

VCE & VCE VM Assessment & Attendance POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the general office

VCE ASSESSMENT

- For each unit (or subject) undertaken in VCE there are a number of outcomes
- These outcomes have been set by the Victorian Curriculum and Assessment Authority (VCAA) and students must satisfactorily complete all the outcomes to gain a Satisfactory - S - for that unit
- All units 1 and 2, assessment tasks will be set by Korumburra Secondary College and used to determine a level of performance.
- Students completing Units 1 & 2 VCE will be required to undertake an end of semester exam. This will be reported on via Compass at the end of each semester
- In Units 3 & 4, students will be required to undertake School Assessed Coursework (SACs) and/or School Assessed Tasks (SATs) which are used to assess students' level of performance
- SAC and SAT results are reported in Compass & on Semester Reports as raw score and percentage grade.
- **Final SAC / SAT results are 'conditional' in nature. It is important to note that final results could and may change during state based statistical assessment moderation at the end of the academic year**
- SACs are undertaken in class, and students will be notified of the dates and conditions of these at the start of each academic year
- Unit 3 & 4 VCE studies have end of year exams [Graded Assessments], conducted by VCAA approved personnel and administered via the home school
- All Unit 1 – 4 subjects require S/N Tasks separate from SACs which are compulsory pieces of work. These must be completed to attain a satisfactory outcome for each subject
- Completion of S/N tasks ensures that even if students do not pass a SAC they may still be awarded credit for the unit; I.E. a 'pass'.

VCE VM ASSESSMENT

- For each unit (or subject) undertaken in VCE VM there are a set number of outcomes
- These outcomes have been set by the Victorian Curriculum and Assessment Authority (VCAA) and students must satisfactorily complete all the outcomes to gain a Satisfactory - S - for that unit
- Students completing Units 1 & 2 VCE VM units will be required to undertake an end of semester exam for their English and Mathematics classes. This will be reported on via Compass at the end of each semester

- Attainment of an 'S' for each Unit of study in the VCE VM will be determined by KSC VCE VM subject teachers based on the Five Pillars of Applied Learning set by the VCAA:
 - ✓ Motivation to engage in learning
 - ✓ Applied learning practices
 - ✓ Student agency in learning
 - ✓ Student centred & flexible approach
 - ✓ Assessment practices with promote success
- As a school, KSC is committed to providing teaching programs which can be flexibly structured so that students can undertake programs and projects that combine acquisition and application of knowledge and skills across several of the VCE Vocational Major units
- Teachers are committed to keeping clear documentation of each VM student's achievement of tasks and adhering to the outcomes set in the VCAA's respective study designs for the 4 Units: **Literacy, Numeracy, Personal Development Skills and Work-Related skills**
- Applied learning as part of the VCE VM may also involve students and their teachers working in partnership with external organisations and individuals to access VET and integrated work placements. These partnerships provide the necessary contexts for students to demonstrate the relevance of the skills and knowledge they have acquired in their study and training

AUTHENTICATION: VCE & VCE VM

- Authentication means proving that the work that you hand in was produced by you without unauthorised assistance. This is VERY IMPORTANT in the Senior School and a requirement of the VCAA.
- Students must acknowledge all resources used; this will include text and source material, name/s of people who provided assistance and the type of assistance given
- Students must not accept undue assistance from any other person, which could mean someone writing all or parts of the work
- Teachers are allowed to help but are not allowed to do the work for students
- Do not accept assistance from other students that may put in doubt the validity of your work
- To prove that the work is the students' own, they must show their teachers work in progress and keep notes etc. This often means that they cannot do *all* the work at home
- It is important to complete most of the work set in the classroom as the teacher must see "work in progress" so that the completed work can be authenticated.
- This is particularly relevant in subjects with SATs [or folio-based subjects]. If work is not done in class and is then handed in at the end of the semester "sight unseen" then the class teacher does not have to accept and pass the work.
- If a teacher is not sure that the work is authentic, students may then be interviewed, asked to explain their ideas, and provide copies of rough notes.
- If necessary, students may also be required to justify their work at a formal interview with the Senior School Coordinator and /or the Principal.
- If it is proven that the work submitted is not the student's own, it will not be assessed.

VCE VM WORKLOAD AND ATTENDANCE REQUIRMENTS

- To ensure students reach their full potential in Years 10, 11 & 12, the Senior School Team will work regularly with students to improve and refine the following skills:
 - ✓ Managing time by balancing study, recreational & part time work commitments
 - ✓ Setting clear and attainable goals & reviewing these regularly
 - ✓ Promptly seek assistance from teachers to address any health concerns - both wellbeing & academic
 - ✓ Understanding students' own study habits and 'how' they learn
 - ✓ Communicating effectively and openly with mentors, teachers and peers

HOMEWORK Vs STUDY

Homework = work set by the teacher to complete

Study = your personal revision of key areas which you feel you need more knowledge of.

- ✓ In Year 11 approximately 2 hours per night is recommended
- ✓ In Year 12 approximately 3 hours per night is recommended.
- ✓ Be well organised and keep up to date & use a diary
- ✓ Engage in extra activities offered by the college designed to enhance your learning
- ✓ Enrol in external lectures, tutorials or practice examination sessions on offer
- ✓ Attend 'Homework Club' – supervised onsite study sessions at KSC

ATTENDANCE

- Students of Korumburra Secondary College are expected to attend all classes unless an approved absence is negotiated with the Year Level co-ordinator or Senior School co-ordinator
- A student who misses 10 or more classes of a VCE subject without catching up the work will fail the unit.
- Students must make arrangements with their teacher to complete work that is missed
- Parents / guardians must log any absences via COMPASS or provide written explanations to the Senior School office
- Students who miss a VCE SAC or SAT, (in Units 1- 4), must provide a medical certificate to be able to re-sit the task at a later stage
- A new topic or set of questions may then need to be provided by the subject teacher
- It is a school's responsibility to ensure that no student has an unfair advantage when completing SACs. If a student is away on the day of a SAC and has additional time to prepare, it is unfair to other students
- If a student knows in advance that they will be absent on the day of a SAC they may organise with the teacher and coordinator to complete the task early
- If a student misses a SAC due to unforeseen circumstances such as illness, they must bring documentation (e.g. a medical certificate) to support their case for sitting the SAC at a later date.
- This evidence must be presented to the coordinator as soon as the student returns to school.
- Failure to provide suitable evidence of absence will result in a score of zero for the assessment. **However, the student will still be given an opportunity to complete the task to achieve an S for the outcome**
- It is compulsory for students to remain at school until the age of 17 unless they have satisfactorily completed Year 10 and are leaving to study full time or employment or a combination of study and work.
- **Students who are considering exiting school, for whatever reason, are required to attend an interview and complete an Exemption from School Application form which will be submitted to the Department of Education for review / approval.**

SPECIAL PROVISION & ILLNESS

- If are students are ill for an extended period time during the year or something happens at home which seriously affects their ability to study and complete work, they must collect appropriate documentation (medical certificates, detailed letters from doctors, parents etc.) and discuss this with the Senior School Coordinator as soon as possible.
- As per the KSC Senior School, Term 2_2022 Submissions Policy; If a student misses a SAC because of a COVID positive result, students should register their status via the following website :<https://www.coronavirus.vic.gov.au/report>
This will act as evidence of absence.

- Students may be eligible for Special Provision through VCAA, which may mean extra time during a SAC and / or exam times, rest breaks or help from an aide. This will need to be put in place by the Senior School Coordinator or VCAA Exam Centre supervisor. More details about Special Consideration and Exam Arrangements will be forthcoming at the VCE VM information evening.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Approved by	Principal
Next scheduled review date	March 2026

