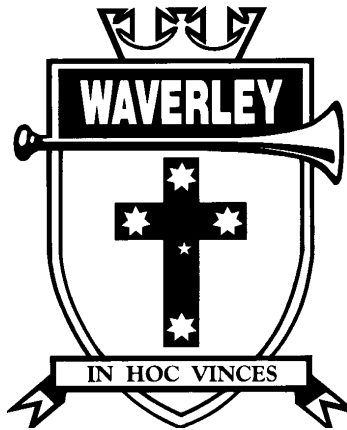


WAVERLEY CHRISTIAN COLLEGE



2008 VCE POLICY HANDBOOK

Welcome to VCE 2008!

2008 offers you an excellent opportunity to be a part of a successful VCE program. Having been ranked highly amongst all VCE providers in our history as a College, you will be in good hands as you embark on a challenging and yet thoroughly rewarding career pathway.

The VCE involves some privileges but also great responsibility. As well as setting an example for the rest of the School, VCE students have a responsibility to understand the procedures and policies associated with the course of study they are undertaking. The school is required to provide this document, but the onus is on each individual student to be familiar with the information it contains.

This booklet contains essential information that every VCE student must be familiar with. The policies it contains are binding and absolute. This booklet aims to answer many of the questions relating to the VCE's policies and procedures, and knowledge and application of its contents will prevent many unnecessary problems throughout the year.

This document includes the College's specific VCE policies as well as the Victorian Curriculum and Assessment Authority's (VCAA) rules for students. (VCAA is the organisation overseeing the statewide administration of the VCE). All students and parents are, therefore, urged to read this policy booklet immediately and to speak with me about any concerns that may arise.

Subject teachers will supply detailed descriptions of the specific work requirements and assessment tasks for individual 2008 units.

Subject teachers, Year Level Co-Ordinators, the Careers Advisor and the VCE Co-Ordinator will work together with you as a team this year in helping you to meet the requirements of the VCE. We wish you every success and God's blessing for the year ahead.

Mrs P. Hirschfield

WCC VCE Co-Ordinator / VASS Administrator
WCC Head of English

Proverbs 3:5-6 "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him and He will make your paths straight."

Introduction: Completing the VCE

The VCE is made up of a series of 'studies' (rather than subjects) each of which is divided into semester-long 'units'. Generally Year 11 students will complete Units 1 and/or 2 of their chosen studies whereas Year 12 students will complete Units 3 and 4 (which must be studied as a sequence). It is, however, possible for Year 10 and 12 students to undertake Unit 1 and/or 2 of VCE studies and for Year 11 students to undertake one or more Unit 3 & 4 sequences, subject to College approval. Each study is conducted according to the Victorian Curriculum and Assessment Authority's (VCAA) 'study design', relevant details of which are passed on to students by their teachers. Each student's own VCE program will be individually developed to best suit their career pathways and personal interests in such a way as to maximise their performance in each study.

Year 11 students in 2008 will generally take 12 units of study of which either English / ESL or Literature Units 1 & 2 are compulsory. Year 12 students will generally take 10 units of study of which either English / ESL or Literature Units 3 & 4 are compulsory. Within these programs of study it is a VCAA requirement that satisfactorily completed units must include:

- At least 16 units including at least 3 units of English / ESL or Literature.
- Three sequences of Units 3 and 4 studies other than English or Literature.

The workload of all VCE units is prescribed by the VCAA but organised and administered by subject teachers. It is the intention of the College that every student be given every opportunity to satisfactorily complete all work by the due date and to therefore complete their VCE to the highest possible standard. To this end the following policies have been developed:

1. Attendance
2. Special Provision
3. Computer Use
4. Private study
5. Use of the student common room
6. Student cars
7. Completion of coursework
8. Work not satisfactorily completed
9. Submission of school-assessed tasks
10. Reporting of satisfactory completion of a unit
11. Authentication
12. Breach of rules
13. Amendment to enrolment details
14. Unsupervised activities
15. Student behaviour

1. ATTENDANCE

- 1.1 Punctual attendance (9am sharp) is required for all VCE students every school day. Late arrivals will not be permitted, though early departure may be negotiated under some circumstances or when official 'Study Leave' is granted on the timetable which does not clash with scheduled classes (see 4.5).
- 1.2 All VCE students are expected to attend all available VCE classes, excursions, sports days, assemblies and any activities prescribed by the College and to be punctual and in full and proper uniform at all times.
- 1.3 No VCE student has permission to leave the College during the school day unless *specific* written permission is received from a parent by the Year 11 & 12 Co-ordinator or Home Group Teacher **who will then sanction the departure prior to its occurrence.**
- 1.4 It is expected that students will bring their own lunch on school days and will therefore not be requiring permission to purchase any meals off the premises.
- 1.5 A minimum 90% attendance at all scheduled lessons and activities is required to enable satisfactory completion of all VCE units. The 10% allowance covers short-term illness, and approved interruptions, subject to the conditions described within this document. The minimum attendance includes school-approved activities such as subject excursions. Students are not permitted to miss any scheduled classes for the purpose of external employment or preference to study at home. A class roll will be marked **every lesson** and will form the basis of such a record. Students are advised to keep their own record of absences.
- 1.6 Absences from school must be substantiated in a note signed by the student's parent(s) **and must, in the event of illness, be accompanied by a doctor's certificate if work was due or if a test or examination was to be held during the period of absence.**
- 1.7 Any absences due to **illness** or **serious hardship** (eg. bereavement) and other matters warranting "Consideration of Disadvantage" for school-assessed course work (eg. work being lost, stolen or damaged), may warrant an extension of time for the completion of VCE work. Eligibility is ultimately determined by the Subject Teacher and VCE Co-ordinator. Written application may be made using the "Extension of Time" form (yellow) to be obtained from the Secondary Staffroom (0008) or from subject teachers. This form must be:
- signed and dated by the student,
 - signed and dated by the subject teacher who will nominate a completion date which will **generally** be a period of time equivalent to the period of absence but which **must not exceed two weeks and must not extend beyond the final dates for Semester 1 and 2 studies, respectively,**
 - accompanied by supporting documentation as in 1.5 above (in cases of concerns with student work, earlier drafts/printouts or versions of the work may act as proof of completion for authentication purposes and for possible grade determination, etc.),

- d) submitted to the Home Group Teacher who will then update the attendance roll, sign the form and attest to receiving the supporting documentation which he or she will file, and
 - e) forwarded by the Home Group Teacher to the VCE Co-ordinator for signed approval and filing.
- 1.8 All parental notes, medical certificates and applications for extension of time pertaining to the submission of student work will be filed by the Home Group Teacher in order to substantiate attendance records.
- 1.9 In general, the subject teacher or VCE Co-ordinator will communicate any decision on the outcome of an application for extension of time, based on the validity and legitimacy of the application. Where an extension of time cannot be proactively granted, a teacher may require that a similar but alternative task be completed at a different time.
- 1.10 Where student attendance is causing concern the subject teacher, the Year Level Co-ordinator and/or VCE Co-ordinator may elect to speak with the student and parents about this matter. If the student's attendance is not rectified to meet the requirement, an "N" (Not Satisfactory) result may be awarded for the unit in question, and parents will be notified prior to the "N" being awarded. Cases in which students' attendance is likely to fall below the prescribed minimum due to prolonged illness will be given special consideration and exemptions from the usual requirements may be made at the discretion of the VCE Co-ordinator.
- 1.11 In circumstances where students have completed work, and even satisfied outcomes for a particular study, but there has been a substantive breach of the attendance rules above, the student may be awarded an "N" (Not Satisfactory) unit result by the VCE Co-ordinator upon discussion of the matter with the relevant subject teacher. If the student wishes to appeal against a school decision then the appropriate procedure described in Section 12 must be followed.
- 1.12 **It is the responsibility of the student who is absent to find out what work was covered in the missed classes and what work may have been set at that time and to act accordingly.**

2. SPECIAL PROVISION

- 2.1 In cases where special needs arise, such as significant illness or hardship or an approved learning disability affecting school-based assessment where special arrangements may be required for internal assessments, application for internal special provision may be made in writing by completing a "Internal Special Provision for SACs" form (green) obtained from the VCE Co-ordinator. Eligibility for internal special provision is determined by the VCE Co-ordinator.

The Internal Special Provision form must be:

signed and dated by the student; accompanied by supporting documentation including a signed note from a parent and any other appropriate documentation as required , submitted to the Home Group Teacher for pastoral consultation

with the student and his/her family as relevant, and forwarded by the Home Group Teacher to the VCE Co-ordinator for signed approval and filing after which subject teachers may be required to modify expectations (noting appropriate modifications in reporting to parents) where appropriate in order to allow the student the maximum opportunity to obtain an "S" (Satisfactory completion) for all units being taken.

Application for English as a Second Language (ESL) students may be noted on the VCAA VCE Student Details enrolment form, completed annually, for any student undertaking one or more Unit 3-4 sequences. This will permit the VCAA to exercise due consideration when assessing student work.

ESL status must be granted in order for any student to undertake English ESL. Note that Application for Enrolment in English as a Second Language in 2008 Units 3 & 4 must be made via the ESL Supervisor (Mrs Christine Chisholm) by Friday 8th February and students should consult the ESL Supervisor for the appropriate application form prior to this date.

All applications for second language status in Indonesian and Chinese Units 3 & 4 for 2008 must be made via the Distance Education and External Studies Co-ordinator (Mrs Daisy Foley) by **Friday 14th September 2007**. If you have not met this deadline, you must see Mrs Foley to arrange this immediately.

2.2 Applications for special examination arrangements for Year 12 studies must be made in writing to the VCE Co-ordinator by **Friday 22nd February** for Unit 3 studies and by **Friday 4th July** for Unit 4 studies. The VCAA is responsible for determining eligibility and granting approval.

2.3 Teacher absence or other teacher-related difficulties are not acceptable grounds for special provision. Also, a student who misreads a coursework document, an examination timetable or an examination paper will not be eligible for special provision.

2.5 Students experiencing illness at the time of the exam or extreme circumstances in the two weeks prior to the exam may apply for a Derived Exam Score. Application forms are available from the Chief Exam Supervisor. Supporting material must be provided to the VCAA from qualified professionals. (see 7.14)

3. COMPUTER USE

3.1 Computers should not be used for any School-Assessed Coursework completed in the classroom unless the teacher is able to ensure that all students have equal opportunity to access school computer facilities and services and appropriate back-up equipment. An exception may be made, however, in cases where written parental notification supported by medical evidence stipulates a disadvantage necessitating computer usage. In such cases, eligibility must be approved by the VCE Co-ordinator. Such an exception for School Assessed Coursework would not guarantee that a computer could be used for externally assessed exams (see 2.2).

- 3.2 When students are permitted to use a computer to produce work it is the student's responsibility to ensure that there is an alternative system available for use in case of computer or printer malfunction or unavailability. Computer malfunction will not be accepted as an excuse for late or non-submission of work.
- 3.3 **Hard copies of work in progress must be produced regularly to meet authentication requirements and produced when required by the subject teacher. Each time changes are made to work the student concerned should save the work onto a back-up file. The back-up file should not be stored with the computer.**
- 3.4 Students may not print to a network printer from any site unless this is directly teacher-supervised printing *and* teacher-directed classwork, as per the College's computer policy. Printing will be permitted, from a student's College-approved disk, in the College library, *at the student's own expense*, as per the College's computer policy.

4. PRIVATE STUDY

- 4.1 VCE students undertaking private study during lesson time must report to the College library but may then be released to the VCE Common Room, under the conditions described in Section 5 (especially 5.4), or to another room being used, under teacher supervision. (This policy is subject to change throughout the year.)
- 4.2 Students are not permitted to leave the specified private study area at any time during the study session for any reason without written permission of the staff member supervising that session.
- 4.3 The computer room and classrooms may only be used with teacher supervision.
- 4.4 All students are expected to be purposefully occupied with teacher-approved and/or study-related activities in their specified area during private study periods as well as during lessons. Students who waste private study time, cause disturbances or are not in their required location during private study periods will be issued with a detention. Students who leave their specified private study area without permission for any reason will be subject to discipline. Repeat offenders will be banned from the Common Room and subject to other disciplinary measures, as per the secondary student handbook.
- 4.4.1 If VCE Year 11 and 12 students have Official Study Leave indicated on their timetables (ie. They do not have scheduled classes), they may be permitted to leave the College by lunchtime on that day, **provided that a signed note is received from parents** indicating their permission for their son or daughter to leave the College for the afternoon on this day of the week. This would be expected to be for the purpose of travelling directly home or to an external course of study, on the specified day.

- 4.5 Students without this specific permission will be expected to remain at the College until the conclusion of the school day.
- 4.6 No student who leaves the College on during official study leave will be permitted to return to the College on that day unless express permission is granted by the Year Level Co-Ordinator in which case the student will “sign in” at the General Office upon returning. Year 12 students may be granted permission to similarly leave early on other days of the week provided, again, that a signed parental note is received indicating that such permission is granted.
- 4.7 The College reserves the right to insist that students remain at school during Official Study Leave (with the possible exception of students undertaking approved external studies) for sport, class excursions, replacement/extra lessons or other prescribed activities.

5. USE OF THE YEAR 12 STUDENT COMMON ROOM

- 5.1 Year 12 students only may make use of the VCE Common Room – no guests or siblings are permitted to enter. Use of this room will be in a manner which is considerate of other students and neighbouring staff and which complies with standard behavioural requirements of Waverley Christian College students.
- 5.2 The maintenance, use, cleaning and condition of the room will be the responsibility of all Year 12 students who will be accountable to their Home Group Teachers and the Year Level Co-ordinator.
- 5.3 All staff will have free access to the VCE Common Room at all times. Students are advised to treat all staff with equal respect when given instructions about behaviour, productivity and noise levels in this room, as they would in any other part of the School.
- 5.4 The Common Room may be used for study-related group discussions during timetabled study periods (but not for recreational activities) with specific permission in the form of a room pass issued by the Library and a signed note from the relevant subject teacher, and where such activities involve Year 12 students only. Without permission to use the Common Room or to use another area within the school, all private study must be undertaken in the Library. **Students who are found wasting time in the Common Room during Private Study periods will be banned from use of the Common Room.**
- 5.5 No talking, eating, drinking, wasting time, recreational activities, depositing of books & papers or of school bags will be permitted in the Computer Study Room.
- 5.6 Items placed on noticeboards must be approved by the Year 12 Co-ordinator.

- 5.7 Student lockers and locks remain school property. Lockers may not be decorated inside or outside and will be subject to periodic inspections by the Year Level Co-Ordinator. Students are to be responsible for the items kept in their lockers and for maintaining reasonable security of those items. It is extremely difficult for effective action to be taken against damage to, or removal of, property stored but not secured within student lockers.

6. STUDENT CARS

- 6.1 Students who are licensed to drive to the College may under no circumstances have passengers in their vehicle at any time travelling to or from school or travelling during the school day, unless the Year Level Co-Ordinator has received *specific* written permission for them to do so **from the parents of all students who would be in that vehicle, ie. the driver and the passengers. No signed permission form means no passengers. (Driver permission and agreement: pink form). This includes during exam periods.**
- 6.2 The College's car parks should be used by any licensed student drivers during regular school time. Parking on school grounds is entirely at your own risk.
- 6.3 Reckless driving behaviour by any student, including learner drivers, may result in a ban upon the offender driving within the College property.
- 6.4 Students will not be permitted to make use of their vehicles for any purpose during the school day.

7. COMPLETION OF COURSEWORK

- 7.1 In order to obtain a Victorian Certificate of Education, all school assessed coursework for VCE Units 1 to 4 must be the student's own work and must be completed on time during the specified conditions and to the standards described in the relevant study design and prescribed by the teaching staff of Waverley Christian College. Student enrolments will be maintained in the VCE Administrative Software System (VASS) by the VASS Administrator (Mrs Phadrah Hirschfield).
- 7.2 All VCE students must complete an annual VCE enrolment form and must therefore sign a general declaration that they will obey the rules and instructions for the VCE prescribed by the VCAA and explained herein and by means of any other official VCAA documentation. This form must include information about any external VET or language studies, Distance Education or other accredited external studies. The VCAA keep all information confidential and do not disclose it to other organisations without written consent (eg. on the enrolment form itself). The College likewise regards all enrolment information as confidential, and utilises it in keeping with its Privacy Policy.

- 7.3 Students completing any studies as a part of their VCE program that are not directly taught by Waverley Christian College (eg. VET courses and VSL or Distance Education units) must complete these in accordance with all other rules and policies of Waverley Christian College, except at the discretion of the Principal or the VCE Co-ordinator.
- 7.4 Any VCE work must be submitted in the format requested by the subject teacher and must be designed, taught, administered and presented by that teacher in such a way as to allow students the maximum opportunity to achieve the outcomes based upon the key skills and key knowledge descriptors prescribed in the study design.
- 7.5 VCE teachers will collectively organise the spread of assessments through the year in order to ensure a consistency of workload and will each be responsible for issuing approximate assessment dates at the commencement of the school year. Dates for Unit 3 and 4 coursework will be set such that the work can be marked and the school assessments forwarded to the VCE Co-ordinator/VASS Administrator prior to their request by the VCAA.
- 7.6 Details of school-assessed coursework will be issued only when required as explained in Section 11.
- 7.7 School-Assessed Coursework will be completed in class-time subject to the exceptions indicated in 11.9 below. Work that cannot be completed within the longest continuous timetabled session will be finished in the next available lesson but the work may be retained by teachers, in its current state, in the interim. Students may, at the discretion of the subject teacher, work on an assigned section of that task outside the lesson time, provided that authentication requirements are met (see section 11).
- 7.8 The scope of school-assessed coursework must be in accordance with any word limits prescribed by the VCAA.
- 7.9 After coursework is submitted for assessment, teachers will provide feedback to students including advice on particular problem areas, advice on where and how improvements can be made for further learning, reporting of S or N decisions and/or written comments on students' performance against each outcome. The teacher ultimately decides whether or not a student has satisfactorily achieved a prescribed outcome, based upon assessment, observation and, if necessary, interview. **Students may be made aware of initial quantitative teacher assessment by means of a letter grade only although the subject teacher reserves the right to withhold this assessment pending statistical moderation by the VCAA. It is possible for any assessment/grade to vary significantly after statistical moderation.**
- 7.10 Where a study is taught to more than one VCE class, the same course, school-assessed coursework and the same assessment program will be used in order to ensure comparability and consistency of assessment and authentication. Assessment tasks completed in a moderation partnership with another school (which must be formed for classes of fewer than five students) need not necessarily be identical to those completed in the other school.

- 7.11 The College's assessment procedures for Unit 3 and 4 studies will be monitored using the VCAA's General Achievement Test (GAT) to be undertaken by all students enrolled in Unit 3 and 4 studies on **Friday 13th June from 10.00am to 1.15pm**. This will ensure statewide comparability of assessments by comparing the distribution of school-based assessments with the distribution of GAT scores.
- 7.12 Statistical Moderation of school-based assessments by the VCAA will utilise a reference score for each student formed from the related examination score and, where justified, the GAT component score. This will ensure that the top moderated assessment within the College group equals the top individual student reference score, ie. the rank order of school assessed coursework is unchanged.
- 7.13 All VCE Unit 3 & 4 studies will be jointly assessed by means of School Assessed Coursework/Tasks and written examinations which are held **at the College** but set and monitored by the VCAA. Examination rules and conditions are prescribed and issued prior to the first examination period by the VCAA. Students who have three examinations scheduled in one day will be invited to apply to complete the third examination the following day, but may discuss this arrangement with the VCE Co-ordinator. Examinations will be completed within the following periods:

June 2008 examination period:

11th – 13th June 2008 (includes GAT)
(Specific exam timetables will distributed to all students)

November 2008 examination period:

Friday 31 October – Friday 21 November
(Specific exam timetables will distributed to all students)

- 7.14 Students who can demonstrate that illness, personal trauma or other circumstances occurring within the two-week period prior to performance, oral or October LOTE written examinations or the first written examination in the June or November exam period may be eligible for a Derived Examination Score (DES). Their application must be substantiated with evidence from an independent professional, the Chief Exam Supervisor and The Principal. The application form for DES will be available from the Chief Exam Supervisor. Additional conditions and information apply (available from VCE Co-ordinator).

NB Semester One studies will be completed between Wednesday January 31 2008 and Friday 16th May, 2008 (including redemption of unsatisfactory work) for Year 12 students. Semester Two studies will be completed between Monday 19th May, 2008 and Friday 19th September, 2008 (including redemption of unsatisfactory work) for Year 12 students. NB. Dates for School Assessed Tasks (in Art, Visual Communication & Design and Media) will be advised by teachers.

8. WORK NOT SATISFACTORILY COMPLETED

- 8.1 Any prescribed piece of work, or part thereof, not satisfactorily completed by the due date according to the standards required of the relevant outcome as prescribed in the VCAA Study Design and not subject to an extension of time or special provision will be deemed unable to meet that outcome and will thus warrant the receipt of an “N” (Not Satisfactory) for the unit which can be redeemed according to the provisions in 8.2 below.
- 8.2 Any prescribed piece of work, or part thereof, not satisfactorily completed by the due date (as in 8.1 above) will warrant the following action:
- A note will be sent home by the relevant teacher in the student's diary advising parents of the fact that a lunchtime detention will take place under that teacher's direction the next available day. The note is expected to be signed by a parent but the detention will take place whether or not this is the case. In some cases, (eg. where work is unable to be completed by the end of semester during normal class time) after school detentions or tutorials may need to be scheduled, although families will be informed of such situations in writing.
 - The work, if due to be assessed, will receive a numerical score of 0% (and thus an “NA” (Not Assessed) grade if totally incomplete or a grade based upon the material submitted if only partially complete. **An NA grade will be substantiated by a comment on the semester report to parents.**
 - The student will complete the detention in the usual detention room but may work at a time and place indicated to him or her by the relevant teacher. Detentions must be attended whether or not the work has been completed in the interim.
 - The amended or entire piece of work will be submitted to the subject teacher who will then determine whether or not the appropriate outcome has been achieved and, therefore, whether the unsatisfactory unit result has been redeemed.
- 8.3 Any student who fails to redeem a prescribed piece of work, or part thereof, not submitted on time and subsequently subjected to the procedure in 8.2 above will be:
- Referred, in writing, to the VCE Co-ordinator who will issue an “Unsatisfactory Progress” form (gold) which must be returned signed by a parent the next school day.
 - Banned from the use of the VCE Common Room if a Year 12 student by the Year Level or VCE Co-ordinator.
 - Subject to other disciplinary sanctions according to the secondary student handbook.
 - Reissued with subsequent detentions every available day and subsequently summoned to an interview with the VCE Co-ordinator and the offender's parent(s) to discuss further punishment and the risk of failing the relevant VCE unit.

- 8.4 Any student who fails to achieve any outcome(s) for any VCE study or studies by the above end of semester dates will be awarded an "N" (Not Satisfactory) for the unit(s) in question.
- 8.5 Any student who has previously received an "N" for either Unit 3 or 4 may complete the sequence provided that the enrolment is received Monday 11th February 2008 and on the understanding that all learning outcomes must be assessed within the 2008 calendar year.

9. SUBMISSION OF SCHOOL-ASSESSED TASKS

- 9.1 School-assessed tasks (SATs) are to be completed in accordance with the requirements set out in the VCAA study designs for **Visual Communication and Design, Art, Media, Design Technology and Studio Arts**. Assessment of students' levels of achievement will be on the basis of teacher ratings on criteria specified annually by the VCAA.
- 9.2 Drafts of School Assessed Tasks must be retained and submitted with the final work. Written comments are to be made on only **one** draft of any task. This draft will be initialled and dated by the teacher and then submitted by the student with the final work. Both the final submission *and* the draft will be submitted to VCAA if required for authentication review. Authentication records must be kept by subject teachers and so plans and drafts **must** be seen in the classroom at regular intervals. Hence, teachers reserve the right to acquire all relevant verbal and written information pertaining to the completion of School-Assessed Tasks.
- 9.3 School-Assessed Task due dates are set by teachers so that they can be marked and the school assessments forwarded to the VCE Co-ordinator prior to their request by the VCAA. Due dates for all VCE coursework are thus set as described in 7.5.
- 9.4 School-Assessed Tasks **must be submitted by 9 a.m. or by an otherwise-indicated time on the date and in the place advised by the teacher (which will have been approved by the VCE Co-ordinator). Any late submission of SATs, even by a matter of minutes, will result in the work being awarded an NA (not assessed)**. The lateness of this work will also be dealt with according to the procedures detailed in Section 8. Students are, accordingly, strongly urged to submit School-Assessed Tasks by the afternoon of the day prior to the due date in order to minimise the chances of mishaps preventing the prompt submission of the work.
- 9.5 School-Assessed Tasks (SATs) must be presented on or before the due date and no later than the specified time in the following manner:
- Submit their final task to the front of which is stapled the completed identification sheet issued by the teacher.
 - Submit a copy of their task. (NB Students will incur the cost of all photocopies)
 - Submit their teacher-annotated & signed draft.
 - Sign the relevant declaration of authenticity for that SAT which acknowledges that all work is the student's own.

- 9.6 School-Assessed Tasks will be assessed by relevant subject teachers using the criteria and the assessment sheets produced annually by VCAA. Each criterion has a numerical scale of 0-5 and the sum of the scores for the criteria is forwarded to VCAA electronically on the School Initial Assessment Return (SIAR) file. **Students may be made aware of the initial teacher assessment by means of a letter grade only although the subject teacher reserves the right to withhold this assessment pending confirmation by the VCAA's review procedure. It is possible for any assessment/grade to vary significantly after such a VCAA review.**

10. ASSESSMENT AND REPORTING

- 10.1 Each student undertaking VCE studies will be issued with a VCE Statement of Results from VCAA at the end of the year in addition to semester reports from Waverley Christian College. The VCAA Statement of Results indicates:
- That a student has satisfactorily completed a particular unit in which case an "S" shall be reported, or,
 - That a student has not satisfactorily completed a particular unit in which case an "N" shall be reported, or,
- 10.2 All Unit 1 & 2 studies offered at Waverley Christian College include assessment tasks which are based upon the outcomes prescribed for those units. These assessment tasks are set, monitored and graded by the teachers of each unit and will, therefore, only be reported on the Waverley Christian College semester report.
- 10.3 All Unit 3 & 4 studies offered at Waverley Christian College include School-Assessed Coursework (and School-Assessed Tasks in certain studies as described in Section 9) and Examinations which are completed, assessed and reported in accordance with the externally-set requirements outlined in the relevant study designs and in the VCAA Bulletin and other publications issued annually by the VCAA.
- 10.4 The Waverley Christian College report for VCE Unit 1 & 2 studies will indicate:
- The study and unit undertaken.
 - The student's overall progress as indicated by teacher comments on work habits, grades (where applicable), conduct and general academic strengths and weaknesses.
 - An overall unit result (an "S" or and "N" indicating that a student has either satisfactorily completed or has not satisfactorily completed the unit. NB an "N" will indicate that the work was not satisfactorily completed).
 - A letter grade for each assessment task which, for school assessment purposes only (since these assessment tasks are not reported to VCAA for credit towards the VCE), will be as follows:

A⁺	90 – 100 %	C⁺	65 – 69 %	E⁺	45 – 49 %
A	80 – 89 %	C	60 – 64 %	E	40 – 44 %
B⁺	75 – 79 %	D⁺	55 – 59 %		
B	70 – 74 %	D	50 – 54 %		

UG 'Ungraded'. This symbol does not indicate that a student's work has not been assessed but that it has not scored highly enough to receive a letter grade A+ to E.

NA 'Not assessed' This symbol indicates that the student's work cannot be marked (usually because it has not been completed either for an acceptable reason subject to the terms of Special Provision (see Section 2) or because of failure to submit the relevant piece of work by the due date – the teacher's comment on the report should indicate the significance of the NA assessment).

The use of a star (*) indicates modification of student work (usually as a result of the award of Special Provision (see Section 2)

This marking system is used because it resembles the Unit 3 & 4 assessment which uses these letter grades but with differing percentage ranges. These must then be used to determine an overall study score for each Unit 3 & 4 sequence studied and, in turn, must be used to contribute to an Equivalent National Tertiary Entrance Rank (ENTER) for tertiary course selection.

10.5 The Waverley Christian College report for VCE Unit 3 & 4 studies will indicate:

- The study and unit undertaken.
- The student's overall progress as indicated by teacher comments on work habits, conduct and general academic strengths and weaknesses.
- An overall unit result (an "S" or an "N" indicating that a student has either satisfactorily completed or has not satisfactorily completed the unit).

11. AUTHENTICATION

11.1 Students must ensure that all unacknowledged work submitted by them is genuinely their own work. A *declaration of authenticity* may need to be signed for any work completed outside the classroom (ie. work in progress).

11.2 Students must acknowledge all resources used. This will include text and source material and the name(s) and status of the person(s) who provided assistance, and the type of assistance received.

11.3 Students must not accept undue assistance from any person. Undue assistance would include using or copying another person's work or resources without acknowledgment, providing actual adjustments or improvements for a student's work, or dictating or directing a student to insert particular text. Teachers will reserve the right to interview students in regard to their submitted, or even partially-completed tasks in order to ascertain whether the work is their own.

11.4 Students must not submit the same piece of work for assessment of more than one outcome, unless specified otherwise in the study design.

11.5 Students who knowingly assist another student in breach of rules may be penalised (see Section 12).

- 11.6 Students are generally not expected to produce drafts for school-assessed coursework and these will, therefore, not be a requirement for authentication purposes and will not be a basis for written feedback to students of work in progress.
- 11.7 Authentication of student work will be enhanced by ensuring that specific details of school-assessed coursework are issued just prior to the commencement of the task. Students may be issued with details:
- in the lesson(s) just prior to the completion of a task in order to optimise research and preparation.
 - in the same lesson that the work is to be completed where specific prior preparation is not required or permitted.

Students are not to take pre-prepared notes into classes where these specifically answer or address coursework questions or criteria *unless specifically permitted by the study design or by any other vehicle of official communication from the VCAA*. Any such item(s), if found by the subject teacher, will be confiscated until the expiry of the period in which the coursework is undertaken.

- 11.8 Teachers will determine the manner in which School-Assessed Coursework should be administered within their lesson provided that the approach taken does not contravene any other official policies and procedures of Waverley Christian College or the VCAA.
- 11.9 "Work in progress" (ie. that completed in more than one continuous timetabled session) will only consist of School-Assessed Tasks (as described in section 9) or School-Assessed Coursework that cannot reasonably be completed within class time. Student absences substantiated according to the requirements described in Sections 1 and 2 *may* warrant completion of school-assessed coursework outside of direct classtime supervision **only if there is not sufficient classtime within which to administer the task upon the student's return to school or if the student is physically unable to complete the task at school according to the terms described in Sections 1 and 2, but can complete the task elsewhere (eg. at home). In any case the task allotted to the student would be of comparable difficulty to that issued to the remainder of the class but would not, for the sake of authentication, normally be the same piece of work. Students may be detained during Official Study Leave sessions to assist with the completion of School Assessed Coursework.**
- 11.10 Although the majority of School-Assessed Coursework will be completed in class and in a limited timeframe, teachers' record keeping will reflect the sighting of work in progress where applicable and will make appropriate reference to the state and/or quality of the work.
- 11.11 All VCE work will be subject to a review of authentication policies and procedures by the VCAA. Studies with School Assessed Tasks will be subject to a review of individual student work and of student groups (see Section 9).

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- 11.12 All VCE students are required to **keep all work submitted for any form of assessment until the issue of the VCE results statement/certificate in December.** Any VCE work may be required by the College or by the VCAA at any time prior to this date.

12. BREACH OF RULES

- 12.1 Any student found to be in breach of the rules described above may be awarded an “N” (Not Satisfactory) for a unit and may, furthermore, incur extra penalties imposed by the Principal or Assistant Principal, in accordance with the Secondary Student Handbook.
- 12.2 A student may utilise his or her right of appeal to the College in regard to decisions about non-satisfactory completion of a unit, special provision or a breach of rules, by observing the following process:
- The student must apply in writing to the Principal within 14 days of receiving notification by the College of the result for the unit.
 - The Principal will seek to address all matters relevant to the appeal with the student and teacher in question.
 - An appeals committee consisting of the Principal, the VCE Co-ordinator and the VCE teacher in question will consider all records relevant to the case.
 - The appeals committee, including the subject teacher, may wish to interview the student (a minimum of 24 hours notice of such an interview would be given). A parent or friend would be permitted to attend such an interview in a support role only (not as an advocate).
 - Decisions made by the appeals committee would be communicated to the student in question within 14 days of the interview (or the appeals committee meeting).
- 12.3 Students may appeal to the VCAA in regard to school decisions about a breach of rules, but not in regard to a disagreement with teachers on school assessed coursework assessment.

13. AMENDMENTS TO ENROLMENT DETAILS

- 13.1 Students wishing to withdraw from and/or enter into a VCE unit must:
- discuss the matter with the Careers Co-Ordinator, subject teachers of both the class of withdrawal and enrolment, Year Level Co-Ordinator and VCE Co-Ordinator
 - discuss the matter with the VCE Co-ordinator who may consult with the careers teacher, the subject teacher and the student’s parent(s)
 - complete an “Enrolment Variation” form (blue) issued by the Year Level Co-Ordinator or VCE Co-ordinator which must be signed and dated by the student, his or her parent(s) and the relevant subject teachers and returned to the VCE Co-ordinator who will file the original copy of the enrolment variation form and issue a copy to the affected teachers.

- do so by **Friday 18th April 2008** if withdrawing from a Unit 1 study or a Unit 3 & 4 sequence or by **Friday 11th July 2008** if withdrawing from a Unit 2 study.
- do so within the **first two weeks of the commencement of the unit of study if enrolling in a VCE unit**. Enrolment in a Unit 4 study must be confirmed at the time of enrolment within the corresponding Unit 3 study as Unit 3 and 4 studies must be completed as a sequence.

- 13.2 Students wishing to **amend personal details** must make the necessary amendments on an “Enrolment Variation” form (blue) which can be obtained from the VCE Co-ordinator or the Secondary Staffroom. This form should be returned to the VCE Co-ordinator who will ensure that the necessary amendments are made on VASS (VCE Administrative Software System).
- 13.3 Students wishing to **withdraw from the VCE** must complete the College’s official withdrawal form (obtained from the General Office) authorising the VCE Co-ordinator to withdraw the student from the VCE, otherwise a “Did Not Complete” result (coded “J”) may appear on the VCE certificate. This does not apply to students transferring to another school and continuing VCE studies at that school. The VCE Co-ordinator will ensure that the necessary amendments are made on VASS (VCE Administrative Software System).

14. UNSUPERVISED ACTIVITIES

- 14.1 Some VCE units may require students to gather information from sources outside the College for the purpose of completing work tasks. In visiting outside agencies and institutions it is important that students observe conduct that is consistent with the Christian ethos of the College and that they accept responsibility for their actions.
- 14.2 Any VCE student needing to participate in an unsupervised activity must complete an “Unsupervised Activities” form (pink) which can be obtained from the Year Level Co-Ordinator. This form must be signed by the student and his or her parent(s) or guardian and then submitted to the subject teacher who will sign the form and pass it to the VCE Co-ordinator for approval not less than three days prior to the scheduled activity.
- 14.3 The Year Level Co-Ordinator will determine whether or not a student is permitted to undertake the unsupervised activity. If permission is granted the VCE Co-ordinator will sign the Unsupervised Activities form, file a copy of the form and issue the original form to the student as proof of the school’s approval of the activity.

15. STUDENT BEHAVIOUR

- 15.1 Students will complete all coursework to the best of their ability and will allow others to do the same. Students will show due respect to the staff of the College and conduct themselves in accordance with the College’s Christian ethos and standards. Any behaviour or action that contravenes these requirements is liable

to the sanctions described in the College's Student Code of Conduct and the Secondary Student Handbook.

- 15.2 Many schools have encountered difficulties with students' behaviour in the final week of classes. Waverley Christian College has set a high standard in this regard which we trust our school leavers of 2008 to maintain. We will not tolerate any disruptive, destructive or disrespectful behaviour of any kind at any time and specific attention will be paid to such behaviour that may be associated with end-of-year activities. To this end, all families are advised that strict disciplinary action will need to be taken against students whose behaviour is unacceptable at the end of the academic year. Action considered will include: refusal of permission for students to enter the College grounds except for examinations (consultation with teachers would take place by telephone, if necessary); refusal of any official school reference(s); exclusion from the Presentation Night ceremony; and, if necessary, exclusion from sitting final examinations at the College which would require the student to arrange an alternative venue to sit the exams.

REVIEW

The policies and rules contained within this booklet are subject, in part, to the requirements of the VCAA as well as to the changing needs of the Waverley Christian College community. As such, they are reviewed continually by the VCE Co-Ordinator, the Principal, Year Level Co-Ordinators, Timetabler and the VCE teaching staff. Any changes in policy will be communicated in writing to families of VCE students accordingly.

Policies herein effective from: January 2008 Next review date: January 2009

