



Waverley Christian College

2018

SENIOR SECONDARY POLICY HANDBOOK



LOVE FAITH RESPECT WISDOM INTEGRITY EXCELLENCE COMMUNITY

Narre Warren South Campus 20 College Drive, Narre Warren South Vic 3805
Ph: +61 3 8765 7700 Fax: +61 3 9705 9204 nws@wcc.vic.edu.au www.wcc.vic.edu.au

Wantirna South Campus 1248 High Street Road, Wantirna South Vic 3152
Ph: +61 3 9871 8600 Fax: +61 3 9887 3907 college@wcc.vic.edu.au www.wcc.vic.edu.au

Welcome to Senior Secondary

2018 offers you an excellent opportunity to be a part of a successful Senior Secondary program at WCC including VCE, VET and VCAL possibilities. Having been ranked highly amongst all VCE providers in our history as a College, you will be in good hands as you embark on a challenging and yet thoroughly rewarding pathway.

The VCE involves some privileges but also great responsibility. As well as setting an example for the rest of the School, VCE students have a responsibility to understand the procedures and policies associated with the course of study they are undertaking. The school is required to provide this document, but the onus is on each individual student to be familiar with the information it contains.

This booklet contains essential information that every Senior Secondary student must be familiar with. The policies it contains are binding and absolute. This booklet aims to answer many of the questions relating to the College's policies and procedures, and knowledge and application of its contents will prevent many unnecessary problems throughout the year.

This document includes the College's specific VCE, VET and VCAL policies as well as the Victorian Curriculum and Assessment Authority's (VCAA) rules for students. (VCAA is the organisation overseeing the state-wide administration of the VCE/VCAL). All students and parents are, therefore, urged to read this policy booklet immediately and to speak with staff at the College about any concerns that may arise.

Subject teachers and VET providers will supply detailed descriptions of the specific work requirements and assessment tasks for individual 2018 units.

Subject teachers, Year Level Coordinators, the Careers Advisor and the VCE Coordinator will work together with you as a team this year in helping you to meet the requirements of the VCE and VCAL. We wish you every success and God's blessing for the year ahead.

Mrs Natasha Mason
WS VCE Coordinator

Mr A. Hindle
NWS VCE Coordinator

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1. SENIOR SECONDARY COURSES

Extensive detail of the College's offering in the WCC Senior Secondary Handbook, available on the College website. This section of the Policy Handbook addresses specific Senior Secondary policy matters, rather than the nature of subject offerings and the process of subject or course selection.

All VCE/VCAL students must complete an annual enrolment form and must therefore sign a general declaration that they will obey the rules and instructions for the VCE/VCAL prescribed by the VCAA and explained herein and by means of any other official VCAA documentation. This form must include information about any external VET or language studies, Distance Education or other accredited external studies.

1.1. VCE

The VCE is made up of a series of 'studies' (subjects) each of which is divided into semester-long 'units'. Generally Year 11 students will complete Units 1 and/or 2 of their chosen studies whereas Year 12 students will complete Units 3 and 4 (which must be studied as a sequence). It is, however, possible for Year 10 and 12 students to undertake Unit 1 and/or 2 of VCE studies and for Year 11 students to undertake one or more Unit 3 & 4 sequences, subject to College approval. Each study is conducted according to the Victorian Curriculum and Assessment Authority's (VCAA) 'study design', relevant details of which are passed on to students by their teachers.

Each student's own VCE program will be individually developed to best suit their career pathways and personal interests in such a way as to maximise their performance in each study.

Year 11 students in 2018 will generally take 6 studies (12 units) of which either English or EAL Units 1 & 2 are compulsory. Year 12 students will generally take 5 studies of which either English or EAL Units 3 & 4 are compulsory. Within these programs of study it is a VCAA requirement that satisfactorily completed units must include:

- At least 16 units including at least 3 units of English or EAL (two of which must be Units 3 and 4 English or EAL)
- Three sequences of Units 3 and 4 studies other than English or EAL.

The workload of all VCE units is prescribed by the VCAA but organised and administered by subject teachers. It is the intention of the College that every student be given every opportunity to satisfactorily complete all work by the due date and to therefore complete their VCE to the highest possible standard. To this end the following policies have been developed.

1.2. **VET**

All VET delivery and assessment is a part of the National Training Framework (NTF). Programmes are delivered by partnership with another Registered Training Organisation (RTO), usually another Secondary School or a TAFE College, who issue a certificate upon completion of the course. VET modules contribute towards VCE Units and have full VCE status as well as providing an industry endorsed, nationally recognised credential. Students may wish to gain this credential to enhance their prospects for gaining full-time employment immediately after leaving school (or they may wish to upgrade this study to a higher-level qualification first, if possible) or they may use it to secure part-time skilled employment whilst completing post-secondary study. Students would, ordinarily, begin a VET course when in Year 11 and then continue to study this (often at a Certificate III) level in Year 12.

Whilst there are enormous benefits associated with undertaking VET courses within a student's VCE programme, families should be aware that:

- External studies will bear extra tuition costs that Waverley Christian College is unable to subsidise.
- Students may miss some VCE classes on the day that VET courses are run at other institutions and will be expected to complete work missed and comply with all deadlines for VCE work. Students can, however, apply for an extension of time for school-based work where appropriate.
- Students have to make their own way to and from the institution where they are studying and to and from any work placement venues that may be associated with the running of the appropriate VET course.

Students will not necessarily have the completion of their work as closely supervised and monitored as they would within the College and cannot expect the Christian values and ethos of the College to be upheld in any of the institutions offering the various VET courses.

1.3. Completing VCAL

The Victorian Certificate of Applied Learning (VCAL) is a hands-on alternative to the Victorian Certificate of Education (VCE). The VCAL gives you practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. Like the Victorian Certificate of Education (VCE), VCAL is an accredited secondary certificate.

Students who do the VCAL are likely to be interested in going on to training at Technical and Further Education (TAFE) institutes, doing an apprenticeship, or getting a job after completing school. However, if you start your VCE and then decide to transfer to the VCAL, it won't be too late to change your mind. In fact, any VCE units you complete as part of your VCE may count towards your VCAL, should you decide to transfer between certificate courses. The VCAL's flexibility enables you to undertake a study program that suits your interests and learning needs. Accredited modules and units are selected from the following four compulsory strands:

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills

If you successfully complete your VCAL, you will receive a certificate and a Statement of Results that details the areas of study you have completed.

(Throughout this document, statements referring to VCE students and studies also apply to VCAL students and studies)

2. ATTENDANCE

General Attendance

- 2.1. Punctual attendance is required for all Senior Secondary students every school day and to each class. Lateness will not be permitted and consequences will be allocated by subject teachers, Home Group teachers and Year Level Coordinators as required.
- 2.2. Official 'Study Leave' is granted on the timetable which does not clash with scheduled classes. Late arrival will only be permitted once approved study leave is granted for that time by the Year Level Coordinator.
- 2.3. All Senior Secondary students are expected to attend all classes, excursions, sports days, assemblies and any activities prescribed by the College and to be punctual and in full and proper uniform at all times. Revision or other work will not be considered an appropriate excuse. Students will not be permitted to stay home from classes in order to revise and prepare for SACs or to complete SATs. Parental notes will not be a sufficient reason for absence. If you have concerns about your workload, you should address them with your VCE Coordinator after first speaking with the relevant subject teacher/s.
- 2.4. No student has permission to leave the College during the school day unless specific written permission is received from a parent by a Year Level Coordinator or Home Group Teacher who will then approve the departure prior to its occurrence. The student will then need to sign out using the appropriate procedure.
- 2.5. A minimum 90% attendance at all scheduled lessons and activities is required to enable satisfactory completion of all Senior Secondary units. The 10% allowance covers short-term illness, and approved interruptions, subject to the conditions described within this document. The minimum attendance includes school-approved activities such as subject excursions. Students are not permitted to miss any scheduled classes for the purpose of external employment or preference to study at home. The purpose of this requirement is to ensure you have every opportunity to complete the requirements of your studies.
 - 2.5.1. Students should not be absent for long periods of time due to family holidays, missions trips or other potentially avoidable circumstances. The College understands the value of these activities; however they can have a detrimental effect on a student's ability to complete their subjects.
 - 2.5.2. Where a prolonged health issue or event beyond the students control causes the absence, the VCE Coordinator will discuss with you appropriate provisions for the completion of your studies where possible.
 - 2.5.3. If you are not able to meet this requirement, the subject teacher or VCE Coordinator may require you to complete additional work at the College to enable you to satisfactorily complete your study. If the student's attendance is not rectified to meet the requirement, an "N" (Not Satisfactory) result may be awarded for the unit in question, and parents will be notified prior to the "N" being awarded. If the student wishes to appeal against a school decision

then they must use the appropriate appeal procedure described later in this handbook.

- 2.6. It is the responsibility of the student who is absent to find out what work was covered in the missed classes and what work may have been set at that time and to act accordingly.

Extensions of Time for Coursework

- 2.7. Absences from school must be substantiated in a note signed by the student's parent or guardian and must, in the event of illness, be accompanied by a **relevant medical professional's certificate** if work was due or if a test, SAC or examination was to be held during the period of absence. It is the student's responsibility to be aware of such assessment dates.
- 2.8. Any absences due to illness or serious hardship (e.g. bereavement) for school-assessed course work may warrant an extension of time for the completion of work. Eligibility is ultimately determined by the VCE Coordinator in consultation with the subject teacher. Written application must be made using the "Extension of Time" form to be obtained from the VCE Coordinator. This form must be:
- signed and dated by the student,
 - signed and dated by the subject teacher who will nominate a completion date which will generally be the earliest possible time but which must not extend beyond the final dates for Units set by the VCAA,
 - accompanied by supporting documentation (in cases of concerns with student work, earlier drafts/printouts or versions of the work may act as proof of completion for authentication purposes and for possible grade determination, etc.),
 - submitted to the VCE Coordinator.
- 2.9. **Once the new date for the assessment task is set by subject teacher, any further extensions of time will require a new application. It is the student's responsibility to attend at the required time and place.**
- 2.10. In general, the subject teacher or VCE Coordinator will communicate any decision on the outcome of an application for extension of time, based on the validity and legitimacy of the application.
- 2.11. Where an extension of time cannot be granted due to the nature of the task, but is still warranted by the circumstances, a teacher may require that a similar but alternative task be completed at a different time.

3. SPECIAL PROVISION

Provision for Coursework and Exams

- 3.1. In cases where special needs arise, such as significant illness or hardship or an approved learning disability affecting school-based assessment where special arrangements may be required for internal assessments, application for internal special provision may be made with the VCE Coordinator. Eligibility for internal special provision is determined by the VCE Coordinator and guided by the provisions the VCAA would provide for external examinations.

Depending on the circumstances and the privacy requirements of the situation, once the College is aware of the illness or hardship, relevant other staff member may be made aware eg school nurse if relating to illness, Year Level Coordinator and Chaplain for a pastoral matter.

- 3.2. Applications for special examination arrangements for Unit 3&4 VCE studies must be made in writing to the VCE Coordinator by late February, 2018. The VCAA is responsible for determining eligibility and granting approval.
- 3.3. Teacher absence or other teacher-related difficulties are not acceptable grounds for special provision. Also, a student who misreads a coursework document, an examination timetable or an examination paper will not be eligible for special provision.
- 3.4. Students experiencing illness at the time of the exam or extreme circumstances in the two weeks prior to the exam may apply for a Derived Exam Score. Application forms are available from the VCE Coordinator. Supporting material must be provided to the VCAA from qualified professionals.

4. EAL AND LOTE ENROLMENTS

- 4.1. Application for English as an Additional Language (EAL) students should be noted on the VCAA VCE Student Details enrolment form, completed annually, for any student undertaking one or more Unit 3-4 sequences. This will permit the College to ensure your enrolment is completed accurately.
- 4.2. EAL status must be granted in order for any student to undertake English EAL. Note that Application for Enrolment in English as an Additional Language in 2018 must be made via the EAL Teacher (Mrs Maggie Yeo) by 2nd February and students should consult the EAL Supervisor for the appropriate application form prior to this date.
- 4.3. All applications for second language status in Indonesian, Japanese, Korean and Chinese Units 3 & 4 for 2018 must be made via the Distance Education provider and VCE Coordinator by Friday 20th October, 2017. If you have not met this deadline, you must see the VCE Coordinator to arrange this immediately.

5. COMPUTER USE

- 5.1. When students are permitted to use a computer to produce work it is the student's responsibility to ensure that their work is regularly saved and backed-up. Computer malfunction will not be accepted as an excuse for late or non-submission of work.
- 5.2. **Hard copies of work in progress must be produced regularly to meet authentication requirements and produced when required by the subject teacher. Each time changes are made to work the student concerned should save the work onto a back-up file. The back-up file should not be stored with the computer.**
- 5.3. Where students are able to complete work beyond the classroom, in order to verify that submitted work has been completed without assistance beyond the scope of the task, students will be asked to sign a VCAA Authentic Declaration.
- 5.4. Other policies relating to the use of computers can be found in the Secondary Device Agreement document and Acceptable User Policy (AUP) which can be found on SEQTA.

6. PRIVATE STUDY AND THE STUDY CENTRE

Private Study

- 6.1. VCE students will complete all Private Study periods in the College Library, Year 12 Study Centre or a designated area specifically for Private Study purposes. (This policy is subject to change throughout the year.) They should not leave the campus or be in areas where they are not under the supervision of College staff.
- 6.2. All students are expected to be purposefully occupied with teacher-approved and/or study-related activities in their specified area during private study periods as well as during lessons. Year Level Coordinators or supervising staff will determine appropriate sanctions for those students who do not use their time effectively.
- 6.3. Parents may apply for Official Study Leave for their Year 11 and/or Year 12 students by signing the application for VCE study release. Conditions for this leave are provided on the permission form that should be retained in the student diary on approval
- 6.4. All students must attend Chapel on Thursday, Period 4. Year 11 students who come to school during their study frees must report to the library or the designated study room to undertake private study, except Wednesday afternoons. Year 12 students will use the Year 12 Study Centre or the library or the designated supervised Private Study room.
- 6.5. The 2018 timetable has been developed to enable all VCE/VCAL students study leave release on Wednesday afternoons. VCE students will finish school after lunch on Wednesdays. In 2018 SACs will be scheduled by some subjects on Wednesday afternoons. Students are expected to stay at school and attend a SAC

when required. VET students will not be expected to attend if they have class, but will be required to arrange an alternative time to sit the SAC.

- 6.6. (Wantirna South Only) Students with a Period '0' class (8:05am to 8:55am) will not be considered for a study leave for Periods 1 & 2 for the same morning. Attendance at Home Group assemblies at 9:00am is an important part of College life. Decisions on requests for morning leave will be considered within this constraint.
- 6.7. Students may be required to stay at the College when they have previously approved study leave to either complete outstanding coursework or assessment tasks at the discretion of the VCE Coordinator, in consultation with parents.

Year 12 Study Centre

- 6.8. Rules for the Year 12 Study Centre will be outlined by the Year 12 Coordinator each year, and will be updated as required throughout the year. Students can reasonably expect that the following conditions will always apply to its use:
- Only Year 12 students may make use of the Year 12 Study Centre
 - maintenance, use, cleaning and condition of the Year 12 Study Centre will be the responsibility of all Year 12 students
 - The Year 12 Study Centre may be used for study-related group discussions during timetabled study periods (but not for recreational activities)
 - Students should not be in the Year 12 Study Centre after 4:00pm unless a prior arrangement has been made with a supervising teacher. Students at the College after 4:00pm should report to the library.

7. STUDENT CARS

- 7.1. Students who are licensed to drive to the College may *under no circumstances* have passengers in their vehicle at any time travelling to or from school or travelling during the school day, unless the Year Level Coordinator has received *specific* written permission for them to do so from the parents of all students who would be in that vehicle, ie. the driver and the passengers. No signed permission form means no passengers. (Driver permission and agreement). This includes during exam periods.
- 7.2. The College's car parks should be used by any licensed student drivers during regular school time. Parking on school grounds is entirely at your own risk.
- 7.3. At NWS, students parking at the College should park in the Spec Building car park on the Narre Warren North Road side of the Gym. At WS, students should use the Car park on the Eastlink side of Cathies Lane.
- 7.4. Reckless driving behaviour by any student, including learner drivers, may result in a ban upon the offender driving within the College property.
- 7.5. Students will not be permitted to make use of their vehicles for any purpose during the school day.
- 7.6. Student's wishing to use their vehicles for travelling to school approved excursions, must have approval prior to the excursion taking place with the relevant subject teacher, year 12 coordinator and the student's parents.

8. COMPLETION OF COURSEWORK AND EXAMINATIONS

Coursework

- 8.1. In order to obtain a VCE, VCAL or complete a VET Course, all school assessed coursework must be the student's own work and must be completed on time during the specified conditions and to the standards described in the relevant study design and prescribed by the teaching staff of Waverley Christian College.
- 8.2. Students completing any studies as a part of their VCE/VCAL program that are not directly taught by Waverley Christian College (e.g. VET courses and VSL or Distance Education units) must complete these in accordance with all other rules and policies of Waverley Christian College.
- 8.3. VCE teachers will collectively organise the spread of assessments through the year in order to ensure a consistency of workload as best as possible. There will inevitably be peak times of the year when students will have very regular assessment tasks. Each teacher will be responsible for issuing approximate assessment dates at the commencement of the school year through SEQTA.
- 8.4. A reminder of an upcoming assessment will be given by teachers no sooner than a week before the due date or test date and will detail the specific nature of the task. It is the responsibility of any absent student to seek their teacher for any information on upcoming assessments they have missed.
- 8.5. After coursework is submitted for assessment, teachers will provide feedback to students including advice on particular problem areas, advice on where and how improvements can be made for further learning, reporting of S or N decisions and/or written comments on students' performance against each outcome. The teacher ultimately decides whether or not a student has satisfactorily achieved a prescribed outcome, based upon assessment, observation and, if necessary, interview. **Students may be made aware of initial quantitative teacher assessment. It is possible for any assessment/grade to vary significantly after statistical moderation.**
- 8.6. Statistical Moderation of school-based assessments by the VCAA will utilise a reference score for each student formed from the related examination score and, where justified, the VCAA's General Achievement Test (GAT) component score. This will ensure that the top moderated assessment within the College group equals the top individual student reference score, i.e. the rank order of school assessed coursework is unchanged.
- 8.7. Where a study is taught to more than one VCE/VCAL class, the same course, school-assessed coursework and the same assessment program will be used in order to ensure comparability and consistency of assessment and authentication. This is particularly relevant where VCE subjects are offered across both campuses. Teachers will regularly meet to internally moderate coursework to ensure accurate ranking of the cohort. Assessment tasks completed in a moderation partnership with another school (which must be formed for classes of fewer than five students) need not necessarily be identical to those completed in the other school.

Examinations

General Achievement Test:

June 13th, 2018 from 10.00am to 1.15pm

- 8.8. The GAT is to be undertaken by all students enrolled in Unit 3 and 4 studies. This will ensure state-wide comparability of assessments by comparing the distribution of school-based assessments with the distribution of GAT scores.

October-November 2018 examination period:

Performance and Languages oral examinations

Monday 8 October 2018 – Sunday 4 November 2018

November written examinations

Wednesday 31 October 2018 – Wednesday 21 November 2018

- 8.9. Examination rules and conditions are prescribed and issued prior to the first examination period by the VCAA.
- 8.10. CCAFL language examinations (which include Korean and Arabic) will be held at an external venue advised by the VCAA
- 8.11. Students who have three examinations scheduled in one day will be awarded a derived exam score for the third examination.
- 8.12. Students who can demonstrate that illness, personal trauma or other circumstances occurring within the two-week period prior to performance, oral or October LOTE written examinations or the first written examination in the June or November exam period may be eligible for a Derived Examination Score (DES). Their application must be substantiated with evidence from an independent professional, the Chief Exam Supervisor and The Principal. The application form for DES will be available from the Chief Exam Supervisor. Additional conditions and information apply (available from VCE Coordinator).
- 8.13. Due to the inevitable overlap of the Unit 2 and the Unit 3&4 examinations, some students will face one or more Unit 2 examinations on the same day as a Unit 3&4 examination. In this case students will be excused to prepare for Unit 3&4 examination if required. Unit 2 exams will be rescheduled within the Unit 2 exam timetable. Where a student does not sit the Unit 2 examination on the appointed day, they will receive a 'Not Assessed' on their subject report.

9. WORK NOT SATISFACTORILY COMPLETED

- 9.1. Any prescribed piece of work, or part thereof, not satisfactorily completed by the due date according to the standards required of the relevant outcome as prescribed in the VCAA Study Design and not subject to an extension of time or special provision will be deemed unable to meet that outcome and will thus warrant the receipt of an “N” (Not Satisfactory) for the unit which can be redeemed according to the provisions in 9.2 below.
- 9.2. Any prescribed piece of work, or part thereof, not satisfactorily completed by the due date will warrant the following action:
- Correspondence will be sent home by the relevant teacher.
 - The work, if due to be assessed, will receive a numerical score of 0% (and thus an “NA” (Not Assessed) grade if totally incomplete or a grade based upon the material submitted if only partially complete. An NA or UG grade where appropriate will be substantiated by a comment on the semester report to parents.
 - The re-sat, amended or entire piece of work will be submitted to the subject teacher who will then determine whether or not the appropriate outcome has been achieved and, therefore, whether the unsatisfactory unit result has been redeemed.
- 9.3. Students will be given opportunities to resubmit work up to the point where VCAA and College timelines allow.
- 9.4. Any student who fails to achieve any outcome(s) for any VCE study or studies by the above end of semester dates will be awarded an “N” (Not Satisfactory) for the unit(s) in question.
- 9.5. Where a student is unwilling to complete required work to redeem a satisfactory grade, the VCE Coordinator and Year Level Coordinator will determine if further sanctions are required to address the student’s attitude to their studies. It is expected that all students will make every effort to complete any unit of study they begin, regardless of future enrolment changes.

10. SUBMISSION OF SCHOOL-ASSESSED TASKS

- 10.1. School-assessed tasks (SATs) are to be completed in accordance with the requirements set out in the VCAA study designs for Visual Communication and Design, Art, Media, Design Technology and Studio Arts. Assessment of students' levels of achievement will be on the basis of teacher ratings on criteria specified annually by the VCAA.
- 10.2. Drafts of School Assessed Tasks must be retained and submitted with the final work. Draft will be initialled and dated by the teacher and then submitted by the student with the final work. Both the final submission and the draft will be submitted to VCAA if required for authentication review. Authentication records must be kept by subject teachers and so plans and drafts must be seen in the classroom at regular intervals. Hence, teachers reserve the right to acquire all relevant verbal and written information pertaining to the completion of School-Assessed Tasks.
- 10.3. School-Assessed Tasks must be submitted by the indicated time on the date and in the place advised by the teacher. Any late submission of SATs, even by a matter of minutes, will result in the work being awarded an NA (not assessed). The lateness of this work will also be dealt with according to the procedures detailed in Section 9. Students are, accordingly, strongly urged to submit School-Assessed Tasks by the afternoon of the day prior to the due date in order to minimise the chances of mishaps preventing the prompt submission of the work.
- 10.4. School-Assessed Tasks (SATs) must be presented on or before the due date and no later than the specified time in the following manner.
 - Submit their final task to the front of which is stapled the completed identification sheet issued by the teacher.
 - Submit a copy of their task. (NB Students will incur the cost of all photocopies)
 - Submit their teacher-annotated & signed draft.
 - Sign the relevant declaration of authenticity for that SAT which acknowledges that all work is the student's own.

11. ASSESSMENT AND REPORTING

- 11.1. Each student undertaking Senior Secondary studies will be issued with a Statement of Results from VCAA at the end of the year in addition to semester reports from Waverley Christian College. The VCAA Statement of Results indicates:
- That a student has satisfactorily completed a particular unit in which case an “S” shall be reported, or,
 - That a student has not satisfactorily completed a particular unit in which case an “N” shall be reported, or,
- 11.2. All Unit 1 & 2 studies offered at Waverley Christian College include assessment tasks which are based upon the outcomes prescribed for those units. These assessment tasks are set, monitored and graded by the teachers of each unit.
- 11.3. All Unit 3 & 4 studies offered at Waverley Christian College include School-Assessed Coursework (and School-Assessed Tasks in certain studies as described in Section 9) and Examinations. These are completed, assessed and reported in accordance with the externally-set requirements outlined in the relevant study designs and in the VCAA Bulletin and other publications issued annually by the VCAA.
- 11.4. The Waverley Christian College feedback for VCE Unit 1 to 4 studies will be provided in detail via SEQTA and in summary through an end of semester report. These will include:
- The student’s overall progress as indicated by teacher comments on work habits, grades (where applicable), conduct and general academic strengths and weaknesses.
 - An overall unit result (an “S” or and “N” indicating that a student has either satisfactorily completed or has not satisfactorily completed the unit. NB an “N” will indicate that the work was not satisfactorily completed).
 - A numerical grade for each assessment task. At Unit 1 and 2 a letter grade is also provided which, for school assessment purposes only (since these assessment tasks are not reported to VCAA for credit towards the VCE), will be as follows:

A⁺	90 – 100 %	C⁺	65 – 69 %	E⁺	45 – 49 %
A	80 – 89 %	C	60 – 64 %	E	40 – 44 %
B⁺	75 – 79 %	D⁺	55 – 59 %		
B	70 – 74 %	D	50 – 54 %		

UG ‘Ungraded’. This symbol does not indicate that a student’s work has not been assessed but that it has not scored highly enough to receive a letter grade A+ to E.

NA ‘Not assessed’ This symbol indicates that the student’s work cannot be marked (usually because it has not been completed either for an acceptable reason subject to the terms of Special Provision (see Section 2) or because of failure to submit the relevant piece of work by the due date – the teacher’s comment on the report should indicate the significance of the NA assessment).

The use of a star (*) indicates modification of student work (usually as a result of the award of Special Provision

This marking system is used because it resembles the Unit 3 & 4 assessment which uses these letter grades but with differing percentage ranges. These must then be used to determine an overall study score for each Unit 3 & 4 sequence studied and, in turn, must be used to contribute to an Australian Tertiary Admission Rank (ATAR) score for tertiary course selection.

- 11.5. As per Section 8, internal grades reported on by the College for Unit 3&4 studies are subject to Statistical Moderation.

12. AUTHENTICATION

- 12.1. Students must ensure that all unacknowledged work submitted by them is genuinely their own work. A declaration of authenticity may need to be signed for any work completed outside the classroom (i.e. work in progress).
- 12.2. Students must acknowledge all resources used correctly with the College specified referencing system. A guide can be obtained from the library or SEQTA.
- 12.3. Students must not accept undue assistance from any person. Undue assistance would include using or copying another person's work or resources without acknowledgment, providing actual adjustments or improvements for a student's work, or dictating or directing a student to insert particular text. Teachers will reserve the right to interview students in regard to their submitted or even partially-completed tasks in order to ascertain whether the work is their own.
- 12.4. Students must not submit the same piece of work for assessment of more than one outcome, unless specified otherwise in the study design.
- 12.5. Students who knowingly assist another student in breach of rules may be penalised.
- 12.6. Teachers will determine the manner in which School-Assessed Coursework should be administered within their lesson provided that the approach taken does not contravene any other official policies and procedures of Waverley Christian College or the VCAA.
- 12.7. Students are not to access pre-prepared notes in assessments where these specifically answer or address coursework questions or criteria unless specifically permitted by the study design or by any other vehicle of official communication from the VCAA.
- 12.8. All VCE teachers will keep all work submitted for any form of assessment until the issue of the VCE results statement/certificate in December. Student can access this on request for revision purposes at a negotiated time with the teacher.

13. BREACH OF RULES

- 13.1. Any student found to be in breach of the rules described above may be awarded an “N” (Not Satisfactory) for a unit and may, furthermore, incur extra penalties imposed by the Principal or Head of Secondary, in accordance with the Secondary Student Handbook.
- 13.2. Any item(s) brought into assessment that might constitute a breach of the rules outlined above, will be confiscated pending an enquiry by school staff into the extent of any advantage gained.
- 13.3. A student may utilise his or her right of appeal to the College in regard to decisions about non-satisfactory completion of a unit, special provision or a breach of rules, by observing the following process:
- The student must apply in writing to the Principal within 14 days of receiving notification by the College of the result for the unit.
 - The Principal will seek to address all matters relevant to the appeal with the student and teacher in question.
 - An appeals committee consisting of the Principal, the VCE Coordinator and the VCE teacher in question will consider all records relevant to the case.
 - The appeals committee, including the subject teacher, may wish to interview the student (a minimum of 24 hours notice of such an interview would be given). A parent or friend would be permitted to attend such an interview in a support role only (not as an advocate).
 - Decisions made by the appeals committee would be communicated to the student in question within 14 days of the interview (or the appeals committee meeting).
- 13.4. Students may appeal to the VCAA in regard to school decisions about a breach of rules, but not in regard to a disagreement with teachers on school assessed coursework assessment.

14. AMENDMENTS TO ENROLMENT DETAILS

- 14.1. Students wishing to withdraw from and/or enter into a VCE unit must:
- Discuss the matter with the Careers Coordinator, subject teachers of both the class of withdrawal and enrolment, Year Level Coordinator and VCE Coordinator
 - Discuss the matter with the VCE Coordinator who may consult with the careers teacher, the subject teacher and the student’s parent(s)
 - Complete an “Enrolment Variation” form issued by the VCE Coordinator which must be signed and dated by the student, his or her parent(s) and the relevant subject teachers and returned to the VCE Coordinator who will file the original copy of the enrolment variation form and issue a copy to the affected teachers.
 - Do so within the first two weeks of the commencement of the unit of study if enrolling in a VCE unit. Enrolment in a Unit 4 study must be confirmed at the time of enrolment within the corresponding Unit 3 study as Unit 3 and 4 studies must be completed as a sequence.
 - Students wishing to reduce the number of subjects which they complete away from 5 subjects in year 12 and 6 in year 11 must apply to the VCE Coordinator

to have their enrolment reduced. A signed letter from the student's parents outlining the reasons for such a change is also required. The reasons provided will be processed by a panel including the VCE Coordinator, Director of Teaching and Learning and Head of LEAPS. Approval will not normally be granted unless the circumstances are exceptional.

- Students should not assume that their desire to change their programme will always result in an outcome that meets their aspirations. Various operational and educational reasons may result in the College refusing to change a student's subjects from an existing valid combination of subjects.
- 14.2. Students wishing to amend personal details must make the necessary amendments on an "Enrolment Variation" form which can be obtained from the VCE Coordinator or the Careers/VCE Staffroom. This form should be returned to the VCE Coordinator who will ensure that the necessary amendments are made on VASS (VCE Administrative Software System).
- 14.3. Students wishing to withdraw from the VCE must complete the College's official withdrawal form (obtained from the General Office) authorising the VCE Coordinator to withdraw the student from the VCE, otherwise a "Did Not Complete" result (coded "J") may appear on the VCE certificate. This does not apply to students transferring to another school and continuing VCE studies at that school. The VCE Coordinator will ensure that the necessary amendments are made on VASS (VCE Administrative Software System).

REVIEW

The policies and rules contained within this booklet are subject, in part, to the requirements of the VCAA as well as to the changing needs of the Waverley Christian College community. As such, they are reviewed continually by the VCE Coordinator, VCAL Coordinator, The Principal, Year Level Coordinators, Director of Teaching and Learning and the VCE teaching staff. Any changes in policy will be communicated in writing to families of VCE students accordingly.

Policies herein effective from: January 2018

Next review date: December 2018



WAVERLEY CHRISTIAN COLLEGE

VCE ENROLMENT VARIATION 2018

Please note the following dates for withdrawing and enrolling in subjects

- Unit 1 cut-off date: **09/2/18**
- Unit 2 cut-off date: **28/7/18**
- Unit 3&4 cut-off date: **09/2/18**

WITHDRAWAL SECTION

I wish to withdraw from the following subject(s):

Subject: _____ Unit: _____ Teacher Signature: _____
Reason: _____

Subject: _____ Unit: _____ Teacher Signature: _____
Reason: _____

ENROLMENT SECTION

I wish to enrol in the following subject(s):

Subject: _____ Unit: _____ Teacher Signature: _____
Reason: _____

Subject: _____ Unit: _____ Teacher Signature: _____
Reason: _____

I have discussed these changes with the following:

- the Careers Coordinator Signature: _____
- the VCE Coordinator Signature: _____

- * **IMPORTANT:** Except in extreme or exceptional circumstances, you must ensure that you are still enrolled in at least 6 subjects in Year 11 and at least 5 subjects in Year 12 after making any changes to your enrolment. This is a College requirement.
- * * Enrolling in a new class may not always be possible due to class sizes.
- * Reasons must be deemed valid by the staff processing the application.
- * Students are not to leave one class or enter another without official notification from the VCE Coordinator that this form has been processed.

AUTHORISATION SECTION (ALL sections must be signed before this form can be processed)

Student signature: _____ Date: _____

Parent signature: _____ Date: _____ Phone: _____

(School Use Only)

		VASS:		Accounts:	
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WAVERLEY CHRISTIAN COLLEGE



Homegroup: _____

VCE - EXTENSION OF TIME 2018

Dear VCE Coordinator,

I _____ wish to apply for an extension of
(Name)

time for _____
(SAC)

in _____ which was originally due on ___ / ___ /18.
(Study) (Date)

Reasons for extension: _____

The following steps are to be followed:

1. Attach supporting documentation (a medical certificate for illness or a letter from parents addressed to the VCE Coordinator for serious hardship)

2. Student's signature: _____

(Submit form to subject teacher)

3. Subject teacher's signature: _____

4. Extension granted (to be circled by subject teacher): YES / NO

5. Extended due date (to be completed by subject teacher):

___ / ___ / 18

Upon completion, this form will be filed by the VCE Co-ordinator

WAVERLEY CHRISTIAN COLLEGE



VCE - UNSATISFACTORY PROGRESS 2018

Date: ___ / ___ / 2018

Dear _____ ,

_____ has failed to complete and/or submit the following piece(s) of work:

Even though it will receive a numerical score of 0% accordingly, **it must be submitted in order to satisfactorily pass the relevant VCE Unit of Study.**

If this work is not submitted by _____ , the student will receive an 'N' result (fail) for this unit.

I would ask that you detach and return the reply slip below. I am happy to discuss any aspects of this letter and can be contacted via the College office on 9871 8600.

Yours sincerely,

(Subject Teacher)

VCE Coordinator

Please detach and return to the Relevant Subject Teacher by tomorrow, who will pass on to the VCE Coordinator.

Dear Subject Teacher,

I have read the letter concerning _____ 's Unsatisfactory Progress.

Comments: _____

Parent's Signature: _____ Date: ___ / ___ / 2018



WAVERLEY CHRISTIAN COLLEGE

Student Driver and Passenger Permission and Agreement 2018

This form must be completed by any student who intends to drive to school either occasionally or regularly, or any student granted permission to be a passenger either occasionally or regularly with another student driver. Students are not permitted to drive to school until this form has been completed and submitted to the Year 11 or 12 Co-ordinator.

Student Name:	
Car Make:	
Colour:	Registration no:

Note: If the student intends to drive any car other than the one registered on this form, it must also be registered with the school.

Parent of Driver Permission

I give permission for _____ to drive to school and take the passenger indicated on this form. I am aware of the school requirements regarding students driving to school.

Signature of Parent / Guardian: _____ Date: __/__/18

Daytime Contact Number: _____

Parent of Passenger Permission

I give permission for _____ to be driven to and from school by _____. I am aware of the school requirements regarding students driving to school.

Signature of Parent / Guardian: _____ Date: __/__/18

Daytime Contact Number: _____

Student Agreement

I agree to adhere to the school requirements regarding students driving a car to school, which includes parking in the Eastlink car park.

Signature of Student: _____ Date: __/__/18

Please note: A photocopy of the student's driver licence must be attached