

Epping Secondary College

*2023 Senior School Student and
Parent Handbook*



**Striving for
Excellence**

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Senior School Mantra, “Striving for Excellence”

“Striving for Excellence” means each student actively works on achieving their personal best. This cultural shift, along with additional academic and wellbeing support programs, have contributed to the improved educational outcomes for our VCE students. As a result, Epping Secondary College and our VCE students are among the top performing within the Northern Metropolitan state school region.

Handbook structure

In this handbook you will locate all the necessary information, policies and procedures to guide you and your child through their Pre VCE (Year 10) and VCE journey. This handbook and its contents, including policies and procedures, are relevant to your child’s entire Senior Years education (Years 10 - 12). Please retain this document for further reference when needed.

College Vision

Epping Secondary College strives to enable and equip all young people to reach their full potential – of being curious and acquiring new knowledge and skills; of forming strong, valuable, healthy relationships; of participating in creative expression; and of building strong mental and physical wellbeing.

College Values

Respect – We treat all individuals with respect. Our relationships are based on trust and mutual respect. We recognize the differing circumstances and needs of our students and are dedicated to achieving the best possible outcomes for all.

Resilience – We strive to successfully adapt to challenging experiences and tasks through emotional, social, academic, and behavioral perseverance.

Care- We value community, build empathy with each other, and we act with integrity and compassion.

Senior School Secondary Reform

Victoria has moved to a new integrated senior secondary certificate in 2023, which will be fully integrated by 2025. This will bring together the Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) certificates. These reforms will ensure every student has the skills they need to find rewarding careers and reach their full potential.

The first stage is the introduction of a new VCE Vocational Major and the new Victorian Pathways Certificate (VPC) commencing in 2023. The VCE Vocational Major is a two-year vocational and applied learning program that will be introduced in 2023 to replace Senior and Intermediate VCAL and offer a program that enables successful transitions into apprenticeships, traineeships, further education and training, or directly into employment.

Pre VCE (Year 10) Introduction

At our college, Year 10 is referred to as a pre VCE year as it is designed to help prepare students to transition into Year 11 and 12. As students enter into Senior School they are faced with a more challenging curriculum and high expectations around their commitment to their education. Throughout this year, we provide students many opportunities to “Strive for Excellence” and also to become familiar with VCE policies and procedures. It is essential for students to approach this time in their educational program with focus and commitment.

Victorian Certificate of Education (VCE) Introduction

What is the VCE and who is in charge of the VCE?

The Victorian Certificate of Education (VCE) is a course of study for all Victorian students in Years 11 and 12. The VCE is organised by the VCAA (Victorian Curriculum and Assessment Authority), which issues rules and regulations for the VCE that all schools must follow. Some aspects of the VCE are decided by each school, within guidelines set by the Board of Studies. The information in this handbook is intended to assist students, staff and parents, but it does not include all the details of VCE rules and regulations. More detailed information regarding the VCE as outlined by VCAA and is available from the Year Level Coordinators or Senior Years Leading Teacher.

Satisfactory Completion of the VCE

In order to be eligible for the VCE, at least 16 units must be satisfactorily completed including:

- Three units from the English group, with at least one unit at Units 3 or 4 level. English units may be selected from Foundation English Units 1 and 2, English Units 1 to 4, English (EAL) Units 3 and 4, English Language Units 1 to 4, and Literature Units 1 to 4.
- At least three sequences of Units 3 and 4 studies other than English which may include any number of English sequences once the English requirement has been met.

Note: The Victorian Tertiary Admissions Centre (VTAC) advises that for the calculation of the student’s Australian Tertiary Admission Rank (ATAR), satisfactory completion of both Units 3 and 4 of an English sequence is required.

Students are generally required to undertake the following: Year 11: 12 units (six studies), Year 12: 10 units (five studies).

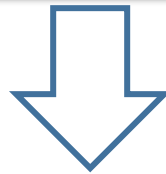
Satisfactory Completion of VCE

Year 11

Students complete 12 Units (6 subjects)

According to the ESC Progression Policy, students must satisfactorily complete nine of these units to automatically progress to Year 12 VCE.

One of these Units must be either English, Literature or EAL.



Year 12

Students complete 10 Units (5 subjects)

Students must satisfactorily complete four Units 3 and 4 sequentially (including English)



Non-Scored VCE

Students complete all required units and do not sit the end of year examinations.



Scored VCE

Students complete all required units and sit the end of year examinations to generate a study score for each subject.

Their ATAR is calculated by adding their top four scores (including English) and 10% of their fifth and sixth study scores

What is VCE VM

The VCE Vocational Major (VM) is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years. The VCE VM will give students greater choice and flexibility to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work and life.

It prepares students to move into apprenticeships, traineeships, further education and training, university (via non-ATAR pathways) or directly into the workforce.

The purpose of the VCE VM is to provide students with the best opportunity to achieve their personal goals and aspirations in a rapidly changing world by:

- equipping them with the skills, knowledge, values and capabilities to be active and informed citizens, lifelong learners and confident and creative individuals
- empowering them to make informed decisions about the next stages of their lives through real-life workplace experiences.

Satisfactory Completion of VCE-VM

The minimum VCE VM requirement is the satisfactory completion of 16 units, which must include:

- Three VCE VM Literacy or VCE English units (including a Unit 3-4 sequence)
- Two VCE VM Numeracy or VCE Mathematics units
- Two VCE VM Work Related Skills units
- Two VCE VM Personal Development Skills units
- A minimum of three additional Unit 3-4 sequences, which can include other VCE or VCE VET studies
- A minimum of 180 nominal hours of VET at Certificate II level or above

Upon satisfactory completion of the VCE VM program, the student will receive the appellation of 'Vocational Major' on their VCE certificate.

What is VET?

VCE VET programs are VET qualifications approved by the VCAA following consultation with schools, industry and training providers.

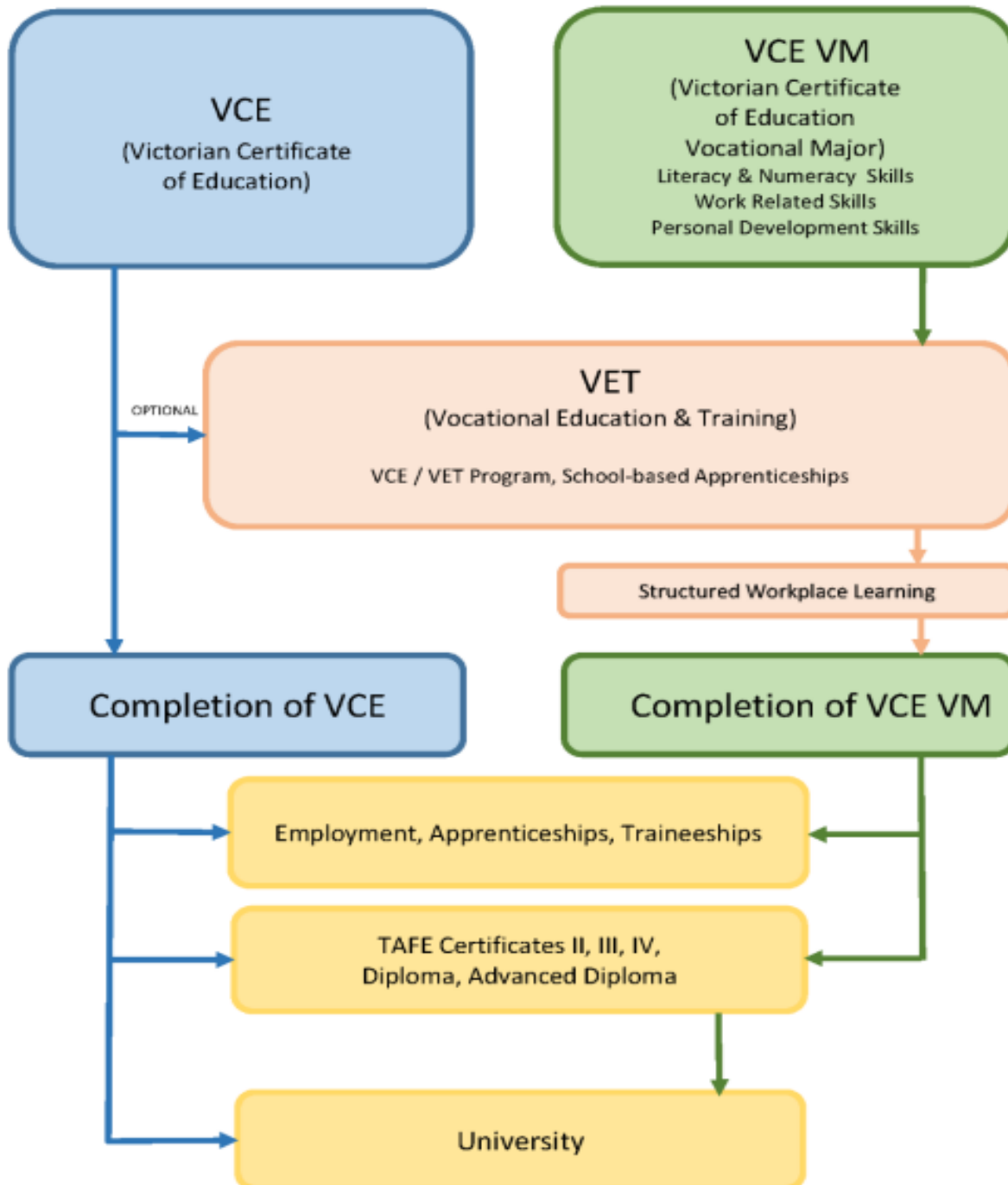
They lead to nationally recognised qualifications and provide an opportunity for students to receive credit towards their VCE, VCE VM, VPC or VCAL.

As a VET provider Epping Secondary delivers Community Service within our normal timetable. Units of competency for other VET programs are delivered by other training providers

What is a School Based Apprenticeship and Traineeship (SBAT) and how does it work?

SBAT gives students a head start with their working life. It allows for students to gain a nationally recognized qualification while pursuing their VCAL studies. SBAT includes both traineeships and apprenticeships allowing students over 15 years of age to work as paid part-time apprentices and trainees and study concurrently

Pathways under the Senior Certificates



Satisfactory Completion of a Unit for VCE and VCE VM

To satisfactorily complete a unit in any study, students must demonstrate achievement of each of the outcomes for the unit as specified in the study design.

Achievement of an outcome means:

- the work meets the required standard as described in the outcomes;
- 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 is awarded a satisfactory completion for the unit.

A student may not be granted satisfactory completion if:

- the work is not of the required standard as described in the outcomes;
- the student has failed to meet a school deadline or approved extension of time for the assessment task;
- the work cannot be authenticated;
- there has been a substantive breach of rules including school attendance rules.

The VCAA administrative handbook states that all VCE units require a minimum of 50 hours of class time. A student needs to attend sufficient class time to complete work. Evidence of the completion of work will be in the form of a record of the work completed in class and for homework as well as the satisfactory completion of assessment tasks. Teachers will advise students about the work required to satisfy a unit at the beginning of each semester.

Graded Assessment for VCE:

Students will demonstrate the level of their achievement of each of the outcomes in the units they are undertaking through their performance on the *School Assessed Coursework (SACs)* designated for that unit. These tasks will be completed mainly in the classroom, in class time.

At the beginning of each unit, students will be given a schedule of SAC dates.

In Units 1 and 2 outcomes will be assessed and graded using the key knowledge and skills designated by the VCAA. In these Units, S or N results are reported to the VCAA. The college will provide students marks and feedback appropriate to each assessment task and each outcome, including advice on where and how improvements can be made for further learning. Marks will be reported on the end-of-semester reports. Marks are not reported to the VCAA and are not subject to moderation.

In Units 3 and 4, Coursework assessment or *School Assessed Coursework (SAC)* describes the most commonly used form of graded assessment used to measure each student's level of achievement based on the assessment tasks designated for the unit. This assessment will take place mainly in the classroom under teacher supervision over a specified period of class time. Coursework scores are forwarded to the VCAA and are subject to statistical moderation. Details of the moderation procedure may be found in the pamphlet *Statistical Moderation of VCE Coursework* which can be accessed

on the VCAA website www.vcaa.vic.edu.au.

At the school level students will be given feedback appropriate to each assessment task and each criterion including advice on where and how improvements can be made for future learning.

School Assessed Tasks (SATs) are forms of assessment which are undertaken over a longer period of time. SATs occur in studies where students complete a product or folio: Art, Media, Studio Arts, Visual Communication and Design, Design and Technology, Systems and Technology and Food and Technology. The scores for SATs are forwarded to the VCAA and are subject to review based on student performance on the General Achievement Test (GAT) which is held in June. The VCAA will inform students of their level of achievement on School Assessed Tasks. At the school level students will receive regular feedback throughout the duration of the task.

In some studies there are designated SACs that are not scored but are essential for determining S or N.

Subject Selection for VCE

Changing a subject

Students can change subjects, but they must do so within the time frame set by VCAA.

Unit 1 and 2 Changes

Students may withdraw from a Unit One study within the first two weeks of the beginning of Term 1 and enroll into another study. To do so they need to complete the following procedures:

- Students must obtain a change of unit application form from the Careers Coordinator.
- The form must be filled in with a valid reason for the change. The student then needs to have the signature of the teacher whose class they are withdrawing from, as well as the teacher whose class they are entering.
- The application will be reviewed by a panel consisting of Year Level Coordinator, Careers Coordinator and the Senior Years Leading Teacher for approval.
- Once approved, students and staff are notified and changes made.

Students wanting to change a Unit Two subject must do so within the final week of Unit 1 and follow the same process as above.

Unit 3 and 4 Changes

Students wanting to change or withdraw from a Unit Three subject must also do so within the first two weeks of Term 1 and follow the set process above – with respect to completing unit pre-requisites if necessary.

Withdrawing from a subject

Some students select to accelerate by completing a Unit 1 and 2 subject as a Year 10 Pre VCE student or a Unit 3 and 4

subject as a Year 11 student. It is important to note that one of the key reasons this is offered to students is to help optimise their final VCE score by increasing the selection of studies VTAC have to calculate their ATAR. A student's ATAR is calculated using their English score and their next top three studies and 10% of their fifth study. If a student completes six Unit 3 and 4 studies, it provides them with more selection at the end of their studies. For this reason, students who complete a Unit 3 and 4 subject in Year 11 are still encouraged to complete a full program in Year 12 consisting of five subjects.

The school policy states that in order for a student to discontinue a subject in their VCE studies they must:

- Obtain a change of unit application form from the Careers Coordinator
- Fill the form out with a valid reason for the change and have the withdrawing teacher sign off
- Have the form reviewed by a panel consisting of the Year Level Coordinator, Careers Coordinator and the Senior Years Leading Teacher for approval

After careful consideration, if a student is permitted to discontinue a unit 3 and 4 subject in Year 12, it will mean they have additional study periods. To ensure these students optimize this study time they will be required to:

- Be situated in either the Senior Study Room or the Library during these times, including Period 1
- Be actively studying and catching up on missed or incomplete work
- Seek out teacher assistance when necessary

Acceleration Policy

Year 10 student accelerating by completing a Unit 1 and 2 VCE subject

Some Year 10 students consider completing a Year 11 (Unit 1/2) subject as a way to experience the increased demands and expectations associated with VCE. There are many benefits of accelerating a subject, however important to note that certain expectations come with the responsibilities of a VCE student.

Year 11 student accelerating by completing a Unit 3 and 4 Year 12 subject

Students interested in taking a Unit 3 and 4 subject whilst in Year 11 they will need to consider the following criteria:

Criteria for Acceleration

It is recommended the student:

- Achieve results that are to a high standard in their Unit 1/2 subjects.
- Meet the demands of VCE studies as indicated by their semester results
- Meet the 90% VCE attendance expectation

In the case a student does not meet the requirements of the accelerated subject

If a student is experiencing difficulty in the accelerated subject or they are not keeping up with the requirements and expectations of the subject the school may:

- Send emails to parents/guardians to notify them of a concern for their student
- Work with the student to develop strategies to support them in experiencing success in this subject
- Review their enrolment in the subject in consultation with the Senior Years Team, classroom teacher, parent and student
- Withdraw the student from the accelerated subject

Attendance Policy and Procedures for VCE and VM

Students need to be in class for a minimum of 50 hours in order to learn the necessary skills and knowledge to satisfy the outcomes of each unit. As learning is sequential, it is imperative that students attend all classes. Pre VCE and VCE students are required to maintain an attendance rate of **90%** for each unit. Please note that if a student has completed work but there has been a substantial breach of the school's attendance policy, the school may be unable to authenticate the student's work and an N result must be allocated for the outcome(s).

- Students and parents are required to understand what constitutes VCE Approved and Unapproved absences as outlined in the table below
- Students must submit appropriate documentation to approve their absence within three school days of returning to school.
- A student cannot have more than 5 unapproved absences per unit and a total of 10 absences (approved and unapproved) per unit.
- Students may be awarded 'N' for a unit if they do not meet this attendance requirement
- Students are supported in redeeming time to reach the attendance requirements. However, 50 hours of class time is required to achieve an S in a VCE Unit regardless of time redeemed by the student.
- Students must sign in with the attendance manager if they are late to school and provide a written explanation. If a student arrives significantly late for a class they may still be marked absent (this has an impact on attendance).
- If a student needs to leave early, they must bring a note from home which must be signed by the Year Level Coordinator. Students then must sign out with the attendance manager
- It is the responsibility of the student to obtain work from classes they have missed.
- Students must report to the Sick Bay if ill or injured.

VCE Approved reasons for absence <i>On XUNO this absence will be titled "Medical" when the Senior Attendance Manager receives appropriate documentation.</i>	VCE Unapproved reasons for absence <i>On XUNO this absence will be titled "Illness" or "Unexplained" or "Parent Choice"</i>
Illness (medical certificate required)	Driving lessons
Funeral (notice from paper and note from home required)	Personal issues (without further explanation)
Job interview (letter from employer required)	Family commitments
Medical/dental appointments (which cannot be arranged out of class time, medical certificate required)	SAC / SAT preparation or completion of work due in other subjects
Court appointments and counselling (letter from the court required)	Part time work commitments
College/State/National representation in sport (if outside school, letter from coach is required)	Sleeping in or missing the bus/car or bike breakdown
License testing (one attempt only and receipt required)	Supporting upset friends or timetable mix-ups
Year 12 Examinations (for those in Year 11)	Centrelink appointments

Student Responsibilities

- Students must take responsibility for the attendance requirements at their year level and complete attendance redemption if their attendance is below the requirements
- Attend all timetabled classes and arrive on time.
- Students must submit appropriate documentation to approve their absence within three school days of returning to school.
- Ensure they follow the correct procedures during study periods.
- Remain on College grounds all day until dismissed
- Follow procedures regarding late arrival and early departure
- Catch up on the required work missed through absence.
- Understand the implications of being absent for a SAC or SAC redemption

Parent/Carer Responsibilities

- Ensure that their son / daughter attends and is punctual each school day.
- Understand the difference between an Approved and Unapproved absence.
- Understand the implications of a student being absent for a SAC or SAC redemption
- Notify the school (preferably in advance) if their son/daughter is to be absent.
- Assist student in providing appropriate documentation to the school to approve their absences.
- Understand that it is the school's prerogative to determine the legitimacy of any explanation.
- Contact the school if their son/daughter refuses to attend.
- Arrange doctor and dentist appointments out of school hours.
- Do not allow their son/daughter to stay at home for minor reasons.

VCE Assessment Policy

There are two forms of graded school assessment: coursework and School Assessed Tasks. The form/s of school assessment and their weighting are specified for each study and are to be found in the Study Design.

School Assessed Coursework (SAC)

Coursework assessment is an assessment of each student's level of achievement based on a selection of the assessment tasks designated in the Study Design. For each coursework component, the Study Design specifies a range of assessment tasks for assessing the achievement of the unit outcomes.

Assessment tasks designated for coursework assessment must be part of the regular teaching and learning program and must be completed mainly in class time. They are to be completed within a restricted timeframe and the scope of each task is described in the relevant Assessment Guide. The requirements for coursework are set out in the VCE Study Designs. Teachers select from the range of tasks designated for the assessment of the unit outcomes.

School Assessed Task (SAT)

School Assessed Tasks are set by the VCAA, and generally involve an extended project or folio work. The following VCE studies have School-assessed Tasks:

- Art

- Design and Technology
- Food and Technology
- Media
- Studio Arts
- Systems Engineering
- Visual Communication and Design

In order to satisfactorily complete a unit, students must satisfactorily demonstrate achievement of the learning outcomes assessed by the SAT.

Achievement of an outcome means:

- The work meets the required 'standard' as described in the outcome.
- The work is submitted on time, by **3:00 pm** on the due date
- The work is clearly the student's own and has been regularly verified as the work has been produced.
- There has been no breach of VCAA and College rules.

Special Provision

- Students who experience some form of *chronic or significant hardship* during the year due to medical, physical and/or other serious reasons can apply for Special Provision. The VCAA may, depending on the nature of the hardship, allow the school to provide one or more of the following forms of support: extra time for SACs, a separate room for completion of SACs, use of a computer or use of a reader and/or scribe. These forms of support may also apply to exams.
- It is imperative that significant hardships are well documented. The appropriate documentation must specify the problem, severity, treatment if any, effect on study and dates involved. Medical practitioner's or psychologist's reports must be provided by the student to support their application. Students wishing to apply for Special Provision should see the Senior School Leading Teacher at the beginning of the School Year
- Year 12 students completing their VCE who have experienced severe hardship due to personal, health, financial or other reasons, through the whole or part of the year should complete a *SEAS (Special Entry Access Schemes) Application Form* at the end of the year. This form is sent to VTAC and could assist with tertiary entrance. This form will be available from the school or on the VTAC website: www.vtac.edu.au.
- <http://www.vcaa.vic.edu.au/>

Computer Use for SACs and SATs

When students use a computer to produce a work requirement or assessment task 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
- hard copies of the work in progress are produced regularly to meet drafting and authentication requirements
- work is saved onto a back-up file. The back-up file should not be stored with the computer. It is imperative that all work is regularly backed up onto appropriate memory devices at school and at home
- computer errors and problems are NOT sufficient reason for an extension of time to be given to complete a piece of assessment

Assessment Conditions

School based assessment sessions in Senior School should be conducted according to VCE standards:

1. Students must not cheat or assist other students to cheat.
2. Students must not take any action that gives or attempts to give them or another student an unfair advantage in an external assessment.
3. Students must obey and observe all proper instructions or directions given by their supervisor.
4. Students attending an assessment may bring only materials and equipment approved for that assessment into the examination room.
5. Students must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches during an assessment.
6. Students detected with any ICT device must, upon the direction of a supervisor, surrender that device for inspection by Senior Years Leading Teacher or Year Level Coordinator.
7. Students must not bring into or possess in the examination room any drinks or food.
8. Bottled water is permitted in the examination room if it is transparent with no labels
9. Students must not communicate with any other student while the assessment is being conducted.
10. Students must not cause any nuisance, annoyance or interference to any other student during an assessment.
11. Students must not remove any examination material, used or unused, from the examination room.
12. Students must not begin to write or mark their response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
13. Students must raise their hand if they wish to communicate with a supervisor.
14. Students must not leave their place until permitted by a supervisor.
15. Students must cease writing when instructed to do so by a supervisor.
16. Students must remain silent and seated in their place at the end of the assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.

Any student who breaches Epping Secondary College values and rules set by the Victorian Curriculum and Assessment Authority will be followed up by the VCE Senior team in a serious manner.

Plagiarism policy applicable to VCE and VM

Plagiarism in a school-based setting can include:

- Reproducing someone else's work (copying).
- Copying another person's meaning and ideas in different words (paraphrasing).
- Summarising the main points of someone's argument
- Copying, paraphrasing and summarising the work of different people and merging it together

A student who is found to be plagiarising work will be interviewed and be given the opportunity to explain the allegations. Students may be required to:

- Provide evidence of the development of the work;
- 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 related to the original task;
- Complete a test to demonstrate understanding of the work.

If the student is proved of plagiarism the following may be imposed:

- Reprimand;
- Student may be given the opportunity to resubmit work for satisfactory completion only
- Refuse to accept that part of the work that cannot be authenticated and only award an N or a S based on the remainder of the work or submit a grade based on the remainder of the work;
- Refuse to accept any part of the work and award an N for the outcome and an NA for the assessment.

SAC Redemption

If, in the judgement of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, students will be given an opportunity to redeem the outcome. This may involve the student completing additional tasks or a modified version of the SAC. Any additional work completed in redemption will not alter the original mark received.

The student will then have their SAC redemption scheduled for the next **Tuesday or Thursday after school** in the SAC Reschedule/ Redemption Class. If the student does not attend their redemption session but have an approved absence, their teacher will reschedule their session. If they do not attend and have an unapproved absence, they will receive an N for the outcome and an N for the Unit.

If a student's work still does not meet the requirements after their redemption, they will need to apply for another chance to redeem the outcome. The application form is available from the Year Level Coordinator's office and needs to be submitted to their Year Level Coordinators within 3 school days of the SAC redemption being returned to the student. Please note the following:

- If a student submits their application form within this time period and it's approved, the student will be assigned into a SAC reschedule/ redemption session.
- If a student does not submit their application form within this time period or if it is not approved, the student will receive an N for the unit.
- If a student still does not meet the required standard for satisfactory completion, they will receive an N for the unit.

Extension process for SATs

Extension time is interpreted as the granting of extra time beyond that normally allocated to the SAT. Extra time is only granted in cases of significant hardship. In very exceptional circumstances a student may be granted an extension of time to complete their SAT.

Students who do not apply for an Extension will be given the opportunity to redeem for an S but no grade will be awarded.

Students seeking an extension to complete the SAT will only be granted in the following circumstances:

- The student has been ill, and can supply a medical certificate stating that they were unfit for school.
- If there is a severe personal trauma e.g. Death of a close relative.

Students seeking extensions are bound by the following expectations:

- Student obtains an extension form from Senior Years Leading Teacher
- The application for an extension form must be filled in and submitted to their relevant subject teacher.

- The subject teacher will then take the completed form to the Senior Years Leading Teacher and Year Level Coordinator for approval.
- Parent contact will be made by the Year level Coordinators or Senior Years Leading Teacher for a student who applies for a high number of extensions.
- Application for extension forms can be retrieved from Senior Years Leading Teacher office.

NOTE: A medical certificate for illness/injury on the submission date of a SAT will not suffice. It is the responsibility of the student to organise delivery of the work by the set date. In the case of an emergency, students should contact the Year Level Coordinator for assistance.

Senior School Support Programs

Early Commencement Program

At Epping Secondary College students take part in a VCE Commencement Program to facilitate an effective transition into their next year of studies. The commencement program will begin at the end of the year (*November*) and students will commence their studies being completed in the following year. During this program students will be provided with material from all of their subject's outlining course requirements and expectations. Attendance during this program is compulsory as the first part of their Unit 1 or Unit 3 studies is delivered. During this program students will be set tasks to be completed before the commencement of the next school year.

VCE English and Maths Coaching

The college has organised experienced teachers on a weekly basis (free of charge to students) in the Senior Unit to provide students with an additional resource in order to support them in optimizing their potential.

Study Hall

On a weekly basis VCE students have the opportunity to participate in additional study workshop classes organized and delivered by highly experienced VCE teachers to better prepare students for up-coming assessments.

Scheduled Study Periods

Students in Year 12 will have scheduled study periods as part of their VCE program. If a scheduled study period falls between Period 1 to 3 of the school day students are required to be present at school, studying in either the Senior Study Room or the Resource Centre. Attendance is taken during these periods and needs to be maintained in-line with the school's attendance policy. If a scheduled study period falls during a period 4 class the student may sign out with the Senior Years Attendance Manager, provided that the permission form to leave has been signed and bought back to the senior school attendance officer.

Mentoring - Personal Organisation Development classes (PODs)

Once a week, Year 11 and 12 students have a scheduled mentoring POD class. This class is specially designed to deliver a personalized curriculum to support Year 12 students complete their VCE studies to the best of their abilities. Attendance at these classes is compulsory and monitored.

VCE Glossary and Overview

Victorian Curriculum and Assessment Authority (VCAA)	<p>The governing authority who set the policies, procedures and guidelines associated with the VCE. They are responsible for designing the VCE curriculum (published in study designs) and external Unit 3 / 4 exams.</p> <p>Website: www.vcaa.vic.edu.au</p>
Unit 1 and 2 Studies <i>Referred to as Year 11 subjects</i>	<p>Studies undertaken in Year 11.</p> <p>Generally, preliminary introductions to the more in-depth studies in each subject undertaken in Units 3 and 4.</p> <p>Unit 1 / 2 subjects can also be undertaken by students in Year 10 for subjects they have successfully applied for acceleration.</p> <p>Units run for one semester (i.e. Unit 1 subjects are taught across Semester 1, Unit 2 subjects across Semester 2). Some, but not all, are pre-requisites in order for a student to undertake studies in Units 3/4 of the same subject. Although gaining a good base across both Units 1 and 2 is generally recommended, students may complete Unit 1 of a subject and then change to study a different Unit 2 subject in Semester 2.</p>
Unit 3 and 4 Studies <i>Referred to as Year 12 subjects</i>	<p>Studies undertaken in Year 12.</p> <p>Year 11 students can undertake a unit 3 / 4 study if they have been successful in their applications to do so.</p> <p>Teachers assess student level of performance and completion of units/outcomes through SACs/SATs and coursework. Students also sit an externally set and graded exam for each study.</p>
Outcomes	<p>To satisfactorily complete a unit of work students must demonstrate the required knowledge and skills (published in relevant subject's study designs).</p>
Core Assessment Task	<p>Means by which students demonstrate their satisfactory knowledge and skills of each outcome.</p>
School Assessed Course Work (SACs)	<p>Means by which student's level of achievement for each outcome is judged. These tasks generate students graded achievement.</p>

School Assessed Tasks (SATs)	
Reporting students results	<p><i>VCE Unit results are reported to the VCAA as:</i></p> <p>S = satisfactory completion</p> <p>N = not satisfactory</p> <p>If a teacher judges all outcomes are achieved students receive an S for the unit</p>
At risk of achieving an 'N' for an outcome/unit (not satisfactory)	<p>Parents/guardians will be notified when their son/daughter is at risk of achieving an 'N' for an outcome or unit due to academic performance, learning behaviours or attendance.</p>
General Achievement Test (GAT)	<p>Is a test of general knowledge and skills in written communication, mathematics, science, technology, humanities, the arts and social science. The GAT is a 3hr examination administered by the VCAA in June. All students enrolled in a unit 3 / 4 study are required to sit this exam. The GAT is an essential part of the VCE assessment procedures and is used to monitor school assessed course work to ensure consistency in assessment across the state.</p>
Special Provision	<p>Policy designed by the VCAA to provide students in defined circumstances with the opportunity to participate in and complete their senior secondary studies. Individual students may need special provisions in their learning program to achieve the learning outcomes, and in assessment to demonstrate their learning and achievement.</p> <p>Year 11 – applications processed internally by school</p> <p>Year 12 – application processed by VCAA</p>
Victorian Tertiary Admissions Centre (VTAC)	<p>The administrative body which processes applications for university institutions.</p>
Study Score	<p>Indicates how well a student has performed in a study at Unit 3 / 4 level, compared to everyone else in Victoria who took that subject. Study scores can range from 0 to 50. Study scores calculated by the VCAA will be used by VTAC to calculate the student's ATAR.</p>

	<p>To generate a study score at Unit 3 /4 level a student needs to complete the graded assessments (SACs/SATs), examination and need to satisfactorily complete both Unit 3 and 4.</p>
Australian Tertiary Admission Rank (ATAR)	<p>The ATAR (previously known as ENTER) is calculated by VTAC solely for the use of tertiary institutions to compare the overall achievement of students who have completed different combinations of VCE studies. It is a rank on a scale of 0 – 99.95, which shows a student’s achievement in relation to other students.</p> <p>VTAC uses the VCE results issued by the VCAA to calculate the ATAR. The ATAR is calculated by adding:</p> <ol style="list-style-type: none">1. One English study score2. The next best three study scores3. 10% of the fifth and sixth study scores <p><i>*Please note: more information regarding scaling VCE study score for the ATAR and statistical moderation can be found on the VCAA website or by talking to a member of the Senior Years Team</i></p>

RETURN SLIP

Epping Secondary College has highly committed staff who are dedicated to the provision of a rigorous and engaging VCE program. Students commit to working with the school towards the common goal of their achievement. This student agreement serves as a contract for students for the duration of their VCE studies undertaken at Epping Secondary College. This agreement will not be accepted unless all boxes are ticked and the agreement signed by students and families.

I understand and agree to the conditions and policies of the VCE Handbook and understand the above responsibilities as a VCE student at Epping Secondary College. This includes studying 6 subjects (12 Units) in Year 11 and 5 subjects (10 Units) in Year 12.

I understand that my attendance **must be above 90%** (not including 'approved absences') to pass a unit and that only a medical certificate (submitted within three days of return to Reception/Attendance Officer) will be accepted to make an absence approved. I understand that even with medical certificates, failing to attend 75% of classes within a unit will result in an 'N' for the unit. Non attendance at POD or Assemblies may preclude students from being able to attend extra curricular activities.

I understand that SACs and SATs **must be** authenticated and an **S result** must be achieved to receive a 'satisfactory' result.

I understand that failing to sit a SAC/ hand in a SAT without a medical certificate will prevent me from receiving a score and that failing to sit the rescheduled SAC/ alternate due date will result in an 'N' for the Unit.

I understand that I **may not** leave school grounds between my first and last classes without parent or school permission.

I understand that I must be in full school uniform each day and that wearing an incorrect uniform item will result in Detentions/Further disciplinary actions.

I understand that attendance at after-school SACs, including resits and rescheduled SACs, is compulsory and that non-attendance will require a medical certificate.

I read and understood all VCE/VM policies and procedures in this VCE Handbook

Student Name:

Parent Name

Student Signature: Signature:

Parent/Guardian Name: