

## VCE 2022 POLICIES & PROCEDURES

### WHAT IS VCE? VICTORIAN CERTIFICATE OF EDUCATION

- The VCE course is made up of studies and units, some of which are studied in sequence.
- A study is a subject, for example, English or Biology. It is made up of four units (Units 1,2,3 and 4) each of which is a semester in length.
- For most students, VCE is completed over two years.
- Students typically study Units 1 and 2 in their first year, and Units 3 and 4 in their second year.
- You can study Unit 1 or unit 2 of a subject as stand- alone units. However, you must enrol in Units 3 and 4 of a study as a sequence. This sequence needs to be completely in the same year if a study score is to be calculated.
- Students usually study from 20 to 24 units (five or six studies) in Years 11 and 12.
- You can take longer than two years to finish VCE if you need to. Some students start VCE in Year 10, and some study Units 3 and 4 in Year 11.
- You should talk to your teachers or careers counsellor about how to structure your VCE program to best meet your needs

### WHAT IS A SAC AND EXTERNAL EXAM?

- **School-based assessments** are set by your teacher and include School-assessed Coursework (SAC) that is completed at school, and School-assessed Tasks (SAT) that are completed at school and home. These are marked at your school. The VCAA checks the marks to make sure that all schools in Victoria are marking to the same standard. You can read about the rules for marking/assessment on the VCAA website, or you can ask your teachers.
- **External assessments** are set and marked by the VCAA. They are the same for all students taking the same VCE study. Usually this will be an exam – whether written, oral, performance or in an electronic format.
- Your external assessments are marked by assessors who are experts in their area of study. All VCE studies are marked to the same standard and there are multiple checks to make sure that marking is fair.
- Exams are held each year in October and November. You will receive plenty of notice about the exact dates of your exams from your school.

### WHAT IS AN ATAR?

- Tertiary institutions look at the ATAR and the combinations of VCE studies students have completed before offering places.
- The ATAR is calculated by the Victorian Tertiary Admissions Centre (VTAC) on the basis of study scores and is presented as a ranking between 0.00 and 99.95.


- If you want to obtain an ATAR, you need to have at least four study scores, one of which must be from the English group.
- You can find out more information about the ATAR, subject combinations and course choices through VTAC.

## ATTENDANCE

- Attendance and punctuality are imperative to success.
- Failure to meet 90% attendance rate could result in you failing to achieve a satisfactory completion of a Unit of Study. (College approved absences e.g. sports events, music concerts, Mercy Day rehearsals are not considered an absent)
- Attendance will be monitored monthly and can also result in a student being asked to stay back at the College on their afternoon free private study times.

## WHAT HAPPENS IF I AM ABSENT ON A SCHEDULED SAC DAY?

### Procedure

- On the first day that the student returns to the College, she is required to collect the 'Notification of a Missed Assessment Task' from the Student Reception.
- The student is required to complete the form and return the form to Student Reception by 3.15pm the next school day with a parent signature and evidence that the absence was College Approved. Medical certificates and parent letters must be attached to the form and submitted with the form.
- A student who completes the missed assessment task within 5 school days of the original assessment date and submits evidence of College Approved Absence to the Student Reception will have her completed work corrected and graded for the purposes of establishing the Reported Assessment Grade 
- A student who does not submit evidence of College Approved Absence to the Student Reception will have her completed work corrected as normal; however, the work will be graded as an NS according to the College's Non Submission of Work Policy. 