Mount Eliza Secondary College

2012
VCE & VCAL – Units 1 - 4
Administrative Handbook
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The VCE/VCAL Administrative Team</td>
<td>1</td>
</tr>
<tr>
<td>The College’s Expectations of Students</td>
<td>2</td>
</tr>
<tr>
<td>Promotion</td>
<td>2</td>
</tr>
<tr>
<td>Student Program Selection</td>
<td>2</td>
</tr>
<tr>
<td>Acceleration &amp; Extension Studies</td>
<td>3</td>
</tr>
<tr>
<td>College Attendance Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Assessment</td>
<td>6</td>
</tr>
<tr>
<td>Timelines &amp; Deadlines</td>
<td>8</td>
</tr>
<tr>
<td>Wednesday Afternoon Homework/Revision Sessions</td>
<td>8</td>
</tr>
<tr>
<td>Homework Club</td>
<td>9</td>
</tr>
<tr>
<td>Victorian Curriculum and Assessment authority Rules (VCAA)</td>
<td>9</td>
</tr>
<tr>
<td>Authentication</td>
<td>9</td>
</tr>
<tr>
<td>Appeals</td>
<td>11</td>
</tr>
<tr>
<td>Changing Units or Withdrawing</td>
<td>11</td>
</tr>
<tr>
<td>Contracts</td>
<td>12</td>
</tr>
<tr>
<td>Breaches of Contracts</td>
<td>12</td>
</tr>
<tr>
<td>Special Provision</td>
<td>12</td>
</tr>
<tr>
<td>Special Exam Arrangements</td>
<td>13</td>
</tr>
<tr>
<td>SAC/SAT Altered Conditions</td>
<td>13</td>
</tr>
<tr>
<td>VET Studies &amp; New Apprenticeships</td>
<td>13</td>
</tr>
<tr>
<td>Unsupervised Excursions</td>
<td>13</td>
</tr>
<tr>
<td>Student Cars</td>
<td>14</td>
</tr>
<tr>
<td>Contact with Parents</td>
<td>14</td>
</tr>
<tr>
<td>Careers Department</td>
<td>15</td>
</tr>
<tr>
<td>Mount Eliza Secondary College – Uniform</td>
<td>16</td>
</tr>
<tr>
<td>Publications for Assistance</td>
<td>18</td>
</tr>
<tr>
<td>Important Dates for 2012</td>
<td>18</td>
</tr>
<tr>
<td>DayMap Parent Guide (APPENDIX A)</td>
<td>19</td>
</tr>
<tr>
<td>Netbook Program (APPENDIX B)</td>
<td>21</td>
</tr>
</tbody>
</table>
CONTACT LIST

The VCE/VCAL Administrative Team for 2012 is:

Assistant Principal  
Phil Larkins  
plarkins@mesc.vic.edu.au

Head of Years 11 and 12  
Stacey Sullivan  
ssullivan@mesc.vic.edu.au

Senior School Coordinators
Robert Benson (Yr 11 Student Management)  
rbenson@mesc.vic.edu.au
Bernd Dremel (Yr 11 Student Management)  
bdremel@mesc.vic.edu.au
Sonny Voss (Yr 12 Student Management)  
svoss@mesc.vic.edu.au

Senior Sub School Secretaries  
Leanne Paterson  
lpaterson@mesc.vic.edu.au
Melanie Fay  
mfay@mesc.vic.edu.au

Pathways & MIPS Coordinator  
Jo Prosser  
jprosser@mesc.vic.edu.au

VET/Work Placement  
Jo Prosser

Welfare Coordinator  
Angela Banfield  
abanfield@mesc.vic.edu.au

VCAL – Curriculum  
Andrew Musgrave  
amusgrave@mesc.vic.edu.au

If you wish to send an email to the Year 11 Coordinators:  
y11coord@mesc.vic.edu.au
Year 12 Coordinators:  
y12coord@mesc.vic.edu.au

ABSENCE LINE PHONE NUMBER:  9788 6290  Please phone in by 9am

Please contact any one of us if you have a concern.
The College’s Expectations of Students

It is expected that students will:
• work towards achieving their personal best
• comply with College Policy, including the Code of Conduct, Uniform, Wellbeing, and Harassment policies
• demonstrate mutual respect for all members of the College community including self, other students, teachers, principal team, parents, non-teaching staff and the general public
• accept responsibility for their own behaviour and actions
• demonstrate care and respect for the environment and resources of the College
• help keep the College grounds and study centre clean and free from litter
• be cooperative and courteous
• be punctual to school and class
• allow other students to learn and teachers to teach
• sign into and out of school using the official procedures.

Promotion

The majority of students will be promoted each year. However, for a minority of students it may be in their best interests to repeat some or all of the work at a particular level. At the end of each semester the performance of each Year 10 and 11 students will be studied and evaluated.

Year 11 to Year 12

Progress from Year 11 to Year 12 is not automatic. If a student’s performance is deemed to be unsatisfactory, counselling may lead to one of the following alternatives:

i. repeats a full Year 11 program
ii. repeat part of a Year 11 program and undertake some unit 3/4 sequences (In the third year the student would be expected to continue with a program of 3/4 sequences.)
iii. consideration of alternatives such as employment or other educational options such as TAFE courses.

Student Program Selection

VCE

The minimum requirements for satisfactory completion of the VCE are 16 units including:
• three units from the English group ( Foundation English Units 1,2, English Units 1, 2, 3 and 4, English ESL Units 3 & 4, English Language Units 3 & 4, and Literature Units 1,2, 3 & 4 ) No more than two 1 & 2 units may count towards the English requirement and
• three sequences of Units 3 and 4 studies other than English, which can include VCE VET sequences;

At MESC Yr 11 students will study 6 subjects (12 units) and in Year 12, 5 subjects (10 units).
Please note that VTAC advises that for the calculation of a student’s ATAR, satisfactory completion of both Units 3 and 4 of an English study or English ESL is required.

VCAL

MESC offers VCAL (Victorian Certificate of Applied Learning) at the Intermediate Level (Year 11) and Senior Level (Year 12). Students must study Literacy, Numeracy, Personal Development Skills, Work Related Skills, and Industry Specific Skills (VET- Vocational Education & Training or SBAT – School Based Apprenticeship and Training). Yr 11 students will study one or two VCE subjects and in Yr 12 one VCE subject. Students must complete ten units to achieve their VCAL Intermediate Certificate and ten units to achieve their VCAL Senior Certificate.
Acceleration & Extension Studies

Some students at this College will be able to accelerate through the VCE by taking selected VCE Unit 1 and 2 subjects in Year 10, and by completing Unit 3/4 sequences in Year 11. Extension studies available outside of the College may also be possible.

Accelerated Studies
Students deemed suitable for acceleration studies will have satisfied the following criteria:

• satisfactory completion of all work requirements/outcomes in all subjects in the year preceding the proposed acceleration program
• achievement of high level results across all subjects taken in the year preceding the proposed acceleration program
• outstanding academic achievement in the subject in which acceleration is proposed, or in the closest allied subject(s). This may include a special ‘entrance examination’.

In satisfying these criteria students will have demonstrated that they possess an appropriate level of:
• commitment to their studies, academic ability and the ability to cope with a range of subject pressures

NB: Where competition for limited places in classes occurs, preference will be given to those students who have already satisfactorily completed relevant studies at a previous year level or those students who have better academic results. Students will normally be permitted to undertake acceleration in one study area only.

College Attendance Requirements

Students must attend 90% of all classes for all subjects.

Students are expected to be in attendance at the College for Form Assembly each morning, and are not permitted to leave the College grounds until they have finished their last scheduled class for the day. Students are not permitted to leave the school grounds and return, except in exceptional circumstances and they have obtained a pass from the Senior School Office.

Student Responsibilities
Students are expected to be in attendance at the College for Form Assembly each morning, and are not permitted to leave the college grounds except under the circumstances and conditions described below:

• arrive at classes on time (including Form Assembly class by 8:50am) and have their attendance recorded;
• inform their teacher of the reasons for any absence;
• inform the Senior Sub School of their late arrival or early departure. If departing early, sign out via the front administration office (you will be issued a pass which is to be presented on request);
• Year 11 students are required to be present at school by 8:45am each day and must stay at school until 3:05pm each day except Wednesdays;
• Year 12 students are required to be present at school by 8:45am each day and must stay at school until after their last timetabled class for the day. If they are leaving the school grounds before 3:05pm they must sign out at the front office (administration) and carry the pass issued to them to show that they have left the school permanently for that day;
• Wednesday, Week 1: All Year 11 and 12 students may leave the school at lunchtime;
• Wednesday, Week 2: All Year 11 and 12 students, except students catching the “VET Bus” may leave the school grounds after 11:50am;
Student Responsibilities continued…

- At NO TIME are students allowed to leave the school grounds ie. to travel to the shops and then return to school. Students **must stay at school at recess, lunch and during study periods. VET students are not permitted to leave the school grounds** prior to catching the “VET” bus;
- During Period 1 (Study Period) students must report to the VCE study hall immediately after Form Assembly and then work in the VCE study hall (or Library, if permitted);
- During other study periods students must work in the VCE study hall or Library;
- Check DayMap to ensure correct data has been entered, and to see the Sub School Secretary and follow up with teachers if there are any concerns.

Form Assembly
Form assembly begins at 8.50am each morning. Form Assembly is for all students at the start of every school day. This encourages all students to arrive on time so they don’t miss important news and information that is distributed through these assemblies. It also allows the same teacher every day to make regular contact with the same group of students and perform a supportive mentoring role for those students. Teachers will also make regular checks of uniform on a daily basis before they become ongoing issues that distract from the real purpose of schooling.

Study Periods
Year 12 students who have a timetabled ‘study period’ are expected to be using the VCE study hall or Library to complete homework during this time. Year 12 Students who have ‘study periods’ as their final period for the day, are permitted to sign out (at the front administration office) where a pass will be issued. However, all Year 12 VCE/VCAL students are expected to **remain at the College** when their ‘study periods’ occur during periods one, two and three.

**NB:** Attendance at all VCE assemblies and mentoring sessions is compulsory. It is the students’ responsibility to know when these sessions are on.

Students **must not leave** the College grounds between classes, at recess or lunchtime.

Attendance Sheet
Students are **expected** to use the “Sign In” sheet, located outside the Senior Sub School office, or the “Sign out” sheet, located at the front Administration office, when:

- they have arrived late to their first scheduled class after Form Assembly;
- they intend to leave the school for appointments, illness etc – a “yellow” pass must be obtained from the Senior Sub School office and notification given by parent/guardian;
- returning to the College after an appointment;

Approved Absences
Approved absences will include:
- participation in College activities such as Sport, College Productions, Excursions and Student Leadership;
- absence due to illness (NB: medical certificates must be supplied where possible when such absences are due to extended illness, or amount to more than a few days per semester.
- absence due to personal circumstances.

**NB:** The College needs to be provided with **reasonable detail** regarding the nature of an absence before approval can be granted.
Students and parents should note that approval cannot be granted for absences due to such things as:
• working on SAC’s or SAT’s at home;
• driving lessons or applying for a licence;
• missing classes at school to complete work;
• early or extended holidays etc.

**Ongoing Absence**
Where a student experiences ongoing absence due to serious illness or other adverse personal circumstances, an interview will be conducted to consider the best way to assist the student. This may include formation of a support panel, application for compassionate late withdrawal or interrupted studies.

**Medical Certificates**
A “Health Professional” (as recognized by the VCAA) – must be a medical doctor, psychologist or physiotherapist who has specific knowledge of the student’s illness/circumstances. The professional must not be related to the student and must have been professionally associated with the student’s situation.

*Please note:* Back-dated medical certificates will not be accepted. Faxed or copied certificates are also unacceptable. The medical certificate should also state reasonable detail regarding the nature of the illness.
Outcomes:
* Each VCE/VCAL Unit includes a set of two to four outcomes which must be achieved for satisfactory completion of a unit. This decision is based on the teacher’s assessment of the student performance on a set of designated assessment tasks for each Unit.
* Outcomes are based on the key knowledge and key skills required to satisfactorily complete the designated tasks for each unit.

What the student must do:
Achievement of an outcome means:
1. The work meets the required standard
2. The work was submitted on time
3. The work is clearly the student’s own
4. There has been no substantive breach of the rules

If the College certifies that ALL outcomes are achieved, the student receives ‘S’ for the unit.

**SAC’s and SAT’s – Units 3 & 4:**

There will be two forms of school based assessment:

**School Assessed Coursework (SAC)** will be used to assess student achievement in their VCE Studies

**School Assessed Tasks (SAT)** will be used to assess student achievement in the following VCE Studies:
- Art
- Product Design and Technology
- Food and Technology
- Media
- Studio Arts
- Visual Communication and Design

* Coursework assessment of the student’s level of achievement is based on tasks designated in the study design.
* Designated tasks must be completed mainly in class within a designated time frame.
* Most tasks will be given a specified word range from the study design.
* Teachers will not mark or provide comments on any draft work that is to be submitted for coursework assessment.

Attendance at SAC’s is compulsory and they should be approached by students in a serious and studious manner, as these tasks contribute to the student’s study score.

A medical certificate must be provided if absent from a SAC due to illness. If a student knows they will be absent in advance (another school-based activity such as camp or co-curricular activity), the student must organise an alternative time with their teacher prior to going on the activity.

Failure to follow these guidelines may result in a student not being able to resit the SAC and therefore will receive ‘NA’ for the assessment. The student may be required to complete an alternative task in order for them to receive an ‘S’ for the unit.

Students who miss SAC’s will be required to discuss the situation with senior school and if given the opportunity, will sit the SAC at a time organised by Senior School (most likely after school hours).

Some SACs/SATs require work over an extended period of time, with a completion date. Students must attend sufficient classes for the teacher to be able to authenticate and assess their work. The completion date must be adhered to by the student and can only be varied due to a medical condition supported by medical certificates.
Course Planning Documents:
Please refer to the VCAA Website which refers to individual study designs. www.vcaa.vic.edu.au

Computer work
When using a computer, it is the student’s responsibility to ensure that:
- There is an alternative system available in case of computer or printer malfunction or unavailability
- Hard copies of the work in progress are produced regularly
- Each time changes are made the work is saved onto a back-up file. This should not be stored with the computer.

Extensions
The following procedures for the extension of time allocated for Outcomes applies for all VCE/VCAL units.

Applying for an extension
All applications for extension must be submitted to the Head of Year 11 & 12 in writing on the ‘Application for Extension’ form, available from the Senior Sub School office.

Eligibility for an extension of time
Students are not automatically eligible for an extension of time. Extensions will only be granted if the application outlines a sound and reasonable basis for the extension. Grounds for which an extension may be considered include:
- illness supported by a medical certificate
- personal circumstances of which the Senior School Coordinators have been adequately informed and supported by appropriate documentation.

Period of extension
Normally the maximum period for an extension of time will be one week.

Conditions under which an extension will be allowed
An extension will normally only be granted if:
- the application is made at least three days prior to the date on which the work is due
- there is time, beyond the deadline already set, to meet external deadlines.

Redemption
If ANY of the outcomes are not achieved, the student receives N for the unit.

If N has been awarded because work has not been completed by the due date(s) or the work has not been completed to the required standard, it is possible to redeem it to an S after consultation with the class teacher and the Head of Years 11 & 12. To redeem N to S, a student must either complete the original or an alternative task set by the teacher.

* Please note that this task will not be graded, only an S or N is awarded.

* Redemption of an N is not automatic and will follow proper consultation.

When an Outcome has received an ‘N’ – fail, the following steps are to be taken:
- students need to see their individual subject teachers to ascertain if redemption is possible, and if possible what they need to do to redeem their outcome/s and complete this work within the given time-frame;
- students need to collect an application form for redemption from the senior school office, fill it in, after negotiating with their teacher/s, and return it to the senior school for approval;
**Timelines & Deadlines**

**Units 1 - 4 Outcomes**
For units 1 & 2, all assessment task deadlines are set by teachers and must be adhered to. Failure to submit set work for an outcome by a due date, without an extension, is likely to result in an ‘N’ being recorded. This would be reported as such on the internal College report. The College’s final submission dates for ongoing work, and work being completed under an approved extension, will be provided by Senior School.

**Unit 3 & 4 Outcomes and Assessment Tasks**
For units 3 & 4, all assessment deadlines are set by teachers and must be adhered to. Failure to meet a deadline is likely to result in ‘N’ being awarded. The College’s final submission dates for ongoing work, and work being completed under an approved extension, will be provided by Senior School.

**SAT’s and SAC’s**
School Assessed Tasks or Coursework must be completed by the dates set by the College as stated by the VCAA (Victorian Curriculum and Assessment Authoritites).

**Change of Semester**
For the purposes of submitting work requirement results for Units 1 and 3, and attendance figures for semester one, teachers should be aware that semester two will commence on the second last Monday of Term 2, the week after mid-year exams are completed. Teachers would be expected to commence Unit 2 or Unit 4 studies at this time.

**Deadlines, Notices of Concern**
Teachers monitor and record the progress of each student’s work closely. Where a student fails to demonstrate development of the task as expected, and there is evidence that the student is not working satisfactorily to complete the task by the deadline, the teacher notifies the appropriate Coordinators in writing via a ‘Notice of Concern’. These notices are sent to parents.

If a student meets a deadline, and the work is substantially complete, but fails to satisfy the Outcome, a new deadline, to be no more than one week after the work is discussed with the student, may be set. The Senior School Coordinators are informed via a ‘Notice of Concern’ that this situation has arisen.

If a student fails to meet a deadline, or submits a substantially incomplete Outcome, and is unable to provide a reasonable explanation, then the Senior School Coordinators are consulted. Unless there are extenuating circumstances, it is likely that in such a situation a student would receive an ‘N’ and consequently fail to satisfy the requirements of the unit.

**Wednesday Afternoon Homework/Revision Sessions**
Students are encouraged to use period 3 and/or period 4 every Wednesday to complete outstanding work and revise. VCE teachers have also been advised to forward the homework details of Students who have not completed set tasks on to the Senior School each week.

It is the expectation of the Senior School that students who are referred to Wednesday Afternoon classes attend them for the set duration. This is an opportunity for students to stay up to date with their work that students should also consider attending on their OWN accord.
**Homework Club**

MESC provides a Homework Club on Monday and Thursday afternoons from 3:05pm to 4:00pm (or later by arrangement). This will be held in the Year 7 Learning Centre in P11 or P10. An experienced Maths/Science tutor is available. If assistance in other subjects is required, please refer your request to the Wellbeing office.

**Victorian Curriculum and Assessment Authority Rules**

The VCAA sets down seven (7) rules for students to follow when preparing work for assessment. These rules also apply to Coursework and School-assessed Tasks.

1. Students must ensure that all unacknowledged work submitted for coursework is genuinely their own.
2. Students must acknowledge all resources used, including text and source material and the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. Students must not receive UNDUE assistance from any other person in the preparation and submission of work.

**ACCEPTABLE levels of assistance include:**

* Incorporation of ideas or material derived from other sources (eg. 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 levels of assistance include:**

* Use of, or copying of, another person’s work or other resources without acknowledgement.
* Actual corrections or improvements made or dictated by another person.

4. Students must not submit the same piece of work for assessment in more than one study.
5. Students who knowingly assist other students in a breach of rules may be penalised.
6. Students must sign the Declaration of Authenticity for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.
7. Students must also sign a general declaration that they will observe the rules and instructions for the VCE, and accept disciplinary provisions.

Refer to the VCAA VCE and VCAL Administrative Handbook for further details or you can visit their website: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Authentication**

A very important aspect of the VCE is that teachers must be able to authenticate students work. This means that teachers have to be sure that what each student submits is in fact their own work.

The procedures outlined below will be followed with regard to authentication at Mount Eliza Secondary College:

**Breach of Rules**

Identification - Teachers must satisfy themselves about authenticity of any student work that:

1. is not typical of other work by the student.
2. is inconsistent with the teacher’s knowledge of the student’s ability
3. contains unacknowledged material

Acceptance of such work for assessment is not be made until sufficient, supporting evidence is provided.
Onus of Proof
Students must provide this evidence in accordance with VCAA rules. They may be required to:

1. Provide evidence of development
2. Discuss content of the work with the teacher and answer questions to demonstrate knowledge and understanding of the work submitted
3. Provide samples of other work.
4. Complete, under supervision, a supplementary task related to the original work
5. Attend and interview or complete a test to demonstrate knowledge and understanding of the work submitted

Informing students of the need for an interview:
The Principal, Senior School Coordinator or Learning Area Coordinator should give the student at least 24 hours notice (in writing) of the interview including:
1. The purpose of the interview
2. Date, time and place of the interview
3. Composition of the panel
4. Advice that a parent or friend may accompany the student to the interview in a support role (not an advocate)
5. Advice that the student revisit his/her work prior to the interview
6. Instruction to bring a copy of the work to the interview. The student is not to be given the original of the final version.

Further information on composition of the panel, and its conduct and duration can be found in the VCE/VCAL Administrative Handbook.

Appropriate Penalties following determination of Breach of Rules
The Principal has the power to:
• Reprimand the student
• Give the student time to resubmit work for satisfactory completion (if VCAA due dates permit)
• Refuse to accept that part of the work which infringes the rules and make a decision on N or S from this point.
• Refuse to accept any part of the work if the infringement is judged by the Principal to merit such a decision. An N for the outcome or an NA for a SAT/SAC would be awarded.

Penalty Notification to the student
Notification from the Principal must be in writing within 14 days of the decision being made, including the:
• nature of the breach,
• reasons for the decision and its supporting evidence,
• the penalty imposed,
• advice on the student’s right of appeal to the Victorian Curriculum and Assessment Authority
• advice that the appeal must be lodged within 14 days of receipt of notification from the Principal.

Absences and Authentication
If a teacher is unable to monitor the development of a piece of work due to absences, they may be unable to authenticate that work as the student’s own. In such a case the teacher may award an ‘N’ after consultation with the Senior School Coordinators.
**Appeals**

Students have the right to appeal to the College on decisions about:
- non-satisfactory completion of a unit due to:
  - failure to meet a school deadline for an Outcome
  - failure to meet a deadline where an extension of time has been granted
  - a substantial breach of attendance rules.
- special provision if an application is rejected.

Appeals should be made in writing to the Head of Years 11 & 12 within 14 days of being informed in writing of the College’s decision. An Appeals Committee will consider the appeal. Students have the right to appeal to the VCAA on decisions about:
- a Breach of Authentication/Breach of Rules on grounds that:
  - a breach of the rules did not occur
  - the penalty was too severe.

If an appeal is received by the College an appeals process will be implemented. The VCE Coordinators will set up an appeals committee consisting of the Head of Senior School or another VCE Coordinator, a teacher from the relevant Area of Learning (other than the teacher directly involved) and possibly a non-teacher representative of the College Council. The appeals committee will consider the evidence available and give the student at least 24 hours notice if an interview is deemed necessary. The student may bring a parent or friend to the interview in a support role. The student will be informed in writing of the outcome of the appeal within 14 days of the interview.

Refer to the VCAA VCE and VCAL Administrative Handbook for further details or you can visit their website [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Changing Units or Withdrawing**

**Amendments to or Withdrawal from units**

**First semester:** The final day for students to submit requests for program changes for Unit 1 subjects, or Unit 3/4 sequences, will be the Friday of the end of week 2 in any College year.

**Second semester:** Approximately three weeks prior to the end of semester one, students will be informed (usually at an assembly) that they have the opportunity to complete an application for a subject change for semester two. Students will be advised on the final date to submit requests for program changes for Unit 2, during semester one. Students are unable to change Unit 3/4 sequences at this time.

Applications must be in writing and must be submitted to the Senior School Coordinators within the timelines specified. Subject changes at this time cannot occur automatically. The capacity to change subjects is limited by class sizes and by the way subjects are grouped on the timetable.

**NB:** Students should not withdraw themselves from a subject without first consulting with a Senior School Coordinator.
Contracts

In some circumstances students may be promoted on work agreements and given the chance from the beginning of the year to demonstrate their willingness and ability to improve upon previously poor performance. Work agreements may also be put into place as the year progresses if it is determined that students are not meeting the expectations of the College.

Breaches of contracts

If a student breaches a work agreement, some or all of the following actions and sanctions would be implemented. The point of entry into this list of actions will vary depending upon the reasons for the original work agreement and the nature of the breach of the contract.

Actions and Sanctions

i. counselling and discussion of the reason(s) for the breach of contract
ii. contact and discussion of the breach of contract with parents/guardians
iii. withdrawal from class
vi. after school detentions to complete unfinished work
v. awarding of ‘N’ for work not submitted as required and subsequent failure of the unit
vi. a formal interview with the Principal and parents
vii. voluntary transfer from the school

Special Provision

There are 3 types of Special Provision in VCE/VCAL

- School-based assessment
- Special Exam Arrangements
- DES (Derived Examination Scores)

School Based Assessment

- Schools approve school based assessment special provision but are encouraged to implement arrangements consistent with Special Exam Arrangements.

Special exam Arrangements

- The relevant application form needs to be lodged for them. Please refer your child to the Head of Years 11 and 12.

Derived Examination Scores

- Students who are ill or affected by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study may apply for a DES. Where an application is approved, a DES will be calculated by the VCAA.
- A DES can only be calculated if a student has completed the course of study leading up to the examination and has a result for at least one other Graded Assessment in the same study.
Special Exam Arrangements

At all times, every VCE candidate is expected to complete the same examination as all other candidates.

Special exam arrangements may be applied for when a student has experienced significant long term difficulty with learning. The altered conditions may include;

1. Extra reading time in addition to the usual 15 minutes.
2. Extra writing time in addition to the usual 90 minutes to 3 hours
3. Rest breaks with replacement time
4. The provision of a ‘reader’ or ‘scribe’ or examination papers in Braille
5. Allowing the use of computer word processing programs to complete exams.

Students who consider they require altered conditions to complete examinations must advise the Head of Years 11 & 12 as soon as possible and complete a detailed application form which will be available at the beginning of the school year. Competent, independent medical advice is required by the VCAA for all applications for special exam arrangements.

Every VCE candidate is expected to attend examinations on the day and time scheduled. If a student misses an examination due to serious illness or accident, they may apply for a DERIVED EXAMINATION SCORE.

SAC/SAT Altered Conditions

Students may apply for extra time to complete SAC’s or SAT’s by supplying suitable evidence to the school (ie. Medical Certificates). There are strict rules, as set by the VCAA, regarding the granting of extra time.

VET Studies & New Apprenticeships

VET programs are a combination of VCE or VCAL studies and Vocational Education and Training (VET) modules normally provided by TAFE institutions. VET programs provide credit towards a VCE or VCAL certificate. Refer to the VCAA website for further details www.vcaa.vic.edu.au

Unsupervised Excursions

An unsupervised excursion is any student work activity that requires a student to leave the college grounds without a supervising teacher. The only unsupervised excursions that are allowable are those involving Year 11 and 12 students and which contribute to the completion of a particular Outcome or Assessment Task.

Teachers who have students needing to carry out an unsupervised excursion are expected to ensure that the following are carried out:
1. Each student is supplied with a copy of the ‘Unsupervised Excursion Form’, forms available from the senior school office.
2. The student completes the form and obtains the signatures required.
3. The student photocopies the completed form and returns the original to the teacher.
4. The teacher gives the original to the Senior School Coordinators before the excursion takes place.
5. The student takes the copy on the excursion.
Student Cars
The College Council has adopted the following policy which is consistent with Department of Education and Early Childhood Development (DEECD) requirements. It is expected that all students will adhere to this policy.

Driving to and from school
Students may drive themselves to and from school provided that:
• the number plate of the vehicle is registered with the Senior School Coordinators
• the ‘student car registration’ form is completed and handed in to Senior School, then a ‘driving pass’ will be issued
• brothers and sisters are only transported to and from school after completion and submission of the appropriate form
• parking is in the car park nearest the gymnasium – as long as the ‘driving pass’ is displayed on the dash of the car.
• SPEED LIMIT WITHIN THE SCHOOL GROUNDS – CANNOT BE MORE THAN 5KM/H.

Transporting other students
Students ARE NOT PERMITTED to transport other students in private cars to or from school, or in connection with any school program or function held in school hours.

Attending Excursions, Camps, Sport
Students are required to use the transport provided. Private cars are not to be used.

During the school day
Normal school rules apply. Students may only leave the school grounds under the conditions described in this handbook under ‘Attendance’.

Students must see Senior School to complete a Student Car Registration Form.

Contact with Parents
Parents seeking information about the progress of their son or daughter, or about any other issues relating to the VCE or VCAL, are welcome to contact the College, and in particular the Senior School Coordinators, at any time.
Our Careers Department provides a full range of services to students to ensure that they have the information necessary to make wise and realistic career decisions.

The Careers Newsletter is an informative publication advising students and parents of University Open Days, Special Holiday Programs as well as many other noteworthy career activities and information. It is a must to read!

The Newsletter is put together by the MESC Careers Department and sent out via email to parents and students every 5-6 weeks. Copies are also available from the Careers office. If you require any further information or assistance, please contact Jo Prosser, Pathways and Careers Coordinator by phone or email jprosser@mesc.vic.edu.au

Pre-requisites: Ensure you know the pre-requisites and entry requirements for the courses you intend to apply for.

Pathways: Check out all your options: Pathways through TAFE and private providers into university are becoming more attractive. Alternative Entry schemes; Associate Diploma’s and DOT’s are also other options. There will be providers from various institutions presenting these options to students in assemblies throughout the year.

Employment: Employment opportunities are available to all students around timetable obligations. Please discuss if you want assistance with pathways and transition options into employment and apprenticeships.

Important Career Dates and Events for Year 12 2012:

End Term 1 (last 2 weeks)

Y EAR 12 INFORMATION SESSION
COMPULSORY ATTENDANCE for all Year 12’s
- Interviews to be held during study periods. You will be notified soon.

Term 2

Individual Pathway Interview
- Bookings made through Pathways office for parents and students.

June

TIS – TERTIARY INFORMATION SESSION
- Year 12 Monash University Excursion
- A general information session on tertiary options and application information by a range of providers

July-August

VTAC and COURSE APPLICATION INFO SESSION
- Provides essential information on applications especially the VTAC process.

Other Important Events to attend:

PROVIDER OPEN DAYS and FACULTY EVENTS
HIGHLY RECOMMENDED!
- See Careers Newsletter and outline in Information sessions.
- Attend as many Open Days as you can, talk to faculty staff about requirements and course details.

CAREER EXPO’s
Year 12’s will not be attending any Career Expo’s (apart from TIS) during school hours. It is recommended that students attend as many of these events as they can on weekends with family and friends.
IT IS EXPECTED THAT VCE STUDENTS WILL WEAR COMPLETE COLLEGE UNIFORM, IN GOOD ORDER, AT ALL TIMES.

SUFFICIENT ITEMS OF CLOTHING SHOULD BE PURCHASED TO ENSURE THAT STUDENTS CAN LAUNDER UNIFORMS IN A TIMELY FASHION AND COMPLY WITH UNIFORM REQUIREMENTS.

**BOYS UNIFORM**

**Summer & Winter**
- College polo top (light sage green); a white only crew necked T-shirt may be worn underneath
- White long or short sleeve business shirt worn with or without the College tie
- Trousers (dark grey) or shorts (dark grey)
- College green pullover or College aubergine pullover for Year 11 and 12 students only
- Socks – grey or white (NOT anklet or sport cut). They are to be plain (no wording or logos).
- Plain black polishable leather shoes (not: suede, sneakers, casual, platform or boots of any kind, no logos) cleaned and polished regularly. **All students are to wear lace up shoes.**
- Black belt (plain)
- College blazer (optional) to be worn with a white business shirt and College tie
- College nylon zip jacket.

**GIRLS UNIFORM**

**Summer**
- College dress (green & white check)
- College pleated summer skirt (green) and/or school shorts with short sleeved business shirt (with College logo)
- College green pullover or College aubergine pullover for Year 11 & 12 students only
- Socks – white only, short or long, **NOT anklet or sport cut**
- Shoes - plain black polishable leather (not suede, sneakers, casual, platform, t-bars or boots of any kind) cleaned and polished regularly. **All students are to wear lace up shoes.**
- College blazer (optional) over the summer dress

**Winter**
- College skirt (green check) or school slacks
- College polo top (light sage green); a white only crew necked T-shirt may be worn underneath
- White long or short sleeve (not ¾) tailored business shirt with the College tie (the shirt & tie must be worn together, neatly). Shirts must be full length in the body.
- College green pullover or College aubergine pullover (for Years 11 & 12 only)
- White turtle neck skivvy under jumpers only (not to be worn with polo tops)
- Long white socks OR black tights (not worn together)
- Plain black polishable leather shoes (not: suede, sneakers, casual, platform, t-bars or boots of any kind) cleaned and polished regularly. **All students are to wear lace up shoes.**
- College blazer (optional) to be worn with a white shirt and College tie.
- College nylon zip jacket.
HATS, SCARVES GLOVES & COATS
- Students are encouraged to wear a hat. Appropriate styles include: baseball style cap, bucket hat or a floppy brimmed Bushman’s hat. All hats should be either black or a shade of green that is in a similar tone to the rest of the uniform and be worn appropriately. Hats must have minimal writing and graphics and must not carry any offensive words or symbols. Beanies and balaclavas or similar are not acceptable.
- **Scarves or gloves** are to be dark green, white or cream.
- A school jacket is available from the Uniform shop.

DRESS & GROOMING
The College uniform should be worn correctly and neatly at all times as described in the College Uniform Policy, including to and from the College.

**Hair**
Hair should be neatly styled. Hair accessories are to be dark green, white, cream or black. Extreme hairstyles and/or colouring are not acceptable. Facial hair is not permitted.

**Jewellery**
The only items of jewellery permitted are a watch and up to 2 simple studs or sleepers in each ear and one other simple piece of jewellery such as a necklace or bracelet. Ear spacers are not allowed. **Facial piercings including tongue piercings are banned. Jewellery beyond that which is acceptable will be confiscated and only returned to a parent/guardian.**

**Make-up**
Clear nail polish may be worn. Light natural coloured cosmetics only. Excessive make-up is not permitted. Make-up should be suitable for a work environment.

**Windcheaters**
Windcheaters with or without hoods are banned.
Publications For Assistance

Publications that may assist with choices:

- MESC Careers Newsletter
- Where to now for 2012
- CHOICE! Published by Victorian Tertiary Admissions Centre (VTAC)
- University booklets – located in the Careers office and the VCE Study Hall
- VCE study-specific handbooks. On line at VCAA. (www.vcaa.vic.edu.au)
- VICTER 2014 – Available through VTAC.

Outside Agencies and Internet Sites:

Victorian Curriculum and Assessment Authority www.vcaa.vic.edu.au
VTAC www.vtac.edu.au
My Future Careers Site www.myfuture.edu.au
Australian Government Information www.goingtouni.gov.au
Youth Central www.youthcentral.vic.gov.au

Important Dates for 2012

June Examinations (Unit 3)  
(Biology; Physics; Accounting; Psychology; Chemistry) Tuesday, 12th June – Wednesday, 13th June

GAT (General Achievement Test)  
Thursday, 14th June

2012 Performance or Oral examinations (Unit 4)  
Monday, 8th October to Sunday 4 November

TOP Design, TOP Arts 2013 Applications  
Wednesday, 17th October

Margaret Schofield Memorial Music Scholarship  
Wednesday, 31st October (final day for applications)

VCAL Achievement Awards  
Friday, 30th November (close)

2012 End of Year Written Examinations (Unit 4)  
Thursday, 1st November to Thursday, 22nd November
DayMap Parent’s Guide

This guide is designed as a navigation tool to introduce you to DayMap. You will soon find that most information can be found quickly and easily. Parents/guardians use the login and password given to them on the Netbook distribution night and will see the same information as their children. When you open DayMap you should see a page similar to the snapshot below, which will display your child’s classes for the day. (Note that some menu items may not be available at your school).

Under the DayMap menu you will find different options for viewing student information, such as weekly timetable, homework, attendance, and assessment summaries. DayMap is a web-based system and as such information is entered direct and up-dated immediately. Below is a snapshot of a timetable which includes the attendance marking for each class.
Under the Classes menu you can view your students work over a period of time (ie, for the week) or you can hone in on a particular subject for a summary of all class plans and homework.

Under the Assessment menu you can view asessment tasks (this may include assignments, tests, essays etc) that have been set for your child. You are able to view a summary of each task, and by clicking on that task you are able to see the details and any attachments that the teacher has provided. Students are able to submit their work via these DayMap tasks.
Netbook Program

At Mount Eliza Secondary College, each student is provided with a netbook. This has been undertaken by the school at no cost to parents and our students will have them exclusively for their use for the year, both at school and at home.

Our Netbook program provides exciting opportunities for changing the way in which curriculum is delivered, enabling the use of high quality content made available through the Ultranet and the eduSTAR software. It will also allow the students to work more seamlessly between school and home as they can continue learning using the same software and learning objects at home.

Students will receive the following:

- Netbook
- Netbook Charger
- Clamshell Carry Case

Netbooks are to be charged at home; students should not bring the charger to school. **The Netbook Program begins on February 20th, 2012.**

Enquiries should be directed to netbooks@mesc.vic.edu.au.

**Useful Documents**

- **Netbook Acceptable Use Agreement (1)**: The document parents sign on receiving their child's netbook.
- **Netbook Acceptable Use Agreement (2)**: Further explanation of Netbook Acceptable Use Agreement (1)
- **Netbook Damage Report**: Form to be completed if Netbook is damaged.
- **Netbook Operation Issues**: Form to be completed if Netbook malfunctions.
- **Aspire One Quick Guide**: A Quick Guide to the features of the Netbook.