

# VCE POLICY/PROCEDURES

## BOORT DISTRICT SCHOOL

Updated with 2020 COVID19 changes

### 1. INTRODUCTION

- 1.1 The purpose of this document is to provide guidance for students, parents and staff on VCE & VCAL policy and procedures at Boort District School.
- 1.2 Procedures are based on the 'Administrative Handbook' issued each year by the Victorian Curriculum Assessment Authority.
- 1.3 The purpose of these procedures is to assist the students in successfully completing their studies in accordance with the Victorian Curriculum Assessment Authority guidelines.
- 1.4 Areas covered in this document are:
  2. Student Program Selection and Satisfactory completion
  3. Unit Requirements
  4. School Assessments
  5. Absence at the time of Coursework
  6. Extensions of time
  7. Consideration of Disadvantage
  8. Policy on Variation from Normal Program
  9. Authentication and Breach of Rules
  10. Procedures Following the Determination of a Breach of Rules
  11. Appeals
  12. Enrolment and Withdrawal from VCE
  13. Attendance
  14. Guidelines for Unsupervised Students

## **2. Student program selection and satisfactory completion.**

### **2.1 MINIMUM REQUIREMENTS VCE**

The minimum requirement for a student's program for the award of the VCE is satisfactory completion of 16 units which include:

- three units from the English group, with at least one unit at 3 or 4 level (you need both Units 3 & 4 to gain an ATAR)
- three sequences of Units 3 and 4 studies other than English, of which two can be VCE VET sequences

VCE VET qualifications have a sequence at 1, 2 and 3, 4 level.

For details refer to the School Handbook.

### **2.2 English Requirements: The English Group**

The three units of English may be selected from Foundation English Units 1 and 2, English Units 1 to 4, English ESL Units 3 and 4, English Language Units 3 and 4, and Literature Units 3 and 4.

No more than two units of English 1 and 2 and Foundation English Units 1 and 2 may count toward the English requirement.

### **2.3 MINIMUM REQUIREMENTS VCAL**

In order to be awarded a Certificate a student must complete a minimum of 10 credits that include curriculum components which can be justified against the purpose statement for one of the four curriculum strands.

Students must include:

- a minimum of two VCAL Units
- in the Literacy and Numeracy Skills strand, curriculum components to the value of at least one credit for Literacy and one credit for numeracy
- in each of the remaining three strands, curriculum components to the value of at least one credit in each
- curriculum components to the value of five credits at the level of the VCAL award, of which one must be for literacy and one must be for a Personal Development Skills unit
- at the VCAL Intermediate and Senior levels, accredited curriculum components to the value of one credit in the Industry Specific Skills strand.

The satisfactory completion of curriculum components must be in accordance with the assessment guidelines for the accredited curriculum. For VCAL units, students will receive a satisfactorily completed (S) or not yet complete (N) result for each unit.

## 3. Unit requirements

### ASSESSMENT OF LEARNING OUTCOMES

For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for that unit as specified in the Study Design. This decision will be based on the teacher's judgment of the student's performance on assessment tasks designated for the unit. This decision is distinct from the assessment of levels of performance. Courses can only be modified for students and run as non VCE unit after negotiation has occurred.

#### 3.1 WHAT THE STUDENT MUST DO

Achievement of an outcome means:

- the work meets the required standard as set out in the study design.
- the work was submitted on time.
- the work is clearly the student's own
- there has been no substantive breach of rules.

If all outcomes are achieved, the student receives S for the unit.

A student may not be granted satisfactory completion if:

- the work is not of the required standard;
- 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;
- the work cannot be authenticated;
- there has been a substantive breach of rules including school attendance rules.

If any of the outcomes are not achieved, the student receives N for the unit.

Work may be resubmitted up to the final school due date in order to gain an S (Graded Assessment will not alter). The option may be provided to meet outcomes in another way e.g. orally

#### 3.2 Rules and procedures for students

The Board of Studies sets down seven rules which students must observe when preparing work for assessment. These rules apply to Coursework and School-assessed Tasks. They are:

1. Students must ensure that all unacknowledged work submitted for assessment, including coursework is genuinely their own.
2. Students must acknowledge all resources used, including:
  - Text, websites and source material
  - the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. Students must not receive undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- the incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context

- prompting and general advice from another person or source which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:

- use of, or copying of, another person's work or other resources without acknowledgment
  - actual corrections or improvements made or dictated by another person.
4. Students must not submit the same piece of work for assessment in more than one study.
  5. Students who knowingly assist other students in a Breach of Rules may be penalised.
  6. If any Unit 3 / 4 work is completed outside class, students must sign the Declaration of Authenticity at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.
  7. Students must sign a general declaration that they will observe the rules and instructions for the VCE, and accept disciplinary provisions.

### **3.3 School rules**

In addition to observing these rules of the Victorian Curriculum Assessment Authority, students must also observe the rules of their school.

## **4. School assessments**

### **PART A: COURSEWORK**

Coursework assesses each student's overall level of achievement on the assessment tasks designated in the study design.

The study design specifies a range of tasks to assess achievement of each of the unit's outcomes. Assessment tasks designated for Coursework must be part of the regular teaching and learning program and must be completed mainly in class time.

Results of Coursework count towards a student's Study Score in each VCE study and ultimately towards the student's Australian Tertiary Admission Rank (ATAR).

The student must follow the same rules as apply to the satisfactory demonstration of an outcome (shown in section 3).

#### **4.1 Submitting work**

Students must submit work for assessment and Coursework to their class teacher or other as directed by the teacher.

#### **4.2 Computer work**

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

- there is an alternative system available in case of computer / internet or printer malfunction or unavailability
- hard copies of the 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.

### **4.3 Timelines and deadlines**

For each unit, teachers will provide students and parents with the completion dates for all assessments at the start of the year.

Final dates for the submission of outcome related tasks and reporting of satisfactory completion of outcomes are:

**Semester 1 Unit 3 SAT & SACs: Monday OCTOBER 12<sup>th</sup>**

**Semester 2 Unit 4 SATs & SACs: Wednesday NOVEMBER 4<sup>th</sup>**

If students do not submit their work by the specified date, the school may decide either to accept the work and assess it in the normal manner, or to refuse to accept it and award a Not Assessed (NA), in accordance with school policy.

Work shall not be set as due in the week preceding the S/N due dates.

### **4.6 Procedure for resubmitting work**

If a student has received an 'N' for an Outcome they may be able to demonstrate the outcome by an approved means before the final due date in order to gain an S. The graded assessment will not change.

Students need to negotiate with their class teacher and the VCE Coordinator appropriate due dates. This will need to take into consideration extra time that may be needed if the piece is still 'Not Satisfactory' after additional work. Work must be submitted to the class teacher.

## **5. Absence at the time of coursework**

In the event that a student is absent during Coursework and/or on the due date for an assessment task/outcome, it is the student's responsibility to ensure that the work is supplied to the school or that the school is contacted as soon as possible to discuss the situation. Please have parents contact the VCE Coordinator or the Year Level Co-ordinator by telephone (54552201) to discuss the problem.

Students will need to establish that they have been absent with **good reason**. Under circumstances of illness, a note from a parent / guardian is required for a one day absence, while a medical certificate will be needed for a longer absence. This is to be sighted by both the classroom teacher and the VCE Co-ordinator before being handed to the Home Group teacher. This is vital for Coursework or the work may be graded NA.

If good reason is established, the class teacher and student will negotiate a suitable alternative time and/or task if necessary. (see Appendix 1)

Work missed due to "holiday" absence can be negotiated at Unit 1 / 2 level, with two weeks minimum notice given to the classroom teacher.

Where the Coursework cannot be completed by the final unit deadline the student may be awarded with an N.

## **6. Extensions of time**

The school is able to grant extensions of time for the completion of assessment tasks and for the purposes of deciding satisfactory completion.

Excluding exceptional circumstances, extensions in time have a maximum period of 14 days.

Students may not resubmit work that is to count towards their coursework score. Students may resubmit work to gain an S (see section 4.6).

The school may set an alternative task selected from the options provided in the study design or an alternative topic.

1. To apply for an extension the student must copy either Appendix 1 regarding illness or Appendix 2 regarding work that needs to be submitted for the student to achieve an outcome and gain an S.

Appropriate reasons for extensions for assessment tasks include:

- illness
- any factors relating to personal environment
- disadvantaged by any physical disability or impairment

Students **will not** be granted extensions if any of the conditions below apply:

- Are absent from school or study for prolonged periods without evidence of significant hardship.
- Are affected by teacher absence or other difficulties.
- Are affected by faulty technology.

## **7. Consideration of Disadvantage**

A student is eligible for this provision if, at any time while studying for the VCE, he or she is:

- affected significantly by illness, by any factors relating to personal environment or by other serious cause;
- disadvantaged by any permanent physical disability or impairment.

If a school has a student with a permanent physical disability or impairment, the principal should establish a VCE Support Group for that student to help him or her in undertaking the VCE.

### **7.1 Extra time and Consideration of Disadvantage**

An extension of time is not in itself cause to report Consideration of Disadvantage. If extra time is not a sufficient provision to compensate for the student's disadvantage then the student is eligible to apply for Consideration of Disadvantage.

**7.2 IT IS THE RESPONSIBILITY OF THE STUDENT TO FORMALLY NOTIFY THE PRINCIPAL (WORKING WITH THE VCE COORDINATOR, YEAR LEVEL COORDINATOR OR STUDENT WELFARE COORDINATOR) OF THE DETAILS RELATING TO THE STUDENT'S APPLICATION.**

The principal, in consultation with the VCE Coordinator and the student's teacher(s), will decide if approval for Consideration of Disadvantage is to be granted.

Any student wishing to apply for Consideration of Disadvantage must complete a special application form available from the VCE Coordinator.

## **8. POLICY ON VARIATION FROM A NORMAL PROGRAM**

A 'normal' VCE program consists of

Year 11: minimum of 12 units across the two semesters (first year)

Year 12: 5 units each semester = 10 units (second year)

In certain circumstances there may be variations to this program. Each case will be dealt with on an individual basis, in consultation with the student, home group teacher, parents and others concerned.

Circumstances may include:

- the student's ability to complete the normal program
- consideration of special consideration or consideration of disadvantage
- timetable constraints
- in the case of students in Year 11, whether the students are also completing a Unit 3/4 sequence, or units from a lower level
- in the case of students in Year 12 who may be completing units from a lower level
- in the case of students in Year 10, the number of VCE units being undertaken (a maximum of 2 VCE units per semester). Variations to this may be agreed upon after consideration by the VCE Panel.
- participation in a University Enhancement Program
- participation in Distance Education units
- participation in a Work Education Program
- participation in a VET Program
- participation in VCAL
- participation in the New Apprenticeship scheme (NAPs)
- the student's increased chance of success in fully completing the VCE requirements with a modified program.

## **9. Authentication and Breach of rules**

Every VCE student should be assessed fairly. To this end, the Board of Studies has procedures for authenticating work.

### **PART A: UNIT OUTCOMES AND COURSEWORK ASSESSMENT**

In general the Board's policy on authentication will continue to apply for assessment of unit outcomes and graded assessment. Coursework in VCE studies is conducted mainly within the classroom. As some of the Coursework may be completed outside the classroom, it is important that schools, teachers and students are aware that authentication procedures are required. However, students are neither required nor expected to draft and revise work to be submitted for Coursework assessment.

#### **9.1 RULES AND PROCEDURES FOR STUDENTS**

Students must submit for assessment only work that is their own. All assistance received by the student in producing the work must be acknowledged and be obvious to the reader.

Students must be responsible for ensuring that the teacher has no difficulty in authenticating their work. They should understand that teachers cannot

authenticate work about which they have doubts until further evidence is provided.  
Students need to ensure they adhere to the rules above. See also Section 3.

## **PART B: BREACH OF RULES**

### **9.2 PROCEDURES FOR SUSPECTED OR POSSIBLE BREACH OF AUTHENTICATION**

#### **Identification**

Teachers must satisfy themselves about the authenticity of any student work that:

- is not typical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

Teachers should not accept such work for assessment until sufficient evidence is available to show that the work is the student's own.

#### **9.3 Onus of proof**

The student must provide evidence that the work submitted is their own and was completed in accordance with the Board's requirements.

In order to obtain the necessary evidence, students may be required to:

- provide evidence of the development of the work, for example drafts
- discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task (or test) related to the original task
- attend an interview to demonstrate an understanding of the work.

### **9.4 PROCEDURES FOLLOWING THE DETERMINATION OF A BREACH OF RULES**

#### **Unit Outcomes and School Assessed Tasks– penalties**

In the event of a student submitting work that is not their own, the Principal will direct the VCE co-ordinator to convene a panel of VCE Co-ordinator, classroom teacher and other teaching staff member to investigate the breach and determine a recommendation to the principal. Penalties range from:

- reprimanding a student,
- giving the student the opportunity to resubmit work if this can occur within the dates designated by the Victorian Curriculum Assessment Authority,
- refusing to accept that part of the work which infringes the rules and base a decision whether to award the outcome or work requirement an N or an S upon the remainder of the work or refuse to accept any of the work if the infringement is judged to merit such a decision, in which case an N will be awarded for the outcome or work requirement.

Where work was initially accepted for assessment and a breach of rules has been discovered after the initial assessment has been made then the principal shall determine which of the above penalties shall be imposed. This may result in a change of the original result from an S to an N in accordance with the above procedures.

If an N is awarded for an outcome or work requirement then as a consequence an N will be awarded for the unit concerned.

Students have the right of appeal to the Victorian Curriculum Assessment Authority against penalties imposed for breaches of rules.

### **9.5 Coursework and School Assessed Tasks – Appropriate penalties**

The principal has the power to:

- reprimand a student
- give the student the opportunity to resubmit work if this can occur within the dates designated by the Victorian Curriculum Assessment Authority
- refuse to accept the work which infringes the rules and submit a score solely on an assessment of the remainder. The sections not accepted for assessment should be crossed out
- refuse to accept any part of the work if the infringement is judged by the principal to merit such a decision. The student should be awarded NA for School-assessed Tasks and Coursework tasks.

Students have the right of appeal to the Victorian Curriculum Assessment Authority against penalties imposed for breaches of rules.

### **9.6 Appeals**

Students have a right of appeal to the Victorian Curriculum Assessment Authority against the decision of the principal if a penalty has been imposed because of a breach of the Victorian Curriculum Assessment Authority rules set out above. Students should firstly notify the school of their wish to appeal within 7 days. This should be made in writing and addressed to the principal. Students may appeal on one or both of two grounds:

- that a breach had not occurred
- that the penalty was too severe.

There is no appeal to the Victorian Curriculum Assessment Authority in the case of a school refusing to accept the late submission of work.

## **10. Procedures following the Determination of a Breach of Rules**

### **10.1 Notification to the student**

If a decision is made to impose a penalty under *Section 9.3* the principal must notify the student in writing within 14 days of the decision being made. This notification must include:

- the nature of the Breach of Rules by the student;
- the reasons for a decision being made that a Breach of Rules had occurred and the evidence supporting this;
- the penalty to be imposed

- advice about the student's right to appeal to the Victorian Curriculum Assessment Authority and advice that this appeal must be lodged within 14 days of receipt of notification from the principal.

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### **10.2 Notification to the Victorian Curriculum Assessment Authority**

Principals are required to report to the Authority all occurrences of breaches of authentication.

The *Breach of Rules Report* form provided by the Authority, should be used for this purpose.

Principals are required to report the nature of the breach, the action taken by the school and the outcome. Student details are not required unless there is a change in the school's assessment.

The Report must be sent to the Authority Secretary immediately following each occurrence.

The school must maintain records of all cases of Breach of Rules.

## **11. Appeals**

Students have the right of appeal to the school on decisions about:

- Non-satisfactory completion of a unit
- Special Provision.

Students have the right of appeal to the Victorian Curriculum Assessment Authority on:

- Breach of authentication/Breach of rules.

### **11.1 NON-SATISFACTORY COMPLETION OF A UNIT**

Students may be awarded an N for a unit because:

- they failed to meet a school deadline for a work requirement or assessment tasks in revised VCE studies
- they failed to meet a deadline where an extension of time had been granted for any reason, including Special Provision
- they committed a substantial breach of attendance rules.

In these circumstances, students have a right of appeal to the school.

Appeal is passed on to the 'Appeals Committee'. The 'Appeals Committee' consists of the VCE Coordinator, the Home Group teacher and the principal or the principal's delegate.

The student must lodge the appeal in writing to the principal within 14 days of receiving the unit results.

The appeals committee must consider all records relating to the case and may interview the student. The student should be given not less than 24 hours notice of this interview. If the student wishes, a parent or friend may attend in a support role but not as an advocate.

The teacher who awarded the unit result may be required by the appeals committee to provide additional information.

The student must be notified in writing of the decision within 14 days of being interviewed.

There is no appeal to the Victorian Curriculum Assessment Authority over decisions about non-satisfactory completion of units.

### **11.2 SPECIAL PROVISION**

If a student's application for Consideration of Disadvantage or other Special Provision is rejected totally or in part the student should be advised in writing of the reasons for the decision within 14 days. The student has the right of appeal to the school within 14 days of receiving the decision.

If the student is unable to attend an interview because of illness or other serious cause, the student may nominate a proxy or the hearing may be conducted by video conference.

The student should be advised of the committee's decision in writing no later than seven days after the appeal hearing.

There is no appeal to the Victorian Curriculum Assessment Authority.

### **11.3 AUTHENTICATION AND BREACH OF RULES**

Students have the right of appeal to the Victorian Curriculum Assessment Authority against penalties imposed by the school for breaches of authentication.

They may appeal on one or both of two grounds:

- that a breach of the rules had not occurred
- that the penalty was too severe.

A student's intention to appeal must be received in writing at the Victorian Curriculum Assessment Authority within 14 days of the principal's written notification to the student. Correspondence must be addressed to the Secretary of the Authority.

Appeals will be registered by the Victorian Curriculum Assessment Authority.

## **12. ENROLMENT AND WITHDRAWAL FROM VCE**

**12.1** Enrolment forms are completed and checked several times throughout the year. It is essential that you check these carefully and that you notify the VCE Coordinator or Home Group teacher of any errors, deletions or additions that are necessary.

**12.2** Once you have checked and signed these documents that is the information that is officially sent to the Victorian Curriculum Assessment Authority.

**12.3** Students who wish to withdraw from their studies and leave school must complete a VCE withdrawal form which is attached to the official school Exit Form, otherwise units they have enrolled in will have an N recorded against them whether they complete work requirements or not. There are specific dates after which it is too late to enrol or withdraw from units.

2020 Semester 1: Units 3/4 **Friday June 26th**  
Semester 2: Units 1/2 **Monday November 9th**

## **13. ATTENDANCE**

**13.1** All students in Years 11 and 12 must attend a minimum of 80% of scheduled class time for each unit of study. Exceptions to this would need to be made in consultation with the VCE Coordinator and be accompanied by documentary evidence such as a medical certificate.

**13.2** If attendance is not possible due to illness or other urgent necessity, a note from a parent or guardian is required to fully explain the reason for the absence.

**13.3** If absent from school the **student** has the responsibility to catch up on missed work.

**13.4** Students who arrive late for school should notify their Home Group teacher and ensure they sign the 'Late Book'.

**13.5** If a student has to conduct research outside of class but within the school grounds normal school rules will apply.

## **14. GUIDELINES FOR UNSUPERVISED STUDENTS**

**14.1** VCE students may be required to complete individual study at school without the supervision of a teacher. In this event the following conditions will operate:

- study will take place only in the room/s allocated or designated, or the library, pending availability
- the use of music in study rooms will not be permitted as they may prove a distraction to other students. It is requested that students do not bring headsets from home - the school will accept no responsibility for loss or damage to these.
- during individual study times students are expected to complete homework, drafts and **other school related work**.
- if individual students do not cooperate with the expectations then they may be directed to complete their individual work under teacher supervision

**14.2 BEHAVIOUR:** No student has the right to disrupt another student's learning. VCE students are expected to behave as mature adults. It is keeping with this expectation that, among other things, the VCE room has been allocated, as has the privilege of occasional street leave, and the eating of food in the home rooms. These privileges will be withdrawn if students fail to live up to expectations. (Also refer to Boort District School Code of Conduct).

**14.3 LUNCH PASSES/STREET LEAVE:** Students must provide a note signed by a parent or guardian to the Year Level Coordinator requesting a lunch pass. A lunch pass allows a student to go home for lunch. On rare occasions, in pursuit of information relating to school work, or for personal reasons, some students may require 'street leave'. This is obtained by approaching the Home Group teacher and outlining the purpose for street leave. The purpose for leave will be placed in the 'Early Leavers Book' and countersigned by the authorising teacher. Students over the age of 18 are not required to bring a note from a parent/guardian but are still required to sign the Early Leavers Book in the appropriate manner.

### **14.4 CARRYING OF STUDENTS IN/ON FELLOW STUDENTS**

**CARS/MOTORCYCLES:** Students may only have siblings as a passenger in their vehicle. No other student is to be driven either to or from school. Students are reminded to take care at all times.

**BOORT DISTRICT P-12 SCHOOL**  
APPLICATION FOR CHANGE OF ASSESSMENT DATES OR  
EXTENSION OF TIME (Units 1 / 2).

UNIT: \_\_\_\_\_

DATE: \_\_\_\_\_

ASSESSMENT TASK OR OUTCOME TASK TITLE

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ORIGINAL DUE DATE: \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_

REASONS FOR CHANGE OF ASSESSMENT DATE OR  
EXTENSION OF TIME

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STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

This needs to be submitted to the unit teacher and the VCE Co-ordinator.  
A four week limit applies to Unit 1 / 2 students going on holiday.

APPROVED

NOT APPROVED

SIGNATURE OF VCE COORDINATOR: \_\_\_\_\_