The purpose of this document is to outline to students and teachers the policies of the College in relation to certain administrative and procedural aspects of the VCE.

It is always to be read in the light of, and in conjunction with, the VCE ADMINISTRATIVE HANDBOOK, which remains the final arbiter in any dispute.
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STUDENT EXPECTATIONS

As well as meeting all the normal College requirements of students, VCE Students at the College will be expected to give special attention to:

- Seek to serve others for their good and for the better discovery and nurture of your own gifts. Self-centred behaviour does not fit with the ethos of community at Bayside Christian College.
- Being excellent role models for both younger students and peers by exhibiting maturity at all times.
- Be properly attired in full College uniform at all times while attending the college or related functions and excursions. Students attending the college during study leave or exam times should be in full College uniform, except during Unit ¾ external exams.
- Be punctual to all times to homegroups and classes.
- Make wise and diligent use of your study periods.
- Show the utmost respect and courtesy to all members of the college staff, visitors and parents.
- Take a prominent role in combined College events where possible such as assemblies and sports.
- Respect others property and privacy in the study rooms at all times.

V Block Values

Further to the above, the following values and behaviours are expected in VCE:

WE VALUE:
Equality for all students
An encouraging atmosphere
A safe environment
Respecting each other
Positive talk
Breaking down barriers
Team
Responsibility
Unity and maturity

WE OUTWORK OUR VALUES BY:
Studying quietly during study periods
Respecting each others’ space and property
Not swearing
Wearing correct uniform and being punctual
Keeping our area and resources clean
Assisting each other in our learning
Keeping bags and belongings off tables
Breaking down barriers between year levels and courses
Speaking and acting kindly toward each other
SECTION A: GENERAL DAILY PROCEDURES

1. Homegroups
Each VCE student will be allocated to a homegroup. During this time rolls are marked, Scripture read, prayer undertaken and general pastoral and administrative duties carried out. VCE students are expected to take an active role in homegroup. VCE students are required to attend homegroup on all school days. Where a student is unavoidably late, they should provide a note for their homegroup teacher from a parent/guardian.

2. Study Rooms/Areas
Quiet working environments will be available for students who are not in class in three areas.

1. V Block, where study desks and computers are available
2. Library
3. Computer Labs when not being used for classes.

- If students wish to listen to music while they study they should use an MP3 player and headphones and only in V block or where the teacher gives permission.
- Students must be in attendance at a designated quiet working area while not in class.
- Students requiring group discussion should use the V block computer rooms when available
- Students are responsible for keeping V block clean and tidy at all times and must be left in an immaculate condition at the end of each day.
- Desks are to be used for study purposes only and are not to be moved.
- No pictures of a distracting nature are to be displayed.
- White out, glue, sticky tape, pen, paint or permanent texta must not be used on desks or on lockers.
- Students have the use of a kitchenette. The VCE coordinator must approve all electronic equipment brought for use in the kitchen and it must undergo safety testing. Students are also to bring their own named crockery.

3. Extended Maturity Requirements
Maturity reports may be issued for students who did not reach required standards in Year 10 or who are not reaching the required standards in Year 11.

4. Computer Room Use
A computer room has been provided in V Block for student use. Students should follow the rules of the computer room and the technician, and should abide by the rules set out in the Internet Acceptable Use Policy. Students must not seek to alter computer settings by any method, and should report problems to the teacher in charge. The computers serve us well and will continue to do so if they are properly used. Any abuse of the privilege of this room will be severely dealt with. Instructions posted inside the computer room must be read and adhered to.
VCE students will pay a paper levy, which will provide for their needs. No food or drink is to be consumed in these rooms.

5. Finish of Day
Students leave the College at 3:15 p.m. after their responsibilities (clean study room etc.) for the day have been met. Where students have study periods or no more classes on a given day, they may leave to study at home. Parents should contact the VCE Coordinator if they do not wish their son/daughter to use these privilege. Students must sign out at the office on all occasions where they leave early.

6. Off Campus Study
Students who study “off” the College campus at such places as TAFE or local colleges, may, on application to the VCE Coordinator and with parental permission, be allowed to study at home up to a maximum of one day per week if this works with their timetable.
Students are reminded that they must sign the out of routine book at the office on every occasion that they leave the college.
7. Diary
Students will be issued with a College diary, which should be used in all classes.

8. Telephone Calls / Mobiles
Students wishing to make telephone calls must inform the office and pay $0.50 per call. Telephone calls should not be for social purposes. Students may use their mobile phones only in the V Block building and on the balconies/porches.

9. Use of Photocopier / Printer
Students photocopying any work, unless specifically on an errand for a teacher, must use the student photocopier in the library. A printer for student use has been provided in V block outside the Coordinator’s office. All photocopying and printing are for school/study purposes only.

10. Cars
All students who gain a licence during their VCE years must follow the conditions as set out on the Bayside Christian College Driving Authorisation form. This form must be fully completed before students may arrive on the college grounds after gaining their licences. Students who fail to comply with conditions will be informed that they may no longer drive to the College. Student cars should be parked on the railway side of V block. Students may not leave in fellow student’s cars without written parental permission. The privilege of bringing a car to school will be withdrawn from any student who does not observe College regulations about driving in the College, particularly speed limits. See Appendix 7.

11. Compulsory College Functions
During the school calendar year there are occasions on which all students are expected to attend a College function. VCE students should note that they must attend in full College uniform.

12. Storage Of Belongings
All students are allocated a locker for storage of their personal belongings. The College takes no responsibility for the loss or damage to Ipods, mobile phones or any other electronic equipment.
SECTION B: THE VCE AT BAYSIDE

1. VCE Enrolment Policy

1.1 Year 11 and 12 VCE Enrolment

1) All students enrolling for any VCE subjects must complete an enrolment form by the first week of February in the year they wish to enrol.
2) It is the responsibility of the student to obtain the correct form and return it complete to the VCE Coordinator.
3) Students who have re-enrolled will be given preference for positions in units over those students who have not re-enrolled. Students who have not completed the correct re-enrolment procedures will be placed after re-enrolled and new students.
4) No guarantee of a position in the College can be given to those students who do not re-enrol.
   a. If a student is unsure whether they will be returning in the next school year, they should re-enrol and then immediately inform the College if they do not need the position.
5) Students who have not re-enrolled will not be accepted into classes.

1.2 Year 10 VCE Enrolment

It is possible for students who are undertaking Year 10 at the College to enrol in V.C.E. subjects. It is the sole responsibility of the student to ensure that they have considered how the subject complements the normal 2 year course and any effect it may have on the outcome of such a course, including university and T.A.F.E. entrance scores.

Please note:
Priority for Unit 1 and Unit 2 subjects will be given to Year 11 students. Class numbers may be capped, therefore it is advisable that enrolment forms are submitted as soon as possible, and before the advised cut-off date.

1.3 Enrolment Through Distance Education, VET or at Another College.

Students may undertake a study through distance education, VET or at another college provided that all of the following conditions are met.

1) The student must have the permission of both the VCE Coordinator and the Distance Education Coordinator to undertake this type of study. Such permission is not automatic and the student must carefully outline the reasons why study needs to be undertaken elsewhere.
2) In the case of students wishing to study through Distance Education or VET, the student or the student’s parents agree to pay all costs involved. These would include enrolment fees and transport costs etc. The student or parent is also responsible to make sure all enrolment procedures and requirements are met at the other college.
3) The timetable at Bayside Christian College will be constructed to take into account study timetables to be met by the student at other places (where possible) but no guarantee of compatibility can be given. Students will be required to catch up on the work missed in any timetabled classes at this college. The student must inform the VCE Coordinator of the time of all study (and changes to study time) undertaken outside the college as soon as it becomes known.
4) The parents and student understand that study undertaken elsewhere is unlikely to be offered from a Christian perspective.
5) Bayside Christian College will generally be the venue for Year 12 external examinations but occasionally students are required to attend elsewhere. The student is entirely responsible for attendance and any monetary cost related to examination centres other than Bayside Christian College.
6) The student and parent must both sign a copy of the above conditions indicating their acceptance.
7) Enrolment in a year 11 study (Units 1 and 2) at Bayside Christian College in one year does not automatically ensure enrolment in the subsequent unit 3 and 4 studies in the following year.
2. Unit Transfer or Withdrawal

2.1 Unit Transfer

Procedure:
1) Consult the VCE Coordinator and Careers/VET Co-ordinator to discuss the possibilities.
2) If the proposed change is acceptable in terms of the student's program and in terms of timetabling, then the student completes a 'Change of Subject' form (See Appendix 9). This form must be signed by parents/guardian, student, teacher of the subject transferring into, teacher of the subject transferring out of.

If the proposed change is agreed to then:
1) The VCE Coordinator signs the form.
2) The form is filed with the VASS Co-ordinator.
3) The student is given an updated copy of their V.C.E. Program by the VCE Coordinator or Timetable manager.

Guidelines:
1) Students should be aware that unless there are exceptional circumstances, they may not be able to change their courses, after the second week of Unit 1, 2 or 3.
2) Students must adhere to minimum subject requirements including:
   - Year 10: 1 Unit 1/2 subject
   - Year 11: 6 subjects (should include 1 Unit 3/4 subject)
   - Year 12: a total of 5 Unit 3/4 subjects (can include the Unit 3/4 subject from Year 11)

*Year 12 students are strongly advised to complete 6 Unit 3/4 subjects for the attainment of their best ATAR.

2.2 Unit Withdrawal

Procedure:
1) Consult the VCE Coordinator and Careers/VET Co-ordinator to discuss the possibilities.
2) Student completes the 'Change of Subject' form and returns it to the VCE Coordinator. This form must be signed by parents/guardian, student and the teacher of the unit.

If the proposed withdrawal is agreed to by the VCE Coordinator in conjunction with the Careers teacher then:

1) The Unit Withdrawal Form is signed by the VCE Coordinator
2) The form is filed with the VASS coordinator
3) The student is given an updated copy of their V.C.E. Program by the VCE Coordinator or Timetable manager.

Guidelines:
Students should be aware that cut-off dates apply. Withdrawal from a subject after the cut-off date will displayed on their official documentation from VCAA.

3. Attendance

All students must attain a minimum of 80% class attendance in each subject studied. Students must attend Homegroup each morning. This keeps students 'in touch' with the daily life of the College. Students may leave the College in the afternoon if they have study periods. Students must obtain a doctor's certificate where they are absent on the day of a scheduled SAC.

Regular attendance at all classes is essential for a student to progress and also for authentication of SAC's, SAT's and outcomes. If students absent themselves the following steps will take place:

- Any unauthorised absence from a class will result in a meeting with the teacher and VCE Coordinator. A detention or similar may be issued. Frequent absences will result in a meeting with parents and the VCE Coordinator.
- If the student continues to be absent and misses over 20% of classes in a study in a semester in an unauthorised fashion, he/she will receive an N for the affected units, which could in the case of Unit 3 & 4 subjects lead to failure of the VCE.
- Students who have "study periods" (i.e. no classes timetabled) are expected to work in the library
or study room and must obtain the permission of the VCE Coordinator to vary this arrangement.

- Students must bring a note, signed by parents or guardian, should they be absent from school for any reason. The note should be given to the homegroup teacher.
- Students are required to attend all devotions, assemblies and excursions and to be punctual at all times.
- It is the responsibility of the student to catch up on work missed while absent from any class.
- Authentication queries will arise if students have missed classes in an unauthorised manner.

NOTE – Students are encouraged to keep in close contact with their teachers / VCE Coordinator regarding absences. If a student is absent for an extended period (holiday, illness etc.) they must contact the VCE Coordinator and their teachers in writing and in a timely manner: where possible, before the event.

VCE students must request permission if they are to miss a class for any reason other than illness/family holiday. Requests must be made using the required form (See Appendix 11) 2 days before the class. This particularly applies to Rally Days and volunteer work/fundraising activities in the school. Teachers have the right of refusal if a student is behind in their studies and/or is in danger of failing.

4. Satisfactory Completion

4.1 Satisfactory Completion of the VCE

The minimum requirement for a student’s program for the award of the VCE is satisfactory completion of 16 units, which include:

- Three units of the common study of English/English as a Second Language/Literature (Units 1, 2, 3 or 4)
- Three sequences of Units 3 and 4 studies other than English

Please note that VTAC advises that for the calculation of a student’s ATAR, satisfactory completion of both Units 3 and 4 of English or English ESL is required.

4.2 Satisfactory Completion of a VCE Unit

To receive an "S" for a Unit, students must satisfactorily demonstrate achievement of each of the outcomes for that unit as specified in the study design. Achievement of an outcome means:

- Outcomes and SACS must receive a minimum of D (50%)
- The work meets the required standard as set out in the Study Design
- The work was submitted by the due date
- The work is the student’s own.

A student may not be granted satisfactory completion if:

- The work scores less than 50%.
- The student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including special provision. (see Appendices)
- The work cannot be authenticated
- There has been a substantive breach of rules including College attendance rules.
- If any of the outcomes are not achieved, the student receives an N for the unit
- Where the student has completed work but there has been a substantial breach of class attendance, the student may be awarded an N.

4.3 Appeals Against Decision of Non-Satisfactory Completion of a Unit.

If the student is awarded an N as a consequence of failing to meet a deadline for an outcome or failing to meet a deadline for an extension of time for any reason, that student has the right of appeal to the College VCE appeals committee. (See Appendix 5)

1) The appeals committee who will report their decision to the Principal will hear student appeals.
2) The appeals committee will consist of the Principal or the Principals delegate, a teacher other than the teacher who awarded the unit result, and a third member who may be a non-teacher member of the College Board.
3) The student must lodge in writing the appeal to the principal within 14 days of receiving the unit results.
4) The appeals committee must consider all records relating to the case and may interview the student. The student should be given not less than 24 hours notice of this interview. If the student wishes, a parent or friend may attend in a support role but not as an advocate.

5) Where the teacher involved in the above dispute is a member of the committee a deputy will take their place for the hearing of that appeal.

The student will be notified of the result of the appeal within 7 days of the appeals committee meeting.

5 Victorian Curriculum and Assessment Authority (VCAA)

VCAA sets down rules which students must observe when preparing coursework and school assessed tasks. They are:

1. Students must ensure that all unacknowledged work submitted for course work is their own.
2. Students must acknowledge all resources used, including:
   - Text and source material
   - The name(s) and status of any person(s) who provided assistance.
3. Students must not receive any undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or notetaking) but which has been transformed by the student and used in a new context.
- Prompting and general advice from another person or source, which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:

- Use of, or copying of another person’s work or resources without acknowledgement
- Actual corrections or improvements made or dictated by another person.
- Students must not submit the same piece of work for assessment more than once.
- Students who knowingly assist other students in a Breach of Rules may be penalised.
- Students must sign the declaration of Authenticity at the time of submitting the completed task. This declaration states that all unacknowledged work is the student’s own. Students must also sign a general declaration that they observe the rules and instructions for the VCE, and accept disciplinary provisions.

6 Computer Work

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability
- Hard copies of the work in progress are produced regularly
- Each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.

7 Outcomes

Each outcome is specified in the unit study design in terms of its key knowledge and key skills required to obtain satisfactory completion. The Study Design provides details of activities of which the teacher will select one or more. The College will develop courses that provide opportunities for students to demonstrate achievement of the outcomes and to satisfactorily complete the units of their VCE studies.

At the beginning of the semester, students can access Edumate which details the outcomes and assessment tasks for the unit, as well as SAC/SAT information for the unit, including draft inspection for SAT's and final submission dates. Students will be informed in the planning document of each study the weeks in which SAC's will be held. The teacher with the class should discuss these in detail. (Where it becomes necessary to alter SAC’s/SAT’s or outcomes or dates, due to changing or unforeseen circumstances, the students will be informed as soon as possible in order to minimise disruption to program.)
Where a student is not making satisfactory progress towards the completion of a SAC/SAT or outcome, the teacher may issue the student’s parent with the notification contained in Appendix 4.

8 Submission of Work

It is the student’s responsibility to ensure that work is submitted to the unit teacher and that the work has been recorded as being received. Work may be submitted at any time up until 4:00 p.m., or as arranged with the teacher, on the day on which the work is due. Work may only be submitted in the following ways:

1) To the unit teacher directly.
2) To the College office.

If work is submitted to the College Office the office staff will stamp their work and the ‘Receipt of VCE work book’. Both stamps must be completed by the student and signed by the office staff.

The Receipt of Work stamp contains the following information:

a) Student name
b) Teacher name
c) Study name
d) Title of work
e) Date and Time of submission
f) Office staff signature

Students are also responsible for ensuring that their work contains their name, the title of the work and the name of the teacher.

The teacher or student who has lost work, who has had work stolen, or who has had work damaged will need to complete a written statement describing the circumstances. This does not apply to work lost or damaged by computer misuse or malfunction. The College does not guarantee availability or workability of College computers or printers on any day.

The statement must be signed and dated. The Principal, acting on the advice of the unit teacher, shall determine the unit result for the student.

9 Resubmission of Work

An outcome that has been submitted but in the opinion of the unit teacher is found not to be satisfactory, may, at the discretion of the teacher, be returned to the student for resubmission.

The teacher will advise the student in writing of the new submission date if the student is classified as experiencing significant hardship.

In Units 1 and 2, if the outcome is also graded, the initial grade stands. The VCE Coordinator is the final arbiter for resubmission dates, if required.

Students may resubmit work to meet the satisfactory completion requirements of a unit. Students may not resubmit tasks for the reconsideration of Coursework scores awarded by the College.

10 Late Submission of Work

Should a situation arise where a student requires more time to complete a work requirement or outcome, the following procedure must be followed:

11 Student makes application for extension of time to the class teacher on the form contained in Appendix 1 at least two days prior to the original submission date. Submissions made later than this will generally not be accepted unless the VCE Coordinator determines, after consultation with the class teacher, that there are exceptional or irregular circumstances that may cause a late submission.

12 With the exception of this latter case, the decision for extension of deadlines is entirely the teacher’s own, however, extensions will not be granted if the teacher is not satisfied that the student has made a reasonable attempt to complete the work in the given period. The teacher’s authentication records and other records may be used to determine this.

13 The amount of time granted will be in accord with that specified above in the section concerning
resubmission of work.

14 The form in Appendix 4 may be used to advise parents that the student is to be issued with an 'N' for an outcome and has not responded to continued requests to submit the necessary work.

15 Absence on the Day of a SAC

Students must attend the College on the day or week of a SAC. Medical certificates, pastoral reference, statutory declaration or police statements are compulsory to explain any absences. Students are also required to arrange with the class teacher to sit the SAC. Specified SAC catch up times will be allocated throughout the year. Students who have failed to complete a SAC must make themselves available at these times, which will be after school hours on Wednesdays.

We make this rule so that students understand the serious nature of attendance on these days. Students must understand that the rules as set by the VCAA do not make allowances for the resitting of SAC's where there is no valid reason for an absence. A student will be awarded a zero grade in these circumstances. Where students have permission to sit a SAC outside class time, they must fill out and sign an 'Authentication Record for School Assessed Coursework' form.

If a student wishes to sit a SAC at another time for reasons other than illness, for example, to attend an interschool sports' day, they must complete a 'Permission for SAC Absence' form (see Appendix 10).

16 Special Provision for School Assessed Coursework

In 2003 the VCAA changed how provision is given to students who become ill or experience personal hardship at the time of their VCE Assessments. Schools no longer report consideration of disadvantage or provide estimated grades and scores to the VCAA. Teachers provide special arrangements to assist students, and for all school based assessments they determine the score that takes into account each students circumstances and report this to the VCAA as the final score.

The College may offer an alternative date, an alternative task, more time to complete the task or other alternative arrangements to help students.

17 Applying for a Derived Examination Score (DES)

If a student becomes ill or experiences a traumatic event in the two weeks leading up to the examinations or during the examination period, or during an examination you may apply to have your examination results determined by the VCAA. This applies to all examinations – written, oral and performance. The Principal will determine whether you are eligible and make a recommendation to the VCAA. The application must be substantiated with evidence from an independent professional e.g. Doctor, social worker, police officer or solicitor. If a derived exam score is being applied for, students must follow the advice of the VCE Coordinator and class teacher with respect to alternatives such as, use of a scribe or computer.

18 Applying For SEAS (Special Entry Access Scheme)

The SEAS program allows selection officers at VTAC to grant extra consideration for course entry to applicants. Consideration of SEAS may relax some aspects of the specific requirements but not exempt them. You need to attend all interviews, sit any required tests, submit all required folios regardless of your SEAS application.

SEAS categories are as follows:-

- Personal information and location (includes under-represented schools).
- Non English speaking background.
- Difficult circumstances.
- Disadvantaged financial background.
- Disability or medical condition.
- SNAP and SALT programs. (La Trobe and RMIT University).

19 VCE Examinations

The timetable for examinations to be held in October/November and will be distributed to all unit 3 and 4
students when they are announced by VCAA. Practice exams will be held during the revision period after the completion of Unit 3 and 4. Formal practice Exams as well as revision days, are held during the Term 3 holidays at the College.

20 Year 11 Exam Period

Students of all unit 1 & 2 studies, which have a written exam in unit 3 and 4, will do an exam in a designated week of both semester 1 and 2. The test will be an assessment task and it should reflect the exam given in units 3 and 4 in length and design.

There will be an organised timetable for the exams in this week.

21 Storage of Student Work

It is expected that students or staff will retain work completed for SAT’s and SAC’s and outcomes until the end of the year in which the work was undertaken. In each study the subject teacher will determine who will keep the work. Students should be informed of this decision. Such work may be requested by VCAA as part of the process of course sampling. The person keeping the work is responsible for producing the work if requested by VCAA.

The College will retain all student work completed for SAT’s taken over an extended period until results are released in December.

22 Amending Personal Details

Students must check their personal details on their Personal Details forms provided each semester to ensure their details are correctly recorded on the VASS system.

Procedure:
1) Student makes the necessary amendments on the "Student Full Details" form available from the VASS Co-ordinator and gives this to the VCE Coordinator.
2) VASS Co-ordinator makes the amendments via the VASS system and gives an updated copy to the student.

23 Withdrawal from the VCE

Procedure:
1) Student completes an official School Withdrawal Form (see VASS Co-ordinator) authorising the VCE Coordinator to withdraw them from the V.C.E.
2) The Withdrawal form is signed by the VCE Coordinator, parents/guardian and the Principal.
3) The VASS Co-ordinator makes the necessary adjustments to the student’s program via the VASS system.

The VCE Coordinator, having consulted with the relevant staff is responsible for making the offer of a place to any student but the final admission decision will be taken by the Principal.

Year 10 students undertaking a VCE study will be strongly advised to enrol in both Unit 1 and Unit 2 of the study.
SECTION C: AUTHENTICATION

In order to obtain satisfactory completion of a unit at any level, students must submit all work that is clearly their own. All assistance received by the student in producing the work must be acknowledged and be obvious to the reader.

Students must be responsible for ensuring that the teacher has no difficulty in authenticating their work. They should understand that the teachers cannot authenticate work with which they have doubts until further evidence is provided.

1. Rules and Procedures for Determining Authenticity

1.1 Authentication of Outcomes and Assessment Tasks.

The teacher will monitor the development of the outcomes by sighting plans and drafts of the students work and keeping a formal record of the process.

A student may be asked by the teacher at any time to demonstrate your understanding of the outcome or assessment task at its submission time.

Work will only be received if the teacher believes it is the student’s own. If the work cannot be authenticated, it will be dealt with as a breach of rules as outlined in this handbook, and the relevant clauses in the VCE Admin Handbook.

1.2 School Assessed Tasks (SATs)

In addition to the preceding requirements of 1.1, the following procedure will be observed by teachers in monitoring SAT's:

- The teacher will regularly monitor and record each student's development of the SAT, from planning and drafting through to completion. This requires regular sightings of the work by the teacher. The teacher will use a monitoring proforma which requires three (3) class observations of classroom work and must be signed by both the teacher and the student.
- The teacher may at any time require the student to verbally demonstrate their knowledge of work produced in the SAT at or about the time of submission
- The teacher and the student must sign a declaration of authenticity to attest that the work is the students own.
- If any part of the SAT cannot be authenticated then the matter will be dealt with as a breach of rules, provisions are set out in this handbook.

1.3 Authentication of Work Produced Using Computers

The rules are essentially as those set out above in 1.1 and 1.2. When students use a computer it is their responsibility to ensure that:

- There is an alternative system available for use in case of computer or printer malfunction or lack of availability.
- The work is continually saved and when changes are made the work is saved onto a back-up file.
- Hard copies of work are produced to meet all submission deadlines and drafting and authentication requirements.

2. Procedures for Suspected Possible Breaches of Authentication

Teachers will not accept work for assessment until they are sufficiently assured that the work is the student's own.

In such cases the onus is on the student to provide evidence that the work submitted is the student’s own and was completed according to the requirements of the VCAA.

Teachers need to ensure themselves of the fact that the student’s work is typical of other work produced by the same student.

In order to obtain the necessary evidence, students may be required to:

- Provide evidence of the development of the work, for example, drafts which may not have been sighted by the teacher
• 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 task (or test) related to the original task.
• Attend an interview or complete a test to demonstrate understanding of the work.
• Work is not inconsistent with the teacher’s knowledge of the student’s ability.
• The student’s work contains no unacknowledged material.
• The work has been sighted and monitored in its development.

2.1 Student Interviews and Tests
Students may be requested to attend an interview or complete a supplementary assessment task or test (written or oral) to demonstrate their understanding of the work. These must be conducted as follows:

• The student must be advised in writing of the purpose and nature of the interview, assessment task or test and be given at least 24 hours’ notice when it will be conducted.
• Interview panels should consist of at least one and no more than three teachers (the teacher of the study and up to two representatives of the principal). It is recommended that authentication interviews be conducted by the panel or committee set up by the College to hear appeals against decisions on satisfactory completion of a SAT, SAC or outcome and against special provision decisions. A parent or friend may attend the interview in a support role, but not as an advocate.
• If any part or all of the work cannot be authenticated, then the matter must be dealt with as a Breach of Rules.

3. Procedures for Dealing with Breaches of Authentication
The principal will be informed of all suspected breaches of authentication.

The information required for this section is contained in VCE Admin Handbook – Review of SAT’s. Copies are available on application to the VCE Coordinator.

The student will be notified in writing within 14 days if a decision is made to impose a penalty for breach of authentication. VCAA will also be notified. (See 7.1 of above-mentioned Admin Handbook. for details to be included in notification)

Possible Actions for breaches of authentication for Outcomes

The principal has the power to:
• Reprimand a student;
• Give the student the opportunity to resubmit if this can occur within the dates designated by VCAA;
• Refuse to accept that part of the work which infringes the rules and base a decision whether to award the work requirement an N or an S upon the remainder of the work;
• Refuse to accept any of the work if the infringement is judged by the principal to merit such a decision, in which case an N will be awarded for the outcome.

Where work was initially accepted for assessment and a breach of authentication has been discovered after the initial assessment has been made then the principal shall determine which of the above penalties shall be imposed. This may result in a change of the original result from an S to an N in accordance with the above procedure.

If an N is awarded for an outcome then as a consequence an N will be awarded for the unit concerned.

Schools may seek advice from VCAA about imposing an appropriate penalty. Students have the right of appeal to VCAA against penalties imposed for breaches of authentication.

Possible Actions for breaches of authentication for SAT’s and SAC’s

The principal has the power to:
• Reprimand a student;
• Give the student the opportunity to resubmit work if this can occur within the dates designated by VCAA;
• Refuse to accept that part of the SAT or SAC, which infringes the rules, and submit a score solely
on an assessment of the remainder. This may lead to the work being awarded a zero. Schools should seek advice from the Manager, School Assessment, VCAA about allocating an appropriate grade;

- Refuse to accept any part of the SAT or SAC if the infringements are judged by the principal to merit such a decision. The student should be awarded NA (Not Assessed).

Students have the right of appeal to VCAA against penalties imposed for breaches of authentication (see Section 10.5 below).

Normally issues relating to authentication for SACs/SATs will be settled as soon as possible after the SACs/SATs are submitted.

4. Student Appeals (See Appendix 5)

Students have right of appeal to VCAA against penalties applied for breach of authentication in SATs and SACs. Students may appeal on one or both of two grounds.

- That a breach had not occurred
- That the penalty was too severe

The VCE Coordinator will supply the information for this procedure on request (see Section 14 of the Admin Handbook.)