

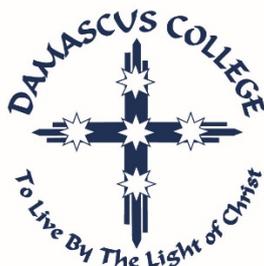
DAMASCUS COLLEGE

VICTORIAN CERTIFICATE OF EDUCATION

Information, Policies
and
Procedures Quick Guide

Units 1 - 4

2018



<NAME>

1. Purpose of quick guide

Dear Parents/Guardians and Students,

The quick is designed to assist you and your son/daughter to understand the most important policies and produces for your son or daughter to complete VCE. This guide has important dates, a quick summary of the rules and expectations of a VCE student and finally information about special provision. Remember this is only a quick guide everyone is encouraged to read the schools information, policies and procedures booklet. Which has greater detail about the schools and VCAAs policies and procedures.

2. Important dates

Damascus College and VCAA Official Dates

Special Exam Arrangements (VCAA) application due – Friday 2nd March

Units 1/3 and VCAL Final Date for Submission of Semester 1 Work (S/N Due Date) – Friday 8th June

Year 11 Mid-Year Written Exams – Friday 8th June, Tuesday 12th, Thursday 14th - Friday 15th June

General Achievement Test (GAT) (Any student completing a 3-4 subject is required to sit the GAT) – Wednesday 13th June, 10.00 am – 1.15 pm

Trial Exams (Compulsory for all students completing a 3-4 subject) – Wednesday 26th - Thursday 27th September, Tuesday 2nd – Thursday 4th October (Week 1 and 2 of holidays)

Performance and Languages oral examinations and Extended Investigation: Oral presentation – Monday 8th October – Sunday 4th November

Units 4 and VCAL Final Date for Submission of Semester 2 Work (S/N Due Date) – Thursday 25th October

November Year 12 written examinations – Wednesday 31st October – Wednesday 21st November

Units 2 and VCAL Final Date for Submission of Semester 2 Work (S/N Due Date) – Wednesday 3rd November

SAT Scores Due Dates (Subjects with Folios) – See your teacher

Year 11 Written Exams – Monday 5th – Friday 16th November

Year 12 results released – Friday 14th December

3. Rules and Expectations of a VCE student

Priorities

Study should be the main priority this year. Part-time (casual) employment, socialising and sport are important and worthwhile activities but need to be viewed in moderation in the overall context of the life of a VCE student. It is important to strike a healthy balance between school, home, family, etc. In order to allow Damascus College to give your son/daughter every opportunity to successfully complete their VCE, We would strongly discouraged you taking holidays during term and have the appropriate documentation should school be missed. Evidence has shown that should a student miss as little as one day from school it can have a detrimental effect on knowledge and therefore results come the exam.

Attendance

It is expected that a VCE student will attend all classes. Class time is crucial to the completion of the Learning Outcomes. It is during class time that the content of the course is covered. The resulting knowledge and skills achieved by students may be assessed and preparation may be done for specific tasks such as SACs. The VCAA explains that all VCE units require 50 hours of class time. A student needs to attend class to satisfy the Learning Outcomes and therefore complete the work. Damascus College expects students to maintain an 80% attendance. Should unexplained class absences or absences without a valid reason drop their attendance below 80%, may result in a student failing in a unit due to unsatisfactory completion of outcomes. In all circumstance it is expected a doctor's certificate be supplied if a student is absent due to illness. Students should also attend all trial examination opportunities available to them.

Assessment

Assessment is ongoing throughout each semester. All VCE students will have a schedule of the planned assessment and SACs for each semester. Students are expected to be in attendance for all assessment. Exceptions are made in the event of Special Provision circumstances. (See the relevant section below on Special Provision policies and procedures).

The work is collected and assessed by the class teacher. For Unit 3-4 students the assessment grade issued by the teacher contributes to the student's study score (subject to the VCAA's statistical moderation procedure).

Students must keep abreast of any changes to work schedules, such as due dates. School activities (such as excursions, sporting events or just classroom timing and strategies) may cause a due date to be modified. In such cases it is the responsibility of the student to become aware of these changes.

Student Work

Students are provided with study designs (or course outlines) and assessment timelines in their subjects. Parents/guardians are invited and encouraged to inspect these and to use these in their discussions with their son or daughter.

Teachers and students are expected to keep records of work set and completed. Feedback is available on assessment tasks to students, but an 'S' must be gained in all outcomes for the unit in order for students to pass the units undertaken.

Students must retain work completed until the end of the year. In fact, Year 11 students are encouraged to keep their work for the following year as often the work is reviewed and extended. This changes from subject to subject but teachers can provide more information on this matter.

Unsatisfactory Completion of work

Should a student fail to submit or successfully complete school assessed coursework/tasks an impending failure notice will be emailed to the student and parents. The letter will outline what needs to be done to redeem the task and when it has to be redeemed by. Students will be given one opportunity to redeem the task. Should the student fail to redeem the task a panel hearing will be conducted to discuss the impending 'Not Satisfactory' the student will receive for the respective unit.

Authentication of Work

Students must be able to demonstrate that assessed work is their own. If it is established that work has been plagiarised from another student, VCAA must be contacted and an investigation conducted. Hence class attendance and up-to-date maintenance of class work/homework, etcetera is important.

Absence from a SAC

Student absence from a SAC is a serious matter. If a student is absent due to illness (even for one day) and misses a SAC, it is expected that the student completes the application form for **Special provision for a school based assessment task**. A doctor's medical certificate needs to be obtained. A copy is submitted with the form and the original needs to go to the office. Absence from a SAC due to other exceptional or extraordinary circumstances will require the relevant professional's report or certificate to be obtained. Occasionally, a Statutory Declaration will be required for unforeseen or unexpected events (All these forms are available from the VCE Co-ordinator).

Sitting for a Learner's permit and driver's licence or taking driving lessons are not acceptable reasons for missing a SAC. Similar for events such as holidays, music concerts or formal dances, in these cases the student will receive a zero score or a Not Assessed grade for the SAC. They will still be required to sit the SAC in order to gain an S for the unit.

Completing a Missed SAC

Whether a SAC is missed due to an official school activity or due to illness, **the missed SAC is rescheduled to the nearest Monday or Wednesday at 3:30pm in the Library**. Should a student fail to **catch up a missed SAC on the nearest Monday or Wednesday, they will receive a zero score** or a Not Assessed grade for the SAC. They will still be required sit the SAC to gain an S for the unit. Students are also required to complete 'Special provision for a school based assessment task form' (Missed SAC form). This needs to be given to the VCE Coordinator either prior to the catch up SAC being completed or within a week of the SAC being completed. Should a student failure to provide the 'Special provision for a school

based assessment task form' and other appropriate evidence they will receive a zero for the task. But is will be assessed for a Satisfactory/Not Satisfactory of the unit.

Homework

At the Year 12 level, VCE students are advised to complete a minimum of about 20 hours of homework per week. Year 11 students are advised to complete about 15 hours of homework per week. These numbers are not set in stone but are simply a guide. There are many factors that would dictate the need for more time spent on homework, revision and study – for example, there may be times when a SAC/SAT is due, holiday classes are offered or preparation for end of year or semester exams is required.

Communication

One of the ways to increase the chance of success is to communicate with your teachers and parents/guardians. Students should never underestimate the value when working in a partnership. It is every student's responsibility to seek help whenever needed. This is not a sign of weakness, rather it is a sign of maturity and intelligence.

4. Special Provision

Types of Special Provision

For school based assessment, the College is responsible for the Special Provision.

For VCE examinations, the VCAA is responsible for determining eligibility and for granting approval in the form of Special Examination Arrangements (SEAs) and the Derived Examination Score (DES).

In both instances parents/guardians are asked to contact the VCE Co-ordinator for more information.

Eligibility for Special Provision

Students may be eligible for Special Provision if, at any time while studying the VCE, they are adversely affected in a significant way by:

- an acute or chronic illness (physical or psychological)
- any factors relating to personal environment
- an impairment or disability
- personal circumstances
- hearing, vision or learning disabilities.

Students should apply for Special Provision for School based Assessment using the **Special Provision for School-based Assessment and Unit Completion** form. This is available from the VCE Co-ordinator.

Students suffering long-term conditions who have not been granted arrangements by the school for School based Assessments (School) may not be eligible for similar Special Examination Arrangements (VCAA) for these long-term conditions.

Special Exam Arrangements (SEA)

Special Examination Arrangements may be approved to meet the needs of students who have disabilities, illnesses or other circumstances that would affect their ability to access the examinations at the end of the year. The College will apply on behalf of the student and lodge the application to VCAA. If the application is approved, the student will be informed as early as possible. Examples of special arrangements include extra writing time, use of a computer, rest breaks or permission to take frequent visits to the toilet during the examination.

Emergency Special Examination Arrangements

If a student experiences a sudden illness, accident or personal trauma immediately up to two weeks before or during the assessment period the College is able to submit an application for Emergency Special Examination Arrangement on behalf of the student. Medical evidence must be provided in these cases.

Derived Examination Score (DES)

If a student is ill or affected by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study may apply for a **Derived Examination Score**. If their application is approved, a DES will be calculated by the VCAA.