

Mirboo North
Secondary College



Senior School Policies & Procedures 2020

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Glossary

There are a few special terms used in VCE and this is what they mean.

Coursework Assessment	The assessment of work, done mainly in class time, to establish how you are performing in Units 3 and 4 (Year 12). It must conform to the study design.
Australian Tertiary Admission Rank	ATAR – It is the overall ranking on a scale of 0-100 that you receive, based on your study scores (see below). The ATAR is used by university and TAFE institutions to select students for most of their courses.
General Achievement Test (GAT)	A test done by all students doing a Unit 3 and 4 sequence. It is used by VCAA to check that schools are marking school-assessed tasks to the same standard. It doesn't count towards your ATAR, but your GAT results will be reported to you with your statement of results.
Learning Outcomes	What you must know, or be able to do, by the time you have finished a unit.
Satisfactory Completion	In plain language, this means you have passed a unit. You get an 'S' for the unit. If you do not satisfactorily complete a unit you get an 'N' for it.
School Assessed Task	A task done in school to assess how you are performing in Unit 3 and 4, set and marked by your teacher according to the VCAA specifications.
Semester	One half of the academic year. Most units last for one semester.
Sequence	The order in which you do your units e.g. a unit 3 and 4 sequence
Statement of Results	A set of documents issued by VCAA that formally states the results you achieved in the VCE, and whether you have graduated.
Studies	The subjects available in the VCE
Study Design	The description of the content of a study, and how students' work is to be assessed. A study design for each VCE study is published by VCAA. Schools and other VCE providers must adhere to the study designs.
Study Score	A score from 0-50 that shows how you performed in a study, relative to all other students doing that same study. It is based on your results in school assessments and examinations
Unit	The parts of a study. There are usually four units in a study, numbered 1,2,3 and 4
Victorian Curriculum & Assessment Authority	VCAA – A Victorian State Government authority responsible to the Minister of Education, among other things.
Victorian Certificate of Applied Learning	VCAL – an accredited senior secondary qualification.
Victorian Tertiary Admissions Centre	VTAC – the organisation responsible for the coordination of student university and TAFE preferences and tertiary institutions places.
VET in Schools	This refers to an ever-expanding range of nationally recognised vocation studies that are now integrated into the VCE. Student completing a VET in Schools Program will receive credit in their ATAR for the successful completion of that course.

The Challenge of VCE and VCAL at Mirboo North Secondary College

The Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) are designed to give students in their final two years of secondary schooling the opportunity to gain a comprehensive education. The staff, at Mirboo North Secondary College, has built a solid reputation for success at the Year 11 and 12 levels. The college aims to offer a wide range of VCE, VCAL and VET in Schools subjects that will give students access to all tertiary courses offered in Victoria and to a wide range of employment opportunities.

Entrance to most tertiary courses is still based primarily on academic achievement and it is expected that all students who enrol in the VCE at Mirboo North Secondary College will strive for excellence in all subjects they undertake. VCAL is a hands-on learning program that is designed to provide students with industry skills and generic competencies to succeed in the workplace.

Students must apply to be admitted into the VCAL program using the application form (Appendix 4 at the end of this document)

Punctuality & Attendance

- Punctuality and attendance are essential parts of the commitment for the successful completion of the VCE and VCAL, as well as being common courtesy.
- Students must ensure they meet the compulsory 80% attendance required for all studies. Work done in class time will be necessary to allow judgements of authentication to be made.
- For any student to obtain Youth Allowance they must attend school regularly and provide certificates when absent. The school is required to provide Youth Allowance with attendance records.
- If any student is absent, the onus is on the student to contact their teachers to find out the work they have missed.
- If a student is absent on the day when an outcome/assessment task is due, it is expected that either the student or a family member will contact the relevant teacher to negotiate an extension of the due date.

Code of Dress

The College expects that all students enrolled in the VCE and VCAL understand the responsibilities involved in senior courses. All students are to abide by college rules e.g. Behaviour and Dress.

Year 11 Full school uniform

Year 12 Full school uniform and Year 12 rugby top.

Practical Subjects

We adhere to Occupational Health and Safety requirements.

Food & Tech. classes require students to:

- Be neat and clean
- Wear aprons and leather shoes
- Have hair tied back

Science practical classes require students to:

- Wear leather shoes
- Have hair tied back

Physical Education classes require students to:

- Have a change of clothing and footwear
- Wear hats and sunscreen when outdoors
- Have appropriate clothing & equipment for all activities e.g. bathers for swimming

Wood classes require that students:

- Wear leather shoes
- Have hair tied back

- Wear and always use appropriate safety equipment
- Wear and always use appropriate safety equipment

VET in Schools programs require students to:

- Follow all safety procedures outlined
- Pass an OH&S unit of competency before completing any practical work
- Wear and use appropriate safety equipment for all classes.

Homework and Study

Homework consists of assignments, essays, reading, exercises, problems, reports, etc. and is set by the teacher for completion at home to satisfy outcomes and/or assessment tasks.

Study is revision, extra reading, problem solving practice, test and examination preparation, etc. that is an essential part of all subjects, but not specifically set by the teacher.

A regular homework and study pattern is crucial for the successful completion of VCE

Guidelines:

- Students and their families are encouraged to allocate a home study area that becomes a familiar and comfortable workplace. A suitable homework/study area is a room where the student can work alone, at a table or desk with adequate heating and lighting and free from interference from television, radio, family conversation, etc.
- A homework diary should be kept by all students.
- Parents should be aware of and encourage their student to undertake a regular homework schedule and to complete assigned tasks.
- Homework should develop skills of organisation and responsibility in students. A regular homework pattern will mean that outcomes and assessment tasks should be completed by the date set by teachers.
- Every student should have a personal homework timetable. Contact a teacher or VCE Coordinator for assistance if required.
- The following hours are recommended:
 - Unit 1 and 2 – a minimum of 2 hours per night**
 - Unit 3 and 4 – a minimum of 3 hours per night**

Study Periods

- Students are expected to utilise the opportunities offered by study periods. These periods are there to assist students to meet the workload of their course.
- Subject teachers may be available for consultation and assistance between students is also encouraged.
- Time spent working effectively on subject matter during these periods will mean more time available for other activities in free time away from school.
- Games of any sort (including computer games) are not to be played anywhere at school during study periods
- Students must not distract other students or classes during their study periods
- Students may have music playing as long as they are using earphones and the music is not audible to others
- Students who do not use their study periods effectively may find;
 - They are required to be directly supervised in a classroom during their study periods.
 - That any application for time extension for SACs/SATs could be jeopardised.

General Information

Computer Work

- Computer/Flash drive malfunction does not give sufficient ground for Special Provision arrangements within the VCE.
- If a computer is used, the student is responsible for ensuring that:
 - There is an alternative system available in case of computer or printer malfunction.
 - Hard copies of work in progress are produced regularly.
 - 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.

Student Cars

Student Drivers

- Student cars may **only** be parked on Castle Street.
- The College accepts no responsibility for damage or loss that may occur to any vehicle.

Student Passengers

- **No student driver may transport any other student (other than a sibling)** to or from school unless the Assistant Principal has approved the arrangement. Prior to approval being given both the student driver and passenger must return
 - A letter from the driver's parent giving the driver permission to transport another student
 - A letter from the parent of each of the proposed passengers giving express permission for that driver to transport that passenger

End of Year – 2019 Arrangements

Following the Year 10 & 11 exams in November we will begin VCE and VCAL classes for all Year 11, 10 and 9 students intending to undertake Year 11 & 12 subjects in 2020. All students are expected to attend as work covered will not be repeated in 2020. All students in Year 9 will also commence Year 10 classes at this time.

Year 11 Tertiary Awareness Camp – 2020

An overnight camp in Melbourne has been planned for all Year 11 students. It is intended to be an enjoyable learning experience, focussing on further study options including university and TAFE.

VCAL Personal Development Retreat - 2020

A Personal Development Retreat will be organised by VCAL students, for VCAL students, early in 2020. In addition to supporting students with team building and goal setting, the students' contributions to the Personal Development Retreat will be formally assessed.

Year 12 Study Skills Days – 2020

At the beginning of next year all Year 12 students will take part in Elevate Education sessions run focussing on skills that will be valuable for their study, planning and organisation assisting them to achieve success, particularly in VCE. Activities undertaken will promote student connectedness with the school, staff and their peers.

Scaling

Why are VCE results scaled?

VCE results are scaled because individual study scores are not an absolute measurement of overall performance. On behalf of tertiary institutions, VTAC combines study scores to form an aggregate (total) which is then converted into a rank called the 'ATAR'.

Before study scores can be fairly added together they have to be compared and adjusted. This is because students take very different combinations of VCE studies and VTAC can only legitimately add study scores together if the strength of competition in each study is about the same. For example it is unfair to compare the best and fairest of an individual football team with the best and fairest in the national competition. Scaling overcomes this difficulty and ensures that each study contributes equally to the ATAR (that is an ATAR subject score of 25 in English is equivalent to an ATAR subject score of 25 in Psychology or an ATAR subject score of 25 in Chemistry).

How is scaling carried out?

Study scores are adjusted (and the strength of competition in a study is judged) by looking at the total performance of students taking that study. For example, the performance of students taking Chemistry is compared with (and adjusted against) the total performance of all Chemistry students in all their studies. This comparison is carried out for each VCE study and VCE VET program for which there is a study score. There are no pre-determined outcomes, and in the first instance, all studies including Mathematics and Languages Other Than English (LOTE) are treated identically. The process is very stable and as a result there is very little difference from year to year in terms of adjusted (scaled) ATAR subject scores.

What happens as a result of scaling?

As a result of scaling, some scores in some studies are adjusted up, some down, and some remain about the same – this is a reflection of the overall strength of the group taking each study. Studies are scaled up only when the overall performance is high. Studies are scaled down only when the overall performance is low.

Remember: If competition is high within a study – you can expect to receive a lower VCAA study score – scaling by VTAC ensures this study is adjusted up. If competition is low within a study – you can expect to receive a higher VCAA study score – scaling by VTAC ensures this study is adjusted down. Across all studies, your ATAR subject scores can therefore be expected to be more uniform than your VCAA study scores.

The 2019 Scaling Report is available from the VTAC website.

www.vtac.edu.au/publications/index.html

Accelerated Learning

It is possible for Year 10 students to enrol in a VCE unit 1 & 2 study and for Year 11 students to undertake a unit 3 & 4 sequence and for Year 12 students to undertake university studies as part of their program.

Students who wish to do this must gain an application form from their Year Level Coordinator.

Approval for enrolments will be made in consultation with:

- Senior School Coordinators
- Subject Teacher

Students who undertake VCE studies in the program are expected to enrol in the full number of units the following year.

How to Graduate with your VCE or VCAL

Once you have chosen a program that will allow you to meet the graduation requirements, you need to produce work that is good enough to allow you to graduate. Graduation in the VCE and VCAL depends on the satisfactory completion of the units that make up each of your studies.

Learning outcomes are specified in the **Study Design** for each subject. They describe the knowledge and skills you should have by the time you have completed a unit. For all studies, the college decides whether you have satisfactorily completed a unit, by achieving the learning outcomes.

In order to make this decision, the college will set assessment tasks to see how you are going. Any such tasks are set and marked within the college. Early each semester your teachers will give you a list of the work and the deadlines for handing it in. You would need to give a very good reason for a deadline to be extended, so if you have more than one deadline within a short period of time you'll need to plan to get all your work done by the time it is due. Failing to meet your college's deadlines may mean failing a unit.

For units 3 & 4 VCE, there are additional types of assessment, for which you will receive a score as well as an 'S' or 'N'. These graded assessments are either school assessed or external examinations. Each study has three graded assessments over Units 3 & 4, either two school assessed and one examination or one school assessed and two examinations.

There are two kinds of assessment. The first is called *School-assessed Coursework (SAC)*. This assesses how you have performed the assessment tasks specified in the Study Design. These tasks must be done mainly in class time, and this is one way in which the workload on students is spread over the year. The second is called a *School-assessed Task (SAT)*. The kind of task will be the same for every school, and the specifications will be set by VCAA. However, your college will decide the exact content so that it matches what you have been taught. The VCAA specifies how marks and grades are to be awarded.

For both types of assessments your teacher does the marking, and the college will send the VCAA a score to show how you performed in each assessment task.

In order to achieve an 'S' (satisfactory achievement) in VCAL Literacy, Work Related Skills and Personal Development, students need to **demonstrate competence** in all learning outcomes for the unit. In VCAL Numeracy, they need to **demonstrate competence** in 5 out of the 6 learning outcomes.

Reporting of Results – VCE

Unit Result

- S satisfactory completion of the outcomes
- N four possible reasons
 - one or more outcomes not achieved as work is not of required standard
 - student has failed to meet a required deadline
 - work cannot be authenticated
 - there has been a substantial breach of rules, possibly school attendance rules

Mirboo Nth S.C. will provide a report at the completion of units 1, 2 and 3 that will contain:

- S or N for each outcome
- S or N for satisfactory completion of the unit
- A performance rating (grade) for each assessment task (units 1 and 2 only)
- Teachers' comments on performance and progress

VCAA will provide statements which:

- List all units attempted and whether an S or N has been awarded

- Indicate that the student has satisfied the requirements of the award of the VCE if this has been achieved
- States your school, assessment and examination grades and your study score. This is a score on a scale of zero to 50 showing your achievement relative to that of all other students doing a particular study. VTAC will use the study score to determine the ATAR – the percentile ranking of the applicant.
- Gives your GAT results

Statement of Results

- S or N for each unit
- Grades for scored assessment and examinations
- VCE Certificate for those students who satisfactorily complete their VCE

Reporting of Results – VCAL

VCAL Students will achieve progressive feedback on their progress by the school at the end of each semester. In addition, students who complete VCAL Foundation, Intermediate or Senior qualifications will receive formal certification from the VCAA.

Due Dates, Deadlines and Extensions of Time

For each outcome or assessment task that requires work to be completed and submitted the following rules apply.

1. The teacher will set a due date for the submission of any such work. An attempt will be made to spread outcomes throughout each semester but no guarantee can be given that due dates, in different units will not occur at the same time.
2. The teacher will assess all outcomes handed in on the due date immediately so that any outcome that is unsatisfactory can be returned to the student and re-submitted by a Completion Due Date set by the teacher, no more than one week from the return of the work to the student. If a piece of work is both an outcome and an assessment task it may be re-submitted to improve from an N to an S but the original grading of the work as an assessed task will remain.
3. Students who want an extension of time beyond the due date or the completion due date may apply in writing to the VCE Coordinator who will decide the application in consultation with the unit teacher. Such extension (known as deadline date) if granted will enable the student to be awarded an S but if the work is part or all of an assessment task then the original assessment task grade will not be altered.
4. No deadline dates will be set later than a date in term four consistent with the date set by VCAA for lodging Unit Completion Returns.

Absence on the SAC day (without extension)

- A student absent on the day of a SAC, who has not negotiated an extension, is presumably ill. In this case, a phone call must be made to the Year 12 Coordinator and a doctor's certificate obtained and brought to school.
- Without a doctor's certificate, the student will receive NA for the SAC.
- If the student is absent for another reason, it would need to be an absence caused by a serious and unavoidable crisis. Such matters should be raised immediately with the Head of Senior School or Year 12 Coordinator.

Application for Extension of a SAC or SAT

- Approval for extensions to SAC/SAT dates for individual students may only be awarded by the Year 12 Coordinator upon written application, on the appropriate form, with evidence of an acceptable reason for seeking the approval. Applications will only be accepted on this form. In general, an avoidable absence will not be accepted as a reason to miss a SAC.
- It is the student's responsibility to give at least four days' notice of a possible absence due to a clash between a co-curricular activity and coursework assessment.

Generally, participation as a selected member of a school team in interschool competition will be an acceptable reason for variation to the SAC day for that student.

- The decision on all other requests for extension is at the discretion of the Year 12 Coordinator, who may consult with the Head of Senior School.
- A student who is granted an extension will receive written authorisation. Without this authorisation, no alternative arrangements will be made and any score for the SAC will be set to NA.

Authentication

- Students must observe VCAA rules when preparing work for assessment
 - ensure that all unacknowledged work submitted is genuinely his or her own
 - acknowledge all sources used including website, text and source material and name(s) and status of any person giving assistance and the type of assistance
 - Cannot receive undue assistance from any other person in the preparation and submission of work.
 - Acceptable levels of assistance include incorporation of new ideas or material which is then transformed by the student into a new context and advice from another which leads to refinements or self-correction
 - Unacceptable levels of assistance include use of or copying another person's work, corrections or improvements made or dictated by another person
- A student must not submit the same piece of work for assessment in more than one study
- A student who knowingly assists another student in a breach of rules may also be penalised
- A student must sign a declaration of authenticity for work done outside the class at the time of submitting the completed work
- A student must sign a general declaration that he or she will obey the rules and instructions for the VCE and accept its disciplinary procedures
- Students must meet school dates for submission of work

Breach of Authenticity

Teachers are required to report any breaches of Authenticity to the VCE Coordinator. Should the college be satisfied that a student has submitted work that is not his or her own, or is a substantive breach of authenticity, then the Principal in consultation with the VCE Coordinator and the unit teacher has the power to impose the following penalties:

- i) make other arrangements for the completion of the outcome/assessment task
- or ii) reprimand a student who has enabled another student to obtain advantage
- or iii) cancel the result in a specific outcome/assessment task and in effect cancel the total assessment for that unit

Unforeseen Circumstances

The VCAA policy may not cover all situations. Authorisation is given to the Principal in consultation with the Deputy Principal and the VCE Coordinator to alter or determine policy within the guidelines set by VCAA.

Special Provisions

Special Provision provides eligible students with the reasonable opportunity to participate in and complete their senior secondary studies. Individual students may need special provisions in their learning program to achieve the learning outcomes, and in assessment to demonstrate their learning and achievement. Implicit in the provisions is that students who are enrolled in VCE studies do so with a reasonable expectation of being able to achieve the outcomes of the study design, and to demonstrate their achievement fairly in both the school assessment program and the external examinations.

Specific eligibility criteria apply to the granting of Special Provisions for the VCE. Students who are eligible for integration funding may not necessarily meet the eligibility criteria for special provision in the VCE.

There are four forms of Special Provision for the VCE:

- Student Programs
- School-based Assessment

- Special Examination Arrangements
- Derived Examination Score

Students may apply for special provisions for the following reasons:

- Significant health impairment
- Significant physical disability
- Learning disability
- Severe language disorder
- Hearing impairment
- Vision impairment
- Illness (physical or psychological)
- Factors relating to personal environment
- Difficult personal circumstances.

• In order to be awarded special provision for these reasons it is necessary for students to meet set criteria including specific tests and statements from independent professionals.

• The types of special provision available are:

- Rest breaks
- Permission to stand, stretch or move around the room
- Permission to leave the room (under supervision)
- Medication (food and drink)
- Extra reading time (in production time)
- Extra writing time
- Reader
- Scribe
- Clarifier
- Computer
- Separate room
- Alternative formats

Students who believe that they qualify for special provisions are advised to speak to the Year 12 Coordinator as soon as possible as VCAA do have specific rules regarding eligibility and require specific testing to be carried out to support applications. Each application is assessed by VCAA, the School and the student is informed of their decision.

APPENDIX 1: VCE STUDENT CONTRACT

Mirboo North Secondary College VCE Student Contract 2020



Dear Parents/Guardians

Please read and discuss the following information carefully with your child, along with the Mirboo North Secondary College Senior School Policies and Procedures booklet. (This booklet, along with the Senior School Handbook, is available on the website at www.mnsc.vic.edu.au. Please press on the Course Tab on the College Website and both documents can be accessed from there.)

1. It is an expectation that students in VCE have at least an 80% attendance rate. I understand that if I don't have a minimum of 80% attendance for each VCE subject that I place my ability to pass my subjects in jeopardy.
2. I understand that it is my responsibility to arrive to class on time and that I have the correct equipment ready to learn.
3. I understand that regular homework is essential in ensuring that I am committed to my studies and that I achieve the best possible outcome for myself.
4. I understand that if I have a study session that these study sessions are for learning, that I don't interrupt others from learning and that I use technology only when necessary and appropriately.
5. I understand that attendance for scheduled School Assessed Course (SAC) work is mandatory and only legitimate reasons such as illness, bereavement and approved College extracurricular activities will be considerate grounds for rescheduling.
6. I understand that it is my responsibility to call and/or notify the school if I am to be absent for a SAC. If I am to miss a SAC then I should inform the Senior School staff and the subject teacher involved to ensure other arrangements are put into place.
7. I understand when I have been away for a SAC that I must submit a Medical Certificate when possible or other relevant signed documentation to the VCE Coordinator, upon my return, substantiating my absence.
8. I understand that work must be submitted on time and it will be up to the discretion of the Senior School team and the subject teacher to determine whether late work will be accepted.
9. I understand that if I am involved with an extracurricular activity (such as a Sport's day or an excursion) or if I am absent for any reason, then it is my responsibility to approach my subject teachers to ensure that work is not missed, remembering that my VCE studies are a higher priority than any extracurricular activities.
10. I understand that it is an expectation that any student doing a VCE subject will sit the exams at the end of the year. Only those students with a proven extenuating circumstance and who undertake an interview with the VCE Coordinator and submit signed documentation will be exempt from sitting the exams.
11. I understand that the composition of classes is based on providing the best learning environment for students, and this is at the school's discretion.

As a student of Mirboo North Secondary College, I have read the Senior School Policies and Procedures booklet and understand the Rules and Responsibilities required. I agree to abide by the guidelines whilst undertaking the VCE. Please return this form by the end of Head Start.

Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

APPENDIX 2: PRELIMINARY VCE SELECTION FORM (Year 12)

THIS FORM IS TO BE USED BY STUDENTS IN YEAR 12 IN 2020

Name: _____ Phone: _____

Address: _____

Occupational Interests: _____

TAFE Courses Considered: _____

University Courses Considered: _____

Prerequisite Studies for courses listed above: _____

Year 11 Semester 1 2019	English 1					
Semester 2 2019	English 2					
Year 12 Semester 1 2020	English 3					<i>Include at least 3 full sequences of units 1 to 4</i>
Semester 2 2020	English 4					

VCE Checklist

- Have you included at least four sequences of Units 3 and 4? (not including English)
- Have you included at least sixteen VCE/VET units in your Program?

Alternative Preferences:

1. _____ 2. _____

Parent/Guardian Signature: _____

Student Signature: _____

Please return to Ms Bruzzese by Friday 16th August 2019

APPENDIX 3: PRELIMINARY VCE SELECTION FORM (Year 11)

THIS FORM IS TO BE USED BY STUDENTS IN YEAR 11 IN 2020

Name: _____ Phone: _____

Address: _____

Occupational Interests: _____

TAFE Courses Considered: _____

University Courses Considered: _____

Prerequisite Studies for courses listed above: _____

Year 11 Semester 1 2020	English 1					
Semester 2 2020	English 2					
Year 12 Semester 1 2020	English 3					<i>Include at least 3 full sequences of units 1 to 4</i>
Semester 2 2020	English 4					

VCE Checklist

- Have you included at least four sequences of Units 3 and 4? (not including English)
- Have you included at least sixteen VCE/VET units in your Program?

Alternative Preferences:

1. _____ 2. _____

Parent/Guardian Signature: _____

Student Signature: _____

Please return to Ms Bruzzese by Friday 23rd August 2019

APPENDIX 4: VET APPLICATION FORM

THIS FORM IS TO BE USED BY STUDENTS APPLYING TO ENROL IN VET

Name: _____

Course 1 & Provider/ Location: _____

Course 2 & Provider/Location: _____

Explain why you wish to do a VET course in 2020:

I acknowledge there is a \$450 Administrative Services Levy payable to secure my child's position in their chosen VET course and that it is our responsibility to arrange transport to the VET provider.

Parent/Guardian Signature: _____

Student Signature: _____

Please complete and hand back to Ms Bruzzese by Friday 23rd August

APPENDIX 5: APPLICATION TO ENROL IN VCAL

THIS FORM IS TO BE USED BY STUDENTS APPLYING TO ENROL IN VCAL

Name: _____ Phone: _____

Address: _____

Occupational interests/possible future career path:

TAFE Courses/Apprenticeships Considered:

1. CORE UNITS (COMPUSLORY)

- Literacy - VCAL Literacy
- Numeracy - VCAL Numeracy
- Personal Development Skills

2. VET COURSE (Please Complete)

All VCAL students **MUST** complete a VET course

Preferred VET Course _____

Parent/Guardian Signature: _____

Student Signature: _____

Please return to Ms Bruzzese by Friday 23rd August 2019