

Mount Eliza Secondary College



**2017
Senior School
Handbook**

Victorian School Term Dates 2017:

Term 1: Tuesday 31st January – Friday 31st March

Term 2: Tuesday 18th April – Friday 30th June

Term 3: Monday 17th July – Friday 22nd September

Term 4: Monday 9th October – Friday 22nd December

Other Important Dates:

Schools must adhere to Victorian Curriculum Assessment Authority published dates for entry of enrolments and results. Some dates are important for both school administration and the VCAA. These dates are a guideline only and may be subject to change:

- **VCE Parent Information Evening:** Thursday 16th February 6pm to 7pm
- **Transition interviews:** Monday 6th – Friday 10th February
- **Practice GAT:** Wednesday 7th June
- **Final day of Unit 3 classes:** Friday 26th May
- **Unit 4 classes begin:** Monday 29th May
- **Final day of Unit 1 classes:** Friday 9th June
- **Unit 2 classes begin:** Monday 12th June
- **Transition interviews:** Monday 12th – Friday 16th June
- **GAT:** Wednesday 14th June
- **Unit 3&4 practice exams:** Monday 18th – Friday 22nd September
- **Unit 3/4 Written Examinations:** Wednesday 15th November – Friday 24th November
- **Unit 1&2 exams:** Monday 13th – Friday 17th November
- **Final day of Unit 2 classes:** Friday 24th November
- **Year 12 2018 Leadership Day:** Thursday 23rd November
- **Jumpstart 2018:** Monday 27th November – Friday 15th December

SAC Dates

School Assessed Coursework dates will be submitted by Teachers to Senior School Leaders for approval. When approved Senior School Leader's will publish them on the Compass Calendar (SAC Register) for each Semester. Teachers will then create a Learning Task for the SAC and this will appear on the student's calendar.

INTRODUCTION

This handbook contains policies, dates and advice for Senior School Studies in 2017. It is compiled from school policies and VCAA guidelines.

Please note that changes may occur during the year due to changes in school policy or changes in VCAA dates or policy. Information not yet available and changes will be communicated in writing to you as soon as they become available. More information is available on the VCAA website www.vcaa.vic.edu.au.

The VCE/VCAL Administrative Team

The VCE/VCAL Administrative Team for 2017 is:

Assistant Principal	Gavan McCabe
Senior School Leading Teachers	Bree Hudson and Aaron Prior
Student Wellbeing Leader	Petra Fankhauser
Mentors	Robert Benson, Sarah Baefell, Penny Hammet, Marcia Claringbold, Andrea Leonard, Dan Tahla, Maxine Crapper, Tiarne Hill, Sue Holderness
VASS Coordination	Lynn Swannell
Pathways & VET Coordinator	Leanne Paterson

Please contact anyone of us if you have a concern.

School phone: 03 9787 6288

Student Program Selection

VCE/VCAL Students may undertake any number of units in any year subject to the approval of the school. When making their selection students will consider the requirements for satisfactory completion of the VCE and/or VCAL and the award of the certificate.

VCE

The minimum requirements for a student's program for satisfactory completion of the VCE are 16 units which include:

- three units from the English group (Foundation English Units 1, 2, English Units 1, 2, 3 and 4, English EAL Units 3 & 4, English Language Units 3 & 4 or 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;

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 EAL is required.

VCAL

Mount Eliza Secondary College offers VCAL (Victorian Certificate of Applied Learning) at the Foundation Level, Intermediate Level and Senior Level. Students must study Literacy, Numeracy, Personal Development Skills, Work Related Skills (either work placement or Australian School Based Apprenticeship (SBAT) and Industry Specific Skills (VET or SBAT). Students must complete a set amount of Units from each strand to achieve the VCAL.

Transition Interviews

Transition Interviews are conducted at key times during the year. The intention of these interviews is to allow clear pathways to be developed for students: at risk, in need of changes to their course of study, to check vocational goals. Parents can attend these interviews and in certain circumstances may be required at these interviews.

Acceleration & Extension Studies

It is the expectation students will take selected VCE Unit 1 and 2 subjects in Year 10 and Unit 3/4 sequences in Year 11. Extension studies available outside of the College may also be possible. For example, students in Year 11 and 12 may wish to consider VET Studies or University Enhancement Studies as part of their academic program.

Attendance Requirements

Students must not accrue more than **5** unexplained absences in a Semester. A student (and parents) will be alerted via an automated email at **3** unexplained absences as well as **5** unexplained absences. At which point, a student may be given one opportunity by the Senior Sub School to redeem one unapproved absence per Semester. Jumpstart is included in Unit 1&3 attendance. Not meeting the attendance requirements will result in the student failing the Unit (not achieving a 'Satisfactory' result).

Student Responsibilities

It is the responsibility of each student to:

- arrive at classes on time and have their attendance recorded;
- If arriving late or departing early, sign in/out via the front administration attendance office;
- All Year 11 and 12 students are required to be present at school by 8:40am each day and must stay at school until 3:00pm each day except Wednesdays;
- On Wednesdays, a regular mentor session will be held during period 5. At times, students may be permitted to leave early.
- **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 Study Periods, students must report to the Senior Learning Centre and work in the SLC/Library for the entire lesson;
- Check Compass to ensure correct data has been entered, and to see the Attendance Officer and follow up with teachers if there are any concerns.

Teacher Responsibilities

It is the responsibility of each teacher to:

- ensure the Compass roll is accurately and promptly marked for EACH lesson, ideally within the first 5 minutes of commencement
- update any late arrivals on Compass by the end of the lesson (teachers may impose catch up time for unexplained lateness)
- regularly discuss with students any concerns over attendance and make notes on Compass
- regularly contact parents when there are concerns over attendance and make notes on Compass
- **regularly liaise with Mentor teachers regarding attendance concerns**

It is the teacher's roll that is used to determine the number of unapproved absences in a study.

Approved Absences

Approved absences will include:

- participation in College activities such as Sport, College Productions, Excursions and Student Leadership;
- absence due to illness with an accompanied medical certificate
- absence due to personal circumstances of which is communicated prior to or on the day of by a parent or guardian to the Attendance Officer (*phone: 9787 6288*) these absences will be **considered** for approval by the Senior School Team.

Please note; 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.

Use of Compass

Compass is an important tool for students, teachers and parents. Attendance is recorded on Compass each period; students and parents are encouraged to check attendance regularly. Parents can use Compass to approve student absences or to contact teachers if required.

The following information is available through Compass:

- Learning intentions (listed on daily lesson plans)
- Daily instructions for each class
- Learning tasks, including upcoming assessment task and results
- Regular progress reports

Compass is a vital tool for communication between the school and home. It is important that students, teachers and parents access Compass regularly. Students are instructed to check Compass for work to continue on with, if their teacher has an unplanned absence. Compass is also utilised to regularly communicate with home about attendance, work requirements and extra-curricular activities.

Satisfactory completion of VCE/VCAL Units

What the student must do:

To Receive 'S' for the Unit (must do ALL of the following):	To Receive 'N' for the Unit (does 1 or more of the following):
Ensure that work completed meets the required standard for the outcomes prior to SACs	Submits work which is not of the required standard or is only partly completed
Sees that all work is completed on time and is clearly their own	Fail to complete work for assessment by school deadlines (original or extended, where extension procedures have been followed)
For satisfactory completion of a unit, a student must demonstrate achievement of <u>all</u> outcomes for the unit as specified in the Study Design.	Cannot authenticate their work
Abides by all rules and procedures including those pertaining to attendance	Breaks VCAA or school regulations such as those pertaining to absence

REDEMPTION POLICY

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 may be possible to redeem it to an 'S' after consultation with the class teacher and the Senior School leader. **Please note; A student can only be approved for a maximum of 50% of the total outcomes (CATs for Maths) offered in a VCE subject.**

Students and teachers are expected to follow the Redemption application process below;

1. Classroom teacher records the redemption details for the student and completes the outcome redemption form via compass
2. A Senior School leader will approve or deny the redemption via compass
3. If approved, classroom teacher administers the redemption task (which is 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. If this is a SAC redemption, the original result stands.

* Where the student has completed work but there has been a substantive breach of class attendance, the student will be awarded an N overall.

EXTENSION POLICY

Students are not automatically eligible for an extension of time. Grounds for which an extension may be considered include:

- illness supported by a medical certificate
- sudden personal circumstances of which the Senior School leaders have been adequately informed and is supported by the appropriate documentation.
- applications for extensions which relate to extra-curricular activities should also be made by the student.
- the extension application is made **at least three days** prior to the date on which the work is due.

Students and teachers are expected to follow the Extension application process below;

1. Classroom teacher records the extension details for the student and completes the outcome extension form via Compass
2. A Senior School leader will approve or deny the extension via compass
3. If approved, the classroom teacher communicates the period of extension. Normally the maximum period for an extension of time will be one week.

Assessment

There are two forms of school based assessment:

School Assessed Coursework (SAC):

- will be used to assess student achievement in their VCE Studies

School Assessed Task (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 and Systems Engineering.

SACs (Units 3 – 4):

- Coursework assessment of the student's level of achievement is based on assessment tasks designated in the study design and as determined by VCAA (for more information see VCAA website and bulletins).
- Tasks set are based on the key knowledge and the key skills required to complete the Unit to a satisfactory standard.
- Designated tasks for coursework assessment are selected from the study design and must form part of the regular teaching and learning program.
- Designated tasks must be completed mainly in class within a designated time frame.
- Teachers may use drafts for authentication and a teaching and learning strategy however, teachers will not mark or provide comments on any draft work that is to be submitted for coursework assessment.

Assessment results are recorded on Compass. SAC results are conditional as they may change as a result of statistical moderation. Total SAC scores may change following statistical moderation.

Although schools may permit students to submit further work for satisfactory completion of a unit, students may not submit further tasks for the reconsideration of SAC scores awarded by the school.

Attendance at SACs is compulsory. SACs 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 a camp or extra-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 re-sit their SAC. In this case, a student will receive 'NA' for the assessment and may be required to complete an alternative task in order for them to receive an 'S' for the unit.

VCE Graded Results

Percentage	Grade
100 - 90	A+
89 - 80	A
79 - 75	B+
74 - 70	B
69 - 65	C+
64 - 60	C
59 - 55	D+
54 - 50	D
49 - 45	E+
44 - 40	E
Below 39 – Score too low to be assigned a grade	UG
Redeemed to a satisfactory level – No score recorded	R
Not Assessed – Not submitted	NA

Feedback to Students:

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

Appropriate feedback includes:

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

Examinations

Units 3 & 4

All Unit 3&4 Studies have one or more written examinations contributing from 25% to 66% of the study score. It is essential that students are fully prepared for their examinations. The school will run practice examinations in September.

Unit 3&4 examination timetables and regulations can be located on www.vcaa.vic.edu.au. Each student undertaking a Unit 3&4 study will be provided with an individual timetable for examinations.

Units 1 & 2

Examinations in all Units 1&2 subjects will occur in November. These examinations **generally** may play a role in the determination of unit results (S/N) but will be recorded on student reports and will be included in the calculation of study scores. These examinations may be used as part of a student's redemption process.

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. Please seek advice from Senior School Leaders.

Special Exam Arrangements

- The relevant application form needs to be lodged for them. Please refer the student to the Senior School Leaders for advice.

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.**

Expected use of the Senior Learning Centre (SLC)

Students are expected, during study periods, to be in the SLC. During this time it is expected that students spend time revising or catching up on homework or work tasks. They should also be able to access some teachers during study periods, depending on individual timetables.

During class time, there is no eating or drinking (the only exception is water) in the SLC space. The area is a study space and, during class times, needs to be used for this purpose.

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
- a driving/parking pass is obtained from Senior School and is easily visible on the front dashboard of the registered vehicle.

Transporting other students

Students ARE NOT PERMITTED to transport **more than one peer passenger**. A peer passenger is a person who is at least 16 but less than 22 years of age, but does not include a person who is the spouse or domestic partner, or the sibling or step-sibling. This is in-line with VIC Roads policy.

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 the VCE & VCAL Administrative Handbook under 'College Attendance Requirements'.

Student Contracts

Student Contracts are an agreement between the school, the student and the family to act in accordance with the stated intentions of the Contract and may result in the student leaving if he/she does not comply.

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 students own.
7. Students must also sign a general declaration that they will observe the rules and instructions for the VCE, and accept disciplinary provisions.

For further details refer to www.vcaa.vic.edu.au

Information on the following topics can also be found on this website: Authentication, Breach of Rules, Onus of Proof, Informing students of the need for an interview, Appropriate Penalties following determination of breach of Rules, Penalty Notification to the student, Penalties, Appeals.