

## Year 11 & 12

# Student/Parent Information 2019

Currently accredited VCAA curriculum and assessment documents or the VCAL curriculum planning guidelines are the source of content for study.

Information regarding VCAA administration rules and of each subject of study can be accessed via the VCAA website. ([www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)).

### **Subject teachers of senior classes at CSC will provide students with the following information**

- A copy of unit study designs which contain the key knowledge and skills and assessment for the unit.
- All work students need to complete to achieve S for the unit.
- All work students need to complete for Graded Assessment.
- How to submit work
- Timelines and conditions under which assessment tasks are to be conducted, including whether resources are permitted.

### **ATTENDANCE**

- All VCE units involve at least 50 hours of scheduled classroom instruction. A student needs to attend sufficient class time to complete work. The school sets minimum class time and attendance rules. If a student has completed work but there has been a substantial breach of attendance rules, and the school therefore wishes to assign an N to the unit, the school must assign an N for one or more outcomes.
- CSC policy requires all students to have a minimum of **90% attendance** for each class in which they are enrolled. It is an expectation however that students in year 11 and 12 achieve close to 100% attendance due to the exacting complex requirements of the senior years. Staff will keep accurate records of each student's attendance and alert the Senior School Coordinator if a student is at risk of failing their subject. Days missed due to school sporting events and other school extra-curricular activities are not included in absence figures.
- **CSC deems less than 90% attendance at years 11 and 12 to be a substantial breach of attendance rules. This will be dealt with under the Breach of Rules process.**

### **ASSESSMENT OF VCE UNITS**

- **All students must be given one week's notice in writing of a SAC (School Assessed Coursework) or SAT (School Assessed Task) due date.**
- **Most work for the assessment of School Assessed Coursework or School Assessed Tasks will be completed in class.** However, this does not preclude normal teacher expectations for a student to complete research and learning activities which contribute to the student gaining the key knowledge and skills outside of class time.

- **If students do not submit their work by the specified date/time**, the school will refuse to accept it and award an NA. Students will only be awarded 0 if a task was submitted and did not meet any of the specified criteria for that task.
- Satisfactory achievement of each Outcome for a subject will be assessed using a range of assessment tasks including homework, SACs (at year 12 level), essays, practice exam questions, chapter tests, practical reports, case studies etc. An average of marks received for all of the tasks, will be calculated to determine, the final grade for an Outcome. Failure to achieve a 50% or above average grade for all set tasks for an Outcome results in a fail of the Outcome as the student will not have demonstrated adequate knowledge of the Outcome. Students must pass each Outcome in a Unit to achieve a satisfactory/pass grade for the Unit.
- **If an assessment task is not submitted on the due date** then it will not be accepted and a result of NA marks will be recorded.

### **SATISFACTORY COMPLETION OF VCE UNITS**

For satisfactory completion of a VCE unit (S), a student must demonstrate achievement of the set of Outcomes for the unit as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's assessment of the student's overall performance on assessment tasks designated for the unit. Casterton Secondary College deems satisfactory performance to be the achievement of at least 50% average for all tasks set for each Outcome as sufficient evidence to award an 'S' for the unit. The decision to award an 'S' for the unit is distinct from the graded assessment of levels of achievement.

### **MEDICAL CERTIFICATE**

Students **MUST** supply a medical certificate if they are absent on the day of a scheduled SAC or SAT due date. After negotiation with the subject teacher, and the student, an alternative task/and or time to satisfy the requirement will be arranged. The provision of a medical certificate for any absence during year 11 and 12 is encouraged to ensure students do not breach CSC's attendance policy.

**Extension of time** for an individual student to complete a task will **only be given in special circumstances** after consultation with the Senior School Leader and the Assistant Principal. An extension of time must be approved prior and **will not be granted on the day** of a scheduled SAC or SAT due date.

### **SATISFACTORY COMPLETION OF VCE UNITS**

The student receives S for a Unit when the school determines that all Outcomes for the Unit are achieved satisfactorily.

A student must:

- produce work that demonstrates achievement of the outcome/s
- submit assessment tasks to the class teacher by 3.30 on the due date.
- submit SACs and/or SATs during class time on the due date.
- submit work that is clearly his/her own
- observe the VCAA and school rules.

**In Units 1-4 assessment tasks for each Outcome in a subject must average 50% or above for the student to receive a satisfactory result for each Outcome.** Students will be provided with multiple opportunities to develop and demonstrate the key knowledge and key skills required for the outcome for the Unit.

**In addition**, in Units 3 and 4, students must gain **50% or above result in each SAC/SAT** to satisfactorily complete a Unit. If a student fails to meet this standard, the teacher may permit the student to re-sit the SAC or similar task (to a maximum of 1 further attempt) to achieve satisfactory completion of the SAC or submit further evidence to achieve satisfactory completion

of a SAT. The subject teacher may also consider other pieces of assessment in the awarding of the satisfactory completion of an Outcome.

**SAC re-sits** will occur **after school** on a day determined by the Senior School Leader in consultation with the subject teacher. The student must supply a medical certificate if they do not attend the scheduled resit in order for another time to be allocated. Students may not resubmit work to improve a School Based Assessment score. The original grade for the SAC/SAT will be submitted to VCAA to determine the student's study score for the subject.

**Students must gain a satisfactory result in each Outcome of a Unit to satisfactorily complete the unit.**

### **NOT SATISFACTORY VCE UNIT RESULT**

The student receives **N** for the unit when one or more of the outcomes are not achieved because:

- the student does not achieve the standard of 50% or above as an average grade of the work deemed necessary to demonstrate adequate knowledge of the Outcome/s and/or the student does not achieve 50% on the SAC SAT for the Outcome on the original or re-sit of the task.
- the student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including Special Provision (illness- acute or chronic, long term impairment or personal circumstances 11.3.1 VCAA Administrative Handbook).
- the work cannot be authenticated
- there has been a substantial breach of rules including school attendance rules.

### **SATISFACTORY COMPLETION OF VCAL UNITS**

Written instructions for assessment tasks/activities will be clear, explicit and provided at the start of any task.

Students will know the criteria by which satisfactory completion will be established.

Time allowed to complete a task will be reasonable and may take place over a number of weeks. Students must catch up on all work missed due to absences.

All student work for a Unit of VCAL work, **MUST** be placed (stuck) into folios and dated.

Students must demonstrate competency in each of the Outcomes at least 3 times to successfully complete a Unit.

Students will have the opportunity to demonstrate achievement of Outcomes at their own pace but they **MUST comply with due dates** set to achieve recognition for their work.

VCAL students may need to complete work outside of class time to achieve the Outcomes.

**VCAL students must abide by 90% attendance, authentication and due date policy in accordance with the rules for VCE students.**

### **COMPLETION OF VCE UNITS WITHOUT CALCULATION OF A STUDY SCORE**

**Schools are encouraged to support students to undertake scored assessment wherever possible as it is the best way to maximise opportunities and pathways to further education and training.**

The VCE does provide the opportunity to complete units without completing all graded assessments (two graded assessment scores are required to achieve a study score) but still demonstrate Satisfactory Completion of a unit.

In some cases, schools in consultation with students and parents may recommend completion of one or more VCE units without completing all the graded assessments or sitting the examination. In this case a study score will not be calculated for the study. Schools are best placed to advise on individual cases where students may benefit from this option, for example, where students are at risk or have other valid reasons for not undertaking scored assessment.

**It is important that students with parental support choosing to complete a unit without a study score, understand the greater number of pathways available when scored assessment is completed.**

### **VCE AND VCAL STUDENTS**

*An Interim Report may be generated when staff raise concerns about a student's lack of work ethic and/or failure to submit assessment tasks. Parents and the student will then be required to attend an interview to discuss ways for the student to improve.*

### **AUTHENTICATION OF STUDENT WORK**

- For School Assessed Tasks undertaken outside class time, teachers will monitor and record each student's progress through to completion. This requires regular sightings of the work by the teacher and the keeping of dated records (using official VCAA forms).
- All School Assessed Coursework will be completed under teacher supervision during class time.
- Students must ensure that all unacknowledged work submitted for assessment is genuinely their work. Acknowledged work must be accurately and appropriately referenced.
- Students should digitally document all the specific stages of the development of work, starting with an early part of the task, such as the topic choice, list of resources and/or preliminary research and drafts to protect against loss and to authenticate work as their own.
- A teacher may ask the student to demonstrate his/her understanding of the task at or about the time of submission of the work. If any part or all of the work cannot be authenticated, then the matter must be dealt with as a breach of rules.

### **FEEDBACK**

- 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.
  - Teachers may give students their marks on individual School Assessed Coursework tasks but these are of a "conditional nature" and may change as a result of **statistical moderation**.

### **TEACHER ASSISTANCE**

- Inappropriate **teacher assistance (for items to be assessed)** includes:
  - Providing detailed advice on, corrections to, or actual reworking of, students' drafts or productions or folios
  - Providing structured outlines with detailed suggestions or instructions for completing work that may constitute undue assistance
  - Providing or interpreting data and providing content or concepts not already mentioned by the student in draft work or in their design briefs.
  - Teachers must not mark or provide comments on any draft of work that is to be submitted for School Assessed Coursework (Vis Com has a variation to this rule).

### **USE OF STUDY LESSONS**

Students must use any timetabled study lessons effectively. They are to be in one of the designated study areas for the duration of each study session. Students who do not use their study sessions effectively, will be interviewed by the Senior School Coordinator and/or the Assistant Principal. Alternate arrangements for study sessions may be organised for the student.

### **DERIVED EXAM SCORES**

**Only in exceptional circumstances should a student not sit a VCAA exam.** If a student is sick on the day of an exam, they should still attend the exam and do their best to complete the exam. A medical certificate should be arranged and the appropriate paperwork filled out and forwarded to VCAA. VCAA will then consider the grade obtained on the paper and take SAC and GAT marks into account in deciding whether to award a derived exam score. Not all these applications are approved so it is important that the student has their exam result, in case that the request is rejected. Please ensure you contact the Senior School Coordinator as soon as you can to ensure the correct process is followed.

### **Lost, stolen or damaged work for all VCE and VCAL students**

If a student has lost work or had work stolen or damaged, they must make a written statement explaining the circumstances. The statement must be signed, dated and given to the Senior School Leader. The principal/assistant principal, acting on advice from the teacher and Senior School Leader, and on the basis of records kept, shall determine the result for the student.

Note: This does not apply to work lost or damaged due to computer misuse or malfunction.

### **Care in the use of computers for all VCE and VCAL students**

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- there is an alternative system available for producing assessable work 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 as a backup file, which should not be stored on the computer.
- Students must abide by the CSC computer and internet use policy.

### **Accuracy of student information**

Students must be enrolled on VASS using their legally registered name as per the Registry of /births, Deaths and Marriages Victoria, or the relevant state or national agency. Students must also take responsibility for the accuracy of their personal data on the VASS system by regularly checking and signing computer printouts of their details and enrolled courses.

### **BREACH OF RULES**

If a student is deemed to have breached VCAA examination rules or School-based Assessment authentication rules staff must immediately notify the Senior School Educational Leader and/or the Assistant Principal. The staff member will need to put in writing the grounds for breach of rules and attach any supporting evidence. The Assistant Principal and Senior School Educational Leader will then interview the student and based on the evidence and student account present the case to the Principal. The Principal will either accept or reject the claims based on the evidence presented and parents will be contacted. Parents and students have a right of appeal by placing their grounds for objection in writing to the Principal within two working days of the outcome decision. Depending on the seriousness of the breach of rules and the extent of the breach, the Principal may choose to give a grade percentage deduction or a zero for the entire task. In the case of students breaching authentication rules on an assessment task and where plagiarism can be clearly demonstrated, in consultation with the Senior School Educational Leader and the Assistant Principal, the student will receive a zero grade for the assessment task. Where two students submit the same or very similar work and it cannot be determined who is the rightful author of the work, both students will receive a zero for the assessment task.

Parents and students can appeal a School Based Assessment breach of the rules decision to VCAA within two weeks of the school's decision.

### **VCAA examination rules**

Students are required to observe the VCAA rules for the conduct of VCE external assessments that are conducted by or on behalf of the VCAA, as well as the day-to-day rules of the institution hosting the external assessment. VCAA rules shall apply with appropriate and reasonable modifications to students who have disabilities or other impairments. The rules are available on the VCAA website and are included in the *VCE Examinations Manual* and relevant publications for students, such as the GAT brochure and *VCE Exams Navigator* (*This publication, will be provided to students and the importance relevant sections highlighted, in a meeting with the students*).

Students sitting exams will be provided with clear instructions in regards to protocols for exams, prior to the GAT and the end of year exams, including the processes, emergency procedures and VCAA requirements. In the event of the identification of an alleged breach of VCAA rules during external examinations, the student will be permitted to complete the exam. The student will be advised that an incident report is being completed and forwarded to VCAA. Students are required by the VCAA Rules to surrender electronic devices for investigation. Students are required by the rules to cooperate with investigations.

If a Review Committee is satisfied on the balance of probabilities that a student has contravened VCAA rules or obtained a VCAA assessment by fraudulent, illegal or unfair means, the Review Committee may do one of the following:

- reprimand the student
- amend or cancel the student's grade for the external assessment in which the contravention occurred
- amend or cancel the student's grade for the external assessment in which the contravention occurred, and also amend or cancel any or all of the student's assessments in the same study, including cancellation of satisfactory completion of the study
- amend or cancel the student's grades for external assessments or other assessments in one or more other studies, including cancellation of satisfactory completion of a study
- cancel all the student's grades for external assessments and other assessments conducted by the VCAA during the year in which the contravention occurred or the assessment was obtained, including cancellation of satisfactory completion of the course.

# *Casterton Secondary College*

## Advised best practice for CSC senior students

- Complete a minimum of 3/4 hours of homework/study per VCE subject per week. This could take on a variety of forms from structured questions, summaries, glossaries of terms, collecting quotes, practice exams, reading over class notes and or research. VCAL students are also required to complete homework and VET bookwork out of school hours.
- Use feedback from staff (marks, written comments, the submission of drafts or verbal dialogue) to enhance future performance.
- Listen carefully and question frequently.
- Consult the marking/assessment guides to aid meeting SAC, SAT or assessment tasks to a high standard.
- Use planners and timetables as an organisational tools.
- Break large assessment tasks down into smaller steps and set realistic timelines for completion.
- Arrive at class prepared to learn and make the most of all opportunities provided.
- Use study sessions effectively and use the school's facilities after school hours to complete study/homework.
- Take copious notes on all class discussions and ensure all work from whiteboards/smart boards is copied into workbooks.
- Work missed due to absence from school MUST be caught up. It is the student's responsibility to see class teachers.
- Access staff out of class time for extra assistance or to access resources.
- Expect that there will be communication with home if there is concern about progress/work ethic etc.
- Regularly evaluate progress and set achievable goals.
- Ensure that the appropriate authentication and referencing of work procedures are followed.
- Students must contact the school and work placements when absent.
- Refer to the CSC Staff, Student and Parent Code of Conduct for further information.