

# VCE Handbook

Policies & Procedures

# 2021

## Our Vision

Ballarat High School is a learning community where every person is valued, respected and challenged as a learner.



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## INTRODUCTION

The Ballarat High School VCE Student Handbook has been developed to assist and inform all VCE students and their parents. Students and parents are asked to read and familiarise themselves with the contents of this handbook. The Handbook and other essential information and forms are located on the Senior School website, (see Key resources). If you have any questions, please contact us.

If you would like more detailed information regarding the central administration of the VCE you may visit the VCAA website.

### Key terms:

<b>GAT</b>	General Achievement Test
<b>Outcome</b>	Represents the skills and knowledge that a student must be able to demonstrate for satisfactory completion of a unit
<b>SAC</b>	School Assessed Coursework
<b>VCAA</b>	Victorian Curriculum and Assessment Authority
<b>VCE</b>	Victorian Certificate of Education
<b>VET</b>	Vocational Education and Training

### Key websites:

<b>BHS Senior School</b>	<a href="https://sites.google.com/ballaraths.net/senior-school/home">https://sites.google.com/ballaraths.net/senior-school/home</a>
<b>One Stop Shop</b>	<a href="https://sites.google.com/ballaraths.net/bhsonestopshop/home?authuser=1">https://sites.google.com/ballaraths.net/bhsonestopshop/home?authuser=1</a>
<b>Headspace</b>	<a href="http://www.headspace.org.au/">http://www.headspace.org.au/</a>
<b>MIPs</b>	<a href="https://www.ballarathsmips.com/">https://www.ballarathsmips.com/</a>
<b>VCAA</b>	<a href="http://www.vcaa.vic.edu.au/Pages/vce/index.aspx">http://www.vcaa.vic.edu.au/Pages/vce/index.aspx</a>
<b>VCAA FAQ</b>	<a href="https://www.vcaa.vic.edu.au/studentguides/myvce/Pages/Index.aspx">https://www.vcaa.vic.edu.au/studentguides/myvce/Pages/Index.aspx</a>
<b>VCAA Subjects</b>	<a href="http://www.vcaa.vic.edu.au/Pages/vce/studies/index.aspx">http://www.vcaa.vic.edu.au/Pages/vce/studies/index.aspx</a>
<b>VTAC</b>	<a href="http://www.vtac.edu.au">http://www.vtac.edu.au</a>

## SCHOOL INFORMATION

Parents are strongly encouraged to be involved in their children's education. The partnership between school and home is essential in supporting students throughout their educational journey. Throughout the year there will be many opportunities to become involved.

**Principal** - Mr. Gary Palmer



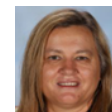
**Assistant Principal Senior School** – Ms Sharon Eppingstall  
Oversees all school matters in the Senior Years



**Assistant Principal Teaching and Learning** - Ms. Jessica Sargeant  
Oversees learning, teacher pedagogy and curriculum



**VCE Leader** – Ms. Jenni Nicholls  
Advises on all matters concerning VCE and year 10-12 exam enquiries



### Team Leaders

The Team Leader should be the **first contact** for most matters relating to courses, student wellbeing, attendance and conduct.

Year 12 Ms. Fox & Ms. Muir



Year 11 Ms. Lee & Mr. Leversha



Year 10 Ms. Gatens & Mr. Murray



### Managed Individual Pathways (MIPs)

The MIPs staff provides guidance to students to develop individual pathway plans. They provide advice and assistance regarding post-schooling options as well as all matters relating to VET subjects.

### Student Wellbeing Team

Offers counselling and support to students on a wide range of concerns.

### Learning Mentor Leader

Is responsible for all matters regarding the Learning Mentor program

### Learning Mentors

Learning Mentors are an important relationship for each student and support them with their learning.

### Classroom Teachers

Classroom teachers can be contacted directly about student progress.

**To speak with any of these staff, contact the General Office on (03) 5338 9000.**

## TERM DATES 2021

- Term 1      **Thursday 28 January – Thursday 1 April**  
o Monday 8 March – Labour day  
o Tuesday 16 February – VCE information night
- Term 2      **Monday 19 April – Friday 25 June**  
o 25 April – Anzac Day (Friday Public Holiday)  
o 14 June - Queen’s Birthday  
o 15 June - Semester 2 begins
- Term 3      **Monday 12 July – Friday 17 September**  
o Thursday 22 July - Course Counselling Information night
- Term 4      **Monday 4 October – Friday 21 December**  
o Mid to late November - Year 12 orientation  
o Late November – Y11 orientation

## COMPASS

From 2021 Compass is the student learning and management system used at the school. Request access [here](#)

Parents need to ensure:

1. Log in capabilities
2. Email details are current
3. Log in once a week
4. Speak to the appropriate school contact if there are any concerns.

## MATERIALS & ELECTRONIC DEVICES

The required materials, (including a diary) are on the booklist and it is **essential** that students take them to every class. Students are required to bring their BYOD when required by a classroom teacher. For ongoing internet access \$25 must be paid at the General Office by the end of February.

## MOBILE PHONE POLICY

Mobile phones and other cellular internet connected devices are to be **turned off and stored securely in lockers from 8.55am -3.15pm** (or when leaving school for the day). See the Mobile Phones policy on the BHS website for further information. A student who uses a phone during these times is required to hand it into the General Office until the end of the day. An internal suspension will be given to a student who does not hand it in. Additional consequences will be applied if a student breaches the mobile policy on three separate occasions.

## THE VICTORIAN CERTIFICATE OF EDUCATION

The VCE is gained as a result of a student satisfactorily completing no less than 16 units. These units must include:

- o An approved combination of three units from the group of English studies
- o Four sequences (or pairs) of units at the 3/4 level, including English. This may include VCE VET Studies.

*Students must successfully complete both Unit 3/4 English to attain their VCE certificate.*

In Year 12 it is a requirement that students choose five unit 3/4 subjects even if they have already completed one unit 3/4 in Year 11.

### **Possible exemptions:**

- o Consideration will be given to students who have a documented medical history which includes a mental health plan and/or a Psychologist/Psychiatrist letter.
- o Students who have successfully completed two unit 3/4 subjects in Year 11 may be eligible to complete four unit 3/4 subjects in Year 12.

## SCHOOL ASSESSED COURSEWORK (SACs)

Coursework assessment is an indication of each student's level of achievement based on a selection of the assessment tasks designated in the relevant Study Design.

At the start of each unit teachers will provide students with a course outline which includes assessment dates and conditions. SAC dates and results will be recorded on Compass.

All tasks are assessed against criteria which are made available to the students prior to the completion of the SAC. For VCE units 3/4, these are set by the VCAA and are outcome specific. For units 1/2 the criteria are set by the teachers with reference to the VCAA Study Design.

To achieve a Satisfactory (S) outcome the student must:

- o Produce work that meets the required standard
- o Submit own work on time
- o Observe the VCAA and school rules.

A student may receive a Non-Satisfactory (N) completion if:

- o Work is not of the required standard
- o The student has failed to meet a school deadline for the assessment task
- o Work cannot be authenticated
- o There has been a substantive breach of rules including school attendance rules.

Students accelerated one year in a subject(s) who are not meeting course requirements or effort is low may be removed. The student will choose a non-accelerated subject. A learning strategy meeting will occur with parents before a removal takes place.

**At Ballarat High School a student is deemed to have satisfactorily completed an outcome when they achieve 50% or more on the relevant SAC(s).**

## Mathematics

If a student does not achieve 50% in the redemption process for a SAC an S can be achieved with an aggregate score of 50% on all SACs.

### HOMEWORK AND STUDY

Homework is an **essential** component of coursework and can increase the chance of a student reaching their potential. In 2021 it is a requirement that all students **bring and use a diary** in all classes. The preferred diary is on the booklist.

VCE students should complete at least 1- 3 hours of homework and independent study, (summary notes, cue cards and practice SAC questions), **every week night** and additional study on weekends. Students who do not complete required homework will be given appropriate consequences by the subject teacher. This may include a learning session during lunchtime or afterschool.

It is essential that students create positive homework and study habits.

These include:

- o Removing all distractions e.g. mobile phones/TVs
- o Studying in chunks of 25 minutes with set goals
- o A weekly study timetable

More tips and information can be found at the below websites.

<http://www.deakin.edu.au/students/studying/year-11-and-12-study-skills>

<http://www.youthcentral.vic.gov.au/studying-training/studying-tips-resources/top-10-study-tips>

Parents are encouraged to contact the subject teacher or a Team Leader regarding homework concerns and advice.

### SAC PROVISIONS

#### Requirements

- o Students must be provided with a list of SAC dates at the commencement of each unit
- o No student should be required to complete more than **200 minutes** of SACs in any given day
- o No student should be required to complete more than five assessment tasks per school week
- o A folio of work is regarded equivalent to one assessment task.

Students completing Year 12 subjects may be required to attend SACs during non-class time e.g. student free days & Wednesday afterschool to enhance consistency and improve student outcomes. If students do not attend without a medical certificate it will be deemed an unapproved absence (refer to p.7 for more information).

#### Postponement

A student must submit a postponement application form to the Team Leader at least three school days prior to the assessment task.

Students may lodge an appeal with their Team Leader or VCE leader, which will be investigated by the VCE Committee to ensure the fairest result according to VCAA policies.

## EXAMINATION REQUIREMENTS

Year 11 students must successfully pass at least **four end-of-year** examinations for automatic enrolment into Year 12. Students who do not will require a Year 12 enrolment meeting with the Assistant Principal, VCE leader and parents/guardians.

Students completing Year 12 examinations are required to complete at least **six** practice examinations for each Year 12 subject.

## EXAM AND SAC BREACHES

### Internal

If there is an alleged breach of a SAC or Year 11 exam conditions a VCE panel will be created to investigate it.

The VCE panel consists of:

- o AP of the Senior School
- o VCE Leader
- o Subject Teacher

The following support people may attend:

- o Team Leader
- o A parent, (not in an advocate role)

The VCE panel has the power to impose the following consequences:

1. Award the assessment task an N
2. Ask a student to re-sit the task or a redemption task to receive an S
3. If it is a second offence the student will fail the overall unit.

Breaches which will result in disciplinary action are:

- o Plagiarism
- o Unauthorised technology
- o Communicating with others
- o Other breaches specified by VCAA

### External

If a student breaches rules in a Unit 3/4 exam, serious disciplinary action may be taken by VCAA that is independent of the school.

A student may be required to front an external VCAA Review Committee to explain their actions. If the student is found to have breached the conditions the Committee may cancel or alter the students' results.

## ABSENCE FROM A SAC

Approved absences are:

- o An illness explained by a medical certificate
- o An official school excursion
- o An official sporting event
- o Exceptional personal circumstances e.g. a funeral. Approval is given at the discretion of the Team Leader.

*Students must complete an Absence Learning Plan for absences due to school activities.*



If a student is absent for a SAC they must:

1. Provide a medical certificate by handing it into the General Office within three days
2. Complete the SAC the following Wednesday at 3.30 in Peacock Hall or negotiate an earlier time with the class teacher.

A student will receive a **zero** for the SAC if the above conditions are not met.

## REDEMPTION PROCESS

If work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, (below 50%), **the teachers of the subject** will select a consistent approach from the following:

### Course work confirmation

The student can demonstrate an understanding of the outcome through completion of specified classwork and homework.

### Student teacher conference

A student can explain their knowledge of the area in a conference with the classroom teacher. The teacher will ask targeted questions.

### Identical or equivalent SAC

A teacher may require a student to re-sit a Sac or complete a similar SAC. The SAC will be completed the following Wednesday at 3.30pm, (**casual employment is not deemed a valid excuse**), in Peacock Hall or at an earlier time negotiated with the class teacher.

The teacher must make a time available to assist the student in preparing for the redemption SAC. This is to be recorded on Compass. If the student does not attend the teacher is not obliged to reschedule.

Students have a maximum of **two weeks** to redeem after being informed of their score on the original SAC. In exceptional circumstances an extension may be approved by the Assistant Principal of the Senior School.

### Appeals

If a student believes that there is reasonable grounds to appeal an unsatisfactory result they must email the Assistant Principal of the Senior School **within 7 days** of receiving the result. If the Assistant Principal of the Senior School determines there is sufficient grounds a VCE panel will be created to hear the case. The panel will then decide whether the student will receive another opportunity to demonstrate a satisfactory and inform the student and parents/guardians of the outcome.

## STATISTICAL MODERATION

Moderation is a process of ensuring that the same assessment standards are applied to all students. Statistical moderation is a process for adjusting schools' assessments to the same standard, while maintaining the students' rank order given by the school. The VCAA uses statistical moderation to ensure that the coursework assessments given by different schools are comparable throughout the State.

## ABSENCE FROM SCHOOL

It is a requirement of the VCAA that students attend at least 50 hours of class time per semester for each VCE unit.

The Senior School has a clear attendance policy and processes. Students can have seven unapproved absences which should cover most external activities and issues.

If a student has 8 or more unapproved absences per unit they will receive a N. The student may appeal to the Principal within seven days of the N confirmation.

No Year 12 student should take holidays during school time. Holidays during school time will be considered unapproved absences. If a student is in Years 10 or 11 and the school is notified at least one month in advance the absence may be approved. The school will set up a Student Absence Learning Plan for the student to minimise the impact on learning. However, it is highly recommended that holidays are taken during the term breaks.

## PUNCTUALITY

It is essential that all students and teachers arrive to class on time prepared for learning. Strong punctuality will ensure learning is optimised and positive habits are formed for the future.

Students who are more than 5 minutes late for a subject **on three separate occasions** will receive one unapproved absence.

## SPECIAL PROVISIONS

VCAA guidelines outline three types of special provision for illness, impairment and personal circumstances. All applications need to be directed to the VCE Leader Jenni Nicholls.

### VCE examinations

Students may be eligible due to an illness or disability that prevents them from completing their VCE examinations in the same way or under the same conditions as other students. Applications for Special Examination Arrangements must be accompanied by recent supporting medical or other specialist documentation.

The VCAA may not approve special examination arrangements for students who have long-term impairments if they have not been given similar arrangements by their school during the year.

All applications for special examination arrangements are to be lodged by mid-March. Late applications may be accepted and emergency special exam arrangements can be requested up until the day before of the exam.

### School-Assessed Coursework

Students are eligible for Special Provision for School-based Assessment if their ability to demonstrate achievement is adversely affected by:

- o an acute or chronic illness
- o a long-term impairment
- o personal circumstances

## Derived Score

This provision is for students who are prevented from attending an examination, or whose performance on an examination is adversely affected as a result of illness, accident or personal traumatic event occurring on the day of the examination.

## AUTHENTICATION

### Authenticity

It is the responsibility of the student to ensure that there are no difficulties in authenticating their work. Teachers must monitor and record each student's development of an Assessment Task, from planning through to completion. The process of monitoring the development of a SAT or SAC requires the teacher to regularly sight the work and record the progression. The process of authentication will differ from subject to subject.

### Plagiarism

- o Copying someone's work in part or in whole and presenting it as their own
- o Using material directly from other sources without referencing it
- o Copying images or text from the Internet and presenting it as their own work
- o Taking the ideas of others without reference to the source.

Breaches which will result in disciplinary action include:

- o Plagiarism
- o Copying
- o Use of unauthorised technology
- o Communicating with other students
- o Other breaches specified by VCAA

The VCE panel consists of:

- o A member of the Principal Team
- o VCE Leader
- o Subject Teacher

Optional attendees are:

- o The student's Team Leader as an advocate.
- o A parent as a supportive observer but not an advocate

The VCE panel may impose the following consequences:

- o An N for the assessment task
- o Direct the student to re-sit the task or alternate task for an S only
- o A second offence in VCE will result in an automatic N for the unit.

### VCAA examinations (unit 3/4)

If a student breaches rules in a VCAA exam, serious disciplinary action will be taken independent of the school.

A student may be required to attend a VCAA review committee to explain their actions. A student may have their results altered or cancelled.

## NON-SCORED VCE

All students are encouraged to complete their examinations at the end of Year 12 and receive an ATAR. An ATAR is required for direct entry to the vast majority of university courses.

A student may have the opportunity to complete a non-scored VCE. Students must see their Team Leader to begin the application and counselling process in Term 3. Only under certain documented medical conditions may a student apply earlier.

## CHANGE OF SUBJECTS

A change of subject should not be taken lightly. A mental health plan or a letter from a Psychologist may be required. Students must speak to their Team Leader. The student will be required to complete the change of subject form which must be signed by:

- o The student
- o Team Leader
- o MIPs
- o VET Coordinator (if changing VET)
- o Parent

**Subject changes cannot be made unless the form is completed.**

**The final days for change of subjects in 2021 are:**

Semester 1                      Friday 12 February  
Semester 2                      Wednesday 23 June

## PRIVATE STUDY

- o The school day is from 9am-3.15pm and **VCE students are expected to attend between these hours.**
- o Individual private study must be undertaken in the library (students must sign in) or Peacock Hall (no electronics)
- o Specific collaborative private study can be booked in the Senior Learning Centre

**Students who do not use private study effectively will be provided with alternative arrangements.**

## STUDY LEAVE

Year 11 students completing a Year 12 subject may be allocated a maximum of two days study leave prior to the written examination. Students must complete a study leave form (on the Senior School website) at least one week prior.

## STUDENT DRIVERS

Students:

- o Must complete an application to drive a vehicle to school  
o <https://sites.google.com/ballaraths.net/senior-school/resources-and-support/students?authuser=0>
- o Are not permitted to transport any other students to and from school or to any school events, including after school sport.
- o May transport siblings with documented permission from home.
- o Cannot leave the school grounds during school times, (unless approved by a Team Leader)

