Senior School Policy

The following policy has been created in line with VCAA (Victorian Curriculum and Assessment Authority) guidelines. For further information see the VCE Administrative Handbook (VCAA).

Please note that each VCE unit involves 50 hours of scheduled classroom instruction. In addition, it is expected that students will undertake up to 50 hours of self-directed learning for each unit (VCE Administrative Handbook, VCAA).

From 2023, the Victorian Certificate of Education (VCE) now includes the VCE Vocational Major (VM) as a vocational and applied learning program within the VCE.

Minimum Requirements for the Satisfactory Completion of VCE

VCE subjects are divided into Units of study (Units 1 and 2 – Year 11 and Units 3 and 4 – Year 12). Each Unit is allocated a set number of Outcomes which students must satisfactorily demonstrate in order to achieve an overall satisfactory (S) result for that Unit. To satisfactorily complete each VCE outcome, students must demonstrate that they are completing sufficient coursework (separate from assessment tasks) as set by the teacher. Where a teacher makes a judgement that a student is not completing sufficient coursework, they will communicate their concern to the student and parents and establish strategies to assist the student to satisfy the coursework requirements. These concerns and strategies will be documented on Compass. Where there is no improvement, the relevant Sub-School Leader (SSL) or Year Level Leaders (YLL) and Assistant Principal (AP) will be informed by the teacher that the student is at risk of an unsatisfactory (N) result for the unit due to lack of coursework. The SSL/YLL and AP will meet with the parents, student and teacher to establish a plan to ensure work is completed in a given time frame. If the student does not complete the coursework as required by the agreed plan, they will be issued an unsatisfactory (N) result for the outcome and therefore an unsatisfactory (N) result for the Unit of study.

If a student receives an unsatisfactory result for an Outcome, the teacher must log this on Compass using the "Non Satisfactory Completion of Unit 1+2 (or 3+4) VCE Outcome (VCE subject teacher use)" template, which will be considered by the SSL and AP who will formally communicate any N result to the student and parents after it has been approved by the Principal. Teachers must notify the student that they have received an unsatisfactory result, which will be considered by the SSL and AP.

In addition, teachers will communicate clearly and in a timely manner with both students and parents, and the relevant SSL/YLL and AP via Compass where a student is at risk of not satisfactorily meeting an Outcome in a Unit of study. Opportunity will be given for the student to make improvements to meet an Outcome. If a student does not use these opportunities to sufficiently improve, they will be awarded an unsatisfactory (N) result for the Unit of study.

In order to successfully meet the requirements of the VCE, students must satisfactorily complete 16 Units including:

- three Units from the English group (including a Unit 3 and 4 sequence)
- at least three other sequences of Unit 3 and 4 studies

In order to successfully meet the requirements of the VM, students must satisfactorily complete 16 Units including:

- three Units from Literacy (including a Unit 3 and 4 sequence)
- at least three other sequences of Unit 3 and 4 studies
- 2 Numeracy or Maths Units
- 2 Work Related Skills Units
- 2 Personal Development Units
- 2 VET credits at Certificate II or above (180 nominal hours)

Attendance

In addition to the academic requirements, students must demonstrate a satisfactory level of attendance for each subject. Where a student's overall attendance falls below 80% of a timetabled Unit, they may be deemed to have not satisfactorily met the course requirements of that subject and may have an N recorded for that subject Unit. This is regardless of whether the absence is approved or unapproved. An approved absence includes: illness and medical reasons, family reasons or other explained absences. Unapproved absence consists of unexplained absences, truancy or reason that is not health, religious or cultural related. There may of course be special

provision in some circumstances such as chronic illness or unavoidable circumstances, and parents and students should speak to a member of the Principal Class where there may be a significant reason impacting on attendance.

When a teacher makes a judgement that a student is not attending sufficiently, they will document their concern via a General Academic Observation post on Compass. In addition to this, the SSL and YLLs will formally notify the student and parents if attendance drops below 80% in a subject Unit and give notice that improvements to attendance must be made. Where there is not sufficient improvement in attendance after this notification, the SSL/YLL and AP will meet with the parents and student to put a plan in place to ensure attendance is improved in a given time frame. If the student does not improve their attendance as required for the subject Unit, they will be issued an N result for the Unit.

When absent from class (regardless of the reason) students are responsible for catching up on work missed. Students must take the relevant steps to collect and complete any work they have missed.

Absence on the day of a SAC or SAT

If a student is absent on the due date of an assessment task (School Assessed Coursework – SAC, or School Assessed Task - folio), a medical certificate or an endorsed extension of time application (available from SSL/YLL or from Compass) must be provided. The student must otherwise complete a redemption task, which will be completed as soon as possible after the initial task. The redemption task will be to achieve a satisfactory result for the Outcome, and in Year 12 the student's initial score will be communicated to VCAA.

Where a student is absent from a SAC for an approved reason, it is the student's responsibility to seek an extension of time to complete the task at another time without penalty. Students are responsible completing the Extension of Time Form which can be located on Compass and MS Teams. Students should discuss their reason for the extension with their SSL/YLL, AP or the Student Wellbeing Leader who will endorse the extension if appropriate. The student should then see their subject teacher to organise a new date and time with them to complete the task. Where an approved absence is known beforehand it must be completed and provided to the teacher at least one working day before the original assessment task or due date. If absent due to illness on the day of an assessment task or due date, a medical certificate must be attached to the Extension of Time Form and completed within two or three days of returning to school.

Redemption Process

In the case of missing a SAC or due date without an approved reason or not satisfactorily meeting the requirements of the task (achieving less than the minimum pass rate of 40%), the student will move directly to redemption. This is an opportunity for the student to submit a task for teacher assessment for a satisfactory result only. At TLSC, the initial percentage score will be reported against these tasks. In Year 12 the initial score will be reported to VCAA. The date for the redemption will be communicated by the teacher to the student and parents by issuing the redemption notification and completed as soon as possible after the initial task.

Where a student has attempted the task and not satisfactorily met the requirements of the task (achieved less than the minimum pass rate of 40%), the teacher will organise a pre-redemption meeting with the student to provide them feedback on their work and what they need to focus on to improve before they complete the redemption task. It is the student's responsibility to attend the meeting to obtain the feedback. If the student fails to attend the pre-redemption meeting without good reason, the redemption will still go ahead at the agreed time. Where a student moves to redemption due to an adverse authentication outcome, the teacher will organise a pre-redemption meeting with the student. There will not be a pre-redemption meeting for a student who has missed a SAC or due date without an approved reason unless the student or teacher considers it necessary.

Completed coursework may be considered when judging whether a student has satisfactorily met the Outcome when an N result has been awarded for a SAC. Students may appeal an unsatisfactory result to the Principal within 7 days of receiving the N result notification.

SAC and SAT Processes

SAC and SAT due dates should be communicated to students at the beginning of each semester and SAC and SAT processes and performance descriptors should be communicated to students in the weeks leading up to the assessment task.

SAC processes should reflect VCAA exam processes for that subject; ie. students may be permitted to use a formula sheet, dictionary, bound reference or a specific type of calculator and these materials should be checked accordingly. All other materials (books, pencil cases, etc.) should be placed at the front of the room or left in lockers.

In general, all SACs should be completed in class under test conditions.

Students must not be in possession of mobile phones, smart watches or other electronic devices. At Units 1 and 2, students caught with a mobile phone or other electronic device during a SAC will move directly to redemption, while VCAA authentication processes will be enforced at Units 3 and 4.

VCAA mandates that all teachers of Unit 3 and 4 School Assessed Tasks (SATs) must use the study specific VCAA Authentication Record Form and retain it after the study is completed for possible collection by VCAA in any school-based assessment audit. These forms are available from the VCAA website in each subject area. The Authentication Record:

- ensures authentication of the students' work

- provides evidence for the teacher and school if there is an authentication issue

- protects the student from leaving the work to the last minute and possibly failing through the use of checkpoints and parental contact if checkpoints are missed

Teachers must ensure that assessed SACs or SATs are returned to students once results for each task have been finalised as per the requirements of the TLSC Assessment, Feedback and Reporting Policy.

Authentication

When a teacher questions the authenticity of a student's work, the concern will be logged on Compass and subject to the VCAA authentication process. A VCAA approved panel will be formed to review the authentication concern and the student and family may be required to meet with the panel. The panel will make a recommendation to the Principal who will make the final decision and communicate this with the family. Students may appeal their authentication penalty to VCAA within 14 days of receiving written notification from the school.

Grading of Assessments

In Year 11 and 12 students receive a percentage score for each of their assessed tasks.

In Units 3 and 4, students are given feedback on their assessment tasks which are reported as satisfactory (S) or not satisfactory (N). Coursework scores are reported to VCAA at the end of each Unit however these scores are moderated against student performance on the final exams and as such may be adjusted up or down by VCAA.

Learning Tasks and Work Habits will be reported regularly through each semester using Compass.

VCE Assessment Process

Teachers must ensure that they are familiar with the school's agreed processes (see Appendix 1 and 2) in monitoring student progress. These include the relevant use of the following templates on Compass:
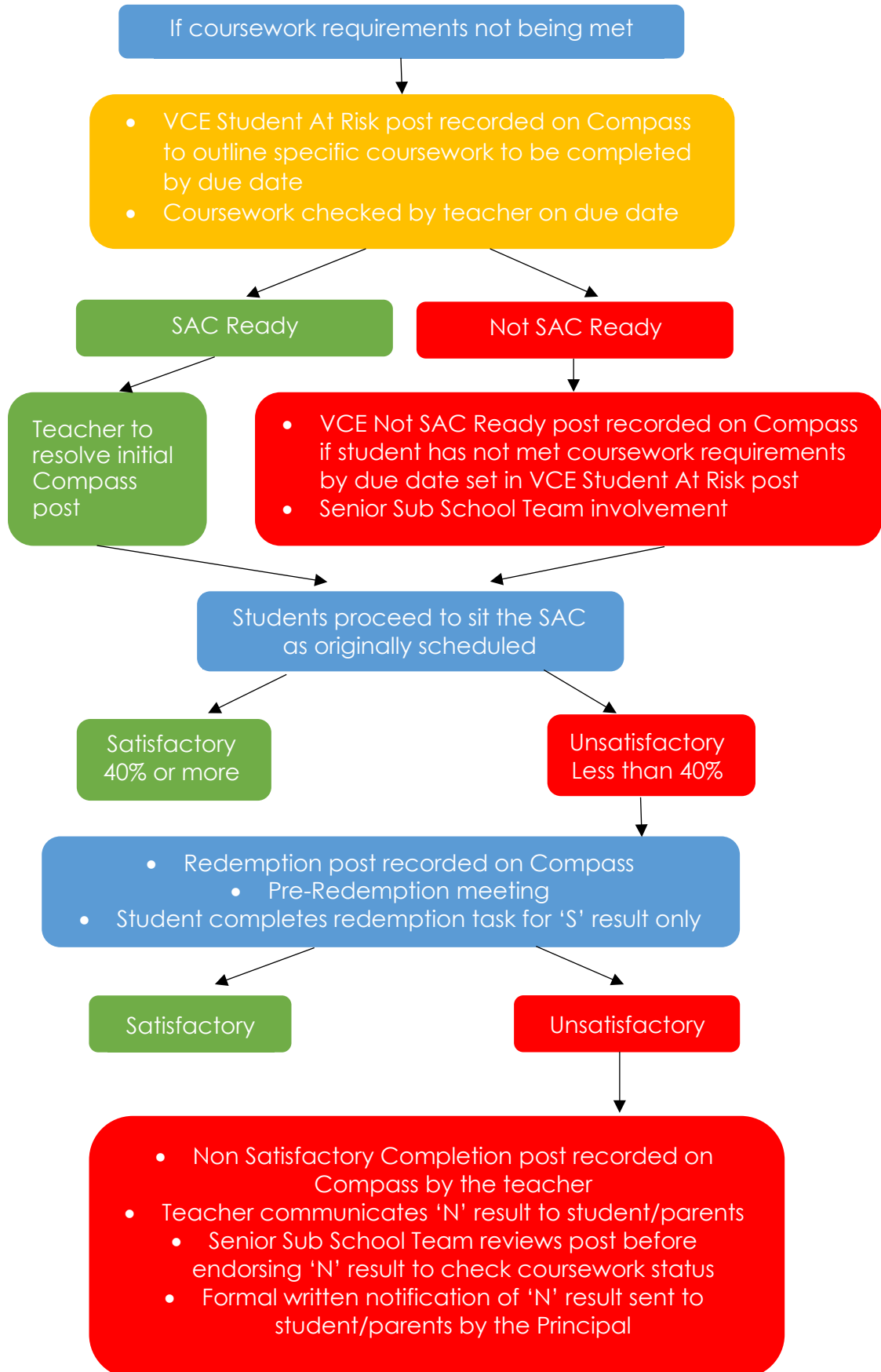- VCE Student at Risk
- VCE Not SAC Ready
- Redemption
- VCE Authentication Concern
- VET Student at Risk
- Senior School Assessment Catch Up Session

VCE Assessment Process

VCE students must remain up to date with coursework requirements to be considered as being **SAC Ready** to maximise their academic performance on each School Assessed Coursework (SAC) and School Assessed Task (SAT). VCE students unable to maintain this approach will be deemed as being **Not SAC Ready** and at risk of not satisfactorily demonstrating the requirements of their course.

If coursework requirements not being met

- VCE Student At Risk post recorded on Compass to outline specific coursework to be completed by due date
- Coursework checked by teacher on due date

SAC Ready → **Not SAC Ready**

Teacher to resolve initial Compass post

- VCE Not SAC Ready post recorded on Compass if student has not met coursework requirements by due date set in VCE Student At Risk post
- Senior Sub School Team involvement

Students proceed to sit the SAC as originally scheduled

Satisfactory 40% or more → **Unsatisfactory Less than 40%**

- Redemption post recorded on Compass
- Pre-Redemption meeting
- Student completes redemption task for 'S' result only

Satisfactory → **Unsatisfactory**

- Non Satisfactory Completion post recorded on Compass by the teacher
- Teacher communicates 'N' result to student/parents
- Senior Sub School Team reviews post before endorsing 'N' result to check coursework status
- Formal written notification of 'N' result sent to student/parents by the Principal

VCE VM Assessment Process

VCE Vocational Major (VM) students must remain up to date with coursework requirements to be considered as being eligible to be awarded with a satisfactory result for each subject. VCE VM students unable to maintain this approach will be deemed as being at risk of not satisfactorily demonstrating the requirements of their course.

If coursework requirements not being met

- VCE Student At Risk post recorded on Compass to outline specific coursework to be completed by due date
- Coursework checked by teacher on due date

Coursework Ready

Not Coursework Ready

Teacher to resolve initial Compass post

- Redemption post recorded on Compass if student has not met coursework requirements by due date set in VCE Student At Risk post
- Senior Sub School Team involvement

- Redemption post recorded on Compass
- Pre-Redemption meeting
- Student completes redemption task

Satisfactory

Unsatisfactory

- Non Satisfactory Completion post recorded on Compass by the teacher
- Teacher communicates 'N' result to student/parents
- Senior Sub School Team reviews post before endorsing 'N' result to check coursework status
- Formal written notification of 'N' result sent to student/parents by the Principal