Curriculum and Assessment Authority (VCAA) records can be kept up to date. **Mistakes on computer records and changes to personal details such as addresses and phone numbers must be notified in writing to Ms Gemmola or Ms Corkery.**

## 3. Attendance

### 3.1 VCE ATTENDANCE POLICY

#### Rationale

It is a requirement at Northcote High School that students attend all timetabled classes so that teaching and learning opportunities can be maximised. Attendance in class provides opportunities for student work to be authenticated by teachers. Work which cannot be authenticated, will not be accepted for assessment and will be awarded 'N'. As communication of information is extremely important, all students are expected to attend the scheduled Connect sessions, regardless of any study periods between 1 and 2.

#### Operation

##### ***What does the student have to do when they return to school after any absence?***

Parents must approve absences on the Compass Parent Portal.

##### ***What happens if a student has a sixth absence in any study?***

A 'J' (fail to complete) will automatically be recorded for that unit.

##### ***What if the student is absent for more than two consecutive days?***

Parents must approve absences on the Compass Parent Portal.

##### ***What if the absence is for a school activity, e.g. excursion, sport team?***

Students must complete a Participation in Co-Curricular Activities Form (*available in the Senior Years Centre*) and inform each class teacher **prior to the absence**. Participants are recorded on Compass. These absences do not count towards the total of missed classes. However, if a student's participation impacts on their achievement in class, they may not be permitted to take part in school activities.

##### ***What if a student has an urgent family emergency?***

The student can apply to the Year Level Program Leader for an approved VCE absence, which is regarded in the same manner as a medical certificate.

##### ***What if a student continues to suffer ongoing effects from an illness and obtaining Medical Certificates for each absence could prove very costly?***

The student should apply to the Year Level Program Leader for an extended approved absence. Documentation of illness will generally be required.

##### ***How many 'J' results can a student receive?***



Any student who receives two 'J' results in one semester will have their enrolment cancelled in all units for the current year. The student may apply to re-enrol in the following year.

### ***What does the student do about any work they have missed?***

It is the student's responsibility to ascertain what work was missed and catch up as well as obtain any handouts that were given to the class in their absence.

### **3.2 Unit completion**

Students with ***unauthorised absences*** in any unit will be given an 'N' for that unit. Unauthorised absences are those that are not covered by the following circumstances:

- a) Attendance at approved excursions
- b) Participation in school sporting events
- c) Those satisfactorily explained by a parental approval via the Compass Parent Portal
- d) Those covered by a medical certificate or other official document.

### **3.3 Youth Allowance**

Students are required to have an attendance rate of 75% to receive their full Youth Allowance Entitlement.

### **3.4 Absence from class**

Students absent from class on an Unsupervised excursion (for example, for a communication project activity) must complete an Unsupervised excursion form (***available in the Senior Years Centre***) and obtain the permission of every teacher whose class they shall miss. The same process applies when a student is absent for a co-curricular activity.

### **3.5 Absence during an Assessment Task**

## **VCE POLICY RE: STUDENT ABSENCE DURING A SAC TASK**

- The position from the VCAA as outlined in their handbook, is that students who are absent from a SAC task can be given an alternative task as long as it is comparable.
- NHS will require a **medical certificate** from students who are absent, but responsibility for the make-up task will be the teacher's responsibility. It will be given at a time agreeable to both the teacher and the student. Students must not miss other timetabled classes in order to complete a missed SAC.
- **Students who are absent for the SAC without a medical certificate will be assessed as an 'NA' for their score.**
- A student can still receive an 'S' for an outcome even if they have missed 1 of the 2 or more tasks to demonstrate achievement of the outcome. They would



receive an 'NA' for the SAC task, and thus their overall score would be affected but not necessarily the 'S' for completion of the unit.

Students will be given at least two weeks' notice of Assessment Tasks to be held on specific dates. If a student is absent on the day of an Assessment Task (such as a written or oral test), that student will be given a grade of 'UG', unless they have a medical certificate. Where a student has a medical certificate they must complete that Assessment Task at a time negotiated with the study teacher, mutually convenient.

### **3.6 VCE REDEMPTION POLICY**

#### **Rationale:**

#### **The position from the VCAA as outlined in the Administrative Handbook**

*"If, in the judgment of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, the teacher may take into consideration work previously submitted by the student provided it meets the requirements set out. A teacher may permit a student to submit further work to meet the satisfactory completion requirements of a unit. Students may not submit further tasks for the reconsideration of School-assessed Coursework scores awarded by the school."*

*Normally, students complete work for a unit during the semester in which the unit is undertaken. The school may decide to delay the decision about satisfactory completion to allow a student to complete or submit further work."*

#### **Aims:**

- To provide students with adequate opportunities to demonstrate unit outcomes.
- To keep parents/guardians informed of their child's progress.

#### **Implementation:**

1. a) If a student has not demonstrated an outcome, the classroom teacher will negotiate a time with the student, when another task will be undertaken. This should occur, within one to two weeks of the student failing to meet the stated outcome where appropriate.  
b) Certain conditions may allow extension of this time frame (e.g. medical/bereavement) and for a score to be awarded.
2. The subject teacher will contact the student's family via email or a phone call.
3. Students can be given multiple tasks by the subject teacher to demonstrate outcomes.
4. These tasks can include, but are not limited to, coursework, written reports, essays, interviews, oral presentations and practicals. The tasks do not have to be SACs.
5. If a student has not demonstrated an outcome within 1- 2 weeks of the original assessment task date, a VCE Redemption Notification is to be made by the classroom teacher to the appropriate Year Level Program Leader/s ensuring all details are completed.
6. The Year Level Program Leader will supervise the completion of the task and return the completed task to the classroom teacher for assessment.



7. The subject teacher will inform Year Level Program Leader and VASS Administrator (if appropriate) when the outcome has been redeemed and an S awarded.

### 3.7 Private Study

**All VCE students are required to attend timetabled classes.**

Students must be in the library, VCE Centre, The Atrium or an assigned free classroom during non timetabled periods. It is expected that this time will be spent productively for the completion of coursework. If they have private study in period 1, they may arrive at school later, in time for their next timetabled class. Students with private study in periods 4 and/or 5 may leave NHS to complete their study at home **MUST sign out** using their ID card.

## 4. Assessment Policy

### 4.1 Satisfactory Completion of a Unit

To pass a unit, students must complete all School Assessed Coursework (SACs) or School Assessed Tasks (SATs), for that unit to a satisfactory level, on or by the due date. Students will be informed of the SACs and any SATs, at the commencement of each unit. On the semester report satisfactory completion will be represented by an 'S' and unsatisfactory completion by an 'N'. This grade is then reported to the VCAA and will appear on the student's official VCE certificate.

### 4.2 Assessment Tasks

In Units 1 & 2 at Northcote High School, Assessment Tasks will be used to assess the quality of students' work in each unit. This assessment will be reported using the A+, A, B+, B, C+, C, D+, D, E+, E and UG scale.

### 4.3 Authentication

Authentication is extremely relevant for studies with a School Assessed Task (SAT) **Authentication Records** must be completed by teachers and students for all SAT's

Please remember your teacher must be able to authenticate your work. The most common reason for allowing completion outside the classroom is when students are using computers to produce work. At NHS availability of computers is very good

Students must submit Assessment Tasks that are clearly their own work. It is the student's responsibility to:

- Periodically produce appropriate documentation of the development of the work to enable the teacher to monitor the development of the work and to keep a record of the process and to attest that the work is the student's own.
- Retain documentation, including drafts and plans until the end of the year.

Students must ensure they attend class regularly and complete set work during class time so the teacher can attest that the work is the student's own.

Students must not accept undue assistance from any person (including their teacher) in the preparation and submission of work. VCAA has determined a series of actions in the event of





undue teacher assistance. These are outlined in the **VCE Administrative Handbook 2017** which can be accessed online at [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au).

#### **Appropriate Teacher Assistance Includes:**

- Providing Oral / Written comments which identify the need for students to further explore their response to the topic and or the link they have written.
- Highlighting areas requiring attention (structure, expression, accuracy of mathematics, sequencing of ideas, punctuation, spelling, use and citation of resource material)
- Asking students whether their choice of words is the best for conveying intended meaning
- Asking questions about aspects of written text, seeking to clarify meaning or elaborate on detail.

#### **Inappropriate Teacher Assistance Includes:**

- Providing written comments on more than one draft.
- Providing detailed advice on, corrections to, or actually reworking of student's drafts.
- Providing structured outlines with detailed suggestions of instructions for completing the SAT.
- Providing or interpreting data, content or concepts not already mentioned by the student in draft work.

Students must acknowledge all resources used. This will include text and electronic source material. It will also include the name(s) and status of any person who provided assistance, and the type of assistance received.

If a teacher is unable to authenticate all or part of a student's work, then they will ask the student to demonstrate his or her understanding of the task during an interview or they may require the student to complete a supplementary Assessment Task to help authenticate the work. The student must be given at least 24 hours notice of formal supplementary task. This procedure must be arranged in consultation with the Year Level Program Leaders & Head of Senior Years.

If the teacher is still unable to authenticate the student's work then they will report the matter to the Head of Senior Years and the student will be called for an official interview to discuss the matter. If after this interview the work or part of the work, still cannot be authenticated, the school may:

1. Ask students to complete the work again if this can occur within the dates set by **VCAA**
2. Refuse to accept that part of the work that infringes the rules and base a decision to give an S or an N on the remainder of the work.
3. Refuse to accept any of the work, in which case an N will be awarded for the SAT.

If a decision is made to impose a penalty, the student will be notified in writing within 14 days of the decision being made.

In cases where the school imposes a penalty, the student will be notified in writing within 14 days of the decision being made.



In cases where the school imposes a penalty, the student has the right to appeal to **VCAA**, provided that the student appeals in writing within the 14 days. However no appeal is possible if plans or drafts of the work in question were not sighted in class during this period when the work was undertaken. Plans and drafts shown to the teacher for the first time after the work was due are not to be considered.

### **Student Rules to ensure work can be authenticated:**

1. Students must ensure that all unacknowledged work submitted is genuinely their own work.
2. Students must acknowledge all resources used: This will include text and source material, and the name(s), and status of the person(s) who provided assistance, and the type of assistance received.
3. Students must not accept undue assistance from any other person in the preparation and submission of work. Unacceptable assistance would include copying another person's work or other sources without acknowledgment, providing actual adjustments or improvements for a student's work, or dictating or directing a student to insert particular text. Students may, however, be given advice about the nature of adjustments or improvements to their work.
4. **SATs only:** Students must produce appropriate evidence of the development of the SAT from planning and drafting, through to the final piece of work. This will enable the teacher to monitor the development of the work and to keep a record of the process and to attest that the work is the student's own.
5. **SATs only:** With the final copy of each SAT, students must submit evidence of the development of the SAT. Written comments must have been provided by the teacher, on the evidence. The evidence is to be signed and dated by teacher and student.
6. Students who knowingly assist other students in a Breach of Rules may be penalised. This includes distributing student work for the purpose of plagiarising.
7. Students must not submit the same piece of work for assessment in more than one outcome.
8. Students must sign the **Declaration of Authenticity** at the time of submitting a completed SAT, or part of a SAC which has been partly completed outside the classroom. This declaration states that all unacknowledged work is the student's own.

### **Discipline Committee**

1. To deal with breaches of VCAA discipline – problems of authentication, irregular attendance, poor work and study patterns, and breaches of school discipline; a VCE Discipline Committee will meet as required. It may consist of the Head of Senior Years, relevant Level Program Leaders and Class Teacher. They may interview students as required.
2. Where students new to the VCE require general guidance and advice, the committee will meet in Preliminary form; its nature will be recorded and documented. While still a formal meeting, this allows for a friendlier context for advice to be given.
3. Where breaches of authentication are suspected, students will be requested to attend an interview or complete a supplementary task. Students will be given at least 24 hours written notice of this, and the discipline committee will then consist of no more than three teachers.



Following the process of considering evidence, the school principal has the authority to respond in a number of ways, which may include refusing to accept any part of a School Assessed Coursework (SAC) task or School Assessed Task (SAT) for assessment.

4. Students have the right of appeal on the grounds
  - a. That a breach of rules did not occur or
  - b. That the penalty was too severe
5. The Discipline Board of VCAA has the power to confirm, quash or vary the determination of the school.

#### 4.4 Rules for completion / submission of work

At the start of the year, all VCE teachers will give their students a list of **dates** for SACs and any SATs. (VCE Assessment Requirements). The dates should be recorded in the student's planner and students should organise their study time so that all work is completed or handed in on time. The VCAA, and the school, regard this as ***a student's own responsibility***.

**To pass a unit, a student must demonstrate achievement of the Learning Outcomes specified in the Study Design. They will also be required to complete all supplementary work requirements of each study that are outlined on the VCE Assessment Requirements distributed by each class teacher at the commencement of the year.**

In exceptional circumstances when students do not have the set work that is due, teachers **may** be able to set a new due date for the work, in consultation with the student. If a student fails to complete the task on the new set date then the student will receive an N for the task. Parents, Year Level Program Leader and the Head of Senior Years, are involved by this stage.

As outlined above, it is a student's responsibility to obtain due dates and to record them in their diary for all units. Ignorance of the due date will not be accepted as an excuse for not meeting the deadlines.

If any part of the SAC has been completed outside of the classroom it must be handed directly to your teacher **before** 3:15 pm on the due date. Work must not be left on any teacher's desk or anywhere in the staffroom. If your teacher is absent on the due date you should hand your work to a Year Level Program Leader or the Head of Senior Years, in person, unless otherwise instructed. This also applies for the submission of SATs.

If a SAC task or SAT is found to be not satisfactory, then your teacher **may** ask you to improve and re-submit that work, in order that you may gain an 'S' for that task. **Your score cannot be altered!**

The VCAA has advised:

Where students use a computer to produce an assessment task or SAT, it is the student's responsibility to ensure that:

- i) There is an alternative system available for use in case of computer or printer malfunction or unavailability



- ii) Each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer
- iii) Hard copies of the work in progress are produced regularly.

#### 4.5 Lost or damaged work

The teacher or student who has had work lost or damaged should inform the Head of Senior Years in writing, of the details. The Head of Senior Years shall then determine the result for that piece of work and/or the unit, acting on the advice of the teacher concerned.

#### 4.6 Storage of Work

Teachers will return SACs to students as soon as all class members have completed the SAC. **In multiple class studies all students must have completed the SAC.** These should be used by students to prepare for exams, and also to provide valuable feedback on progress.

Teachers of studies with a SAT component must store these in a secure area and only return them to students in late November, when advised.

#### 4.7 Special Provision

Special provision can be made to assist certain students undertaking the VCE. These students include those with physical disabilities or other impairments, ESL students, deaf or hearing impaired students, Aboriginal students and students experiencing significant hardship during their VCE studies. If you feel may be eligible for this special provision you should inform the Head of Senior Years as soon as possible. You will be required to provide supporting documentation.

Students who are sick or experiencing problems affecting their studies may be eligible for Special Provision- for SAC's, SAT's and / or exams. In these cases special arrangements can be made regarding due dates, modifications to the assessment tasks required to pass the unit, and special exam arrangements.

Students may apply for a derived exam score if they have become ill or have experienced a traumatic event in the 2 weeks leading up to the examination period, or during an examination. The score is determined by the VCAA.

#### Criteria for eligibility for SACs & SATs

Students may be eligible for Special Provision if:

- They are affected to a significant degree by illness, by any factors relating to personal environment or by other serious cause during the period in which an assessment task was undertaken or at any other time during the semester.  
Or
- They are prevented by illness, by any factors relating to personal environment or by other serious cause, from completing or submitting an assessment task.  
Or
- They are disadvantaged by any physical disability or other impairment.

To apply students should complete the appropriate form. (*available in the Senior Years Centre*)

The school can reschedule assessment tasks, set alternative or substitute tasks, allow more time to complete a task and / or allow the use of different arrangements to complete an assessment.



## Criteria for eligibility for Derived Exam Scores

Students may be eligible for Special Provision if:

- They are prevented from attending an examination due to illness, accident or other personal or unforeseen circumstances beyond their control.
- They consider that their performance in an examination has been affected by illness, accident or other personal or unforeseen circumstances just prior to or during the exam period.

To apply students must complete the appropriate form. (*see appendix* )

### Reporting Special Provision

When a student has been granted Special Provision it is not recorded to VTAC.

## 5. Exams

### 5.1 Units 1 & 2

At Northcote High School, students will be required to undergo examinations as part of assessment. The results of the exams contribute to overall assessment.

Students should also note the following:

- 1) Attendance at examinations is compulsory. Students who fail to attend and do not have a medical certificate will generally be required to sit the same exam at a later date, before final assessment is made
- 2) Students may not leave exams early.
- 3) Breaches of examination conduct will be treated as breaches of school discipline.

### 5.2 Units 3 & 4

**Students completing Unit 3/4 exams are subjects to the VCAA rules and regulations.**

Units 3 & 4 students who require an **ATAR** (Australian Tertiary Admissions Rank) score will be required to undergo examinations as part of their assessment. The results of the exams contribute to overall assessment score, 50 to 66%, depending on the study.

Students should note the following:

- 1) Breaches of examination conduct will be treated by the VCAA as breaches of discipline.
- 2) VCAA employs examination supervisors to operate exams at this school. These people have no connection with the school and operate directly for the VCAA. The school cannot enter into appeals from a student regarding breaches of examination conduct.





## 6. Grades

### 6.1 Units 1 & 2

Each Unit (subject) at NHS reports **one overall achievement grade**. This grade is a composite of a variety of tasks undertaken and is described in the report format. This description includes the proportionate breakdown of these tasks and their contribution to the grade achieved.

In determining this grade, Unit 1 and 2 teachers use the A+ ---> E and UG numerical score breakdown. This is as follows:

Grade	Equivalent Percentage score
A+	90-100
A	80-89
B+	75-79
B	70-74
C+	65-69
C	60-64
D+	55-59
D	50-54
E+	45-49
E	40-45
UG	0-40

### 6.2 Units 3 & 4

#### School Assessed Coursework (SACs) and School Assessed Tasks (SATs).

Teachers may disclose **numerical SAC scores** to students **but it must be made very clear to students that these scores may alter** after either review (SATs) or statistical moderation (SACs), by the VCAA.



**NORTHCOTE HIGH SCHOOL**  
St Georges Road Northcote Victoria 3070  
[www.nhs.vic.edu.au](http://www.nhs.vic.edu.au) 03 9488 2300