



Mary MacKillop College

VCE Handbook

2018

Letter from Principal

Dear VCE Students,

You have a huge opportunity in front of you. The next twelve months are a chance for you to set yourself on your chosen path in life.

You are about to embark on the most academically demanding option for senior studies at Mary MacKillop College – the Victorian Certificate of Education. There are about fifty thousand other students attempting VCE and it is a competitive ranking system. In effect, VCE places all the students in the state in a single queue based on your score, with the students at the head of the queue receiving first pick of university courses.

You need to do everything you can to be further up the queue, so you need to focus on gaining every mark you are capable of. With such a large cohort across the State, the good news is that even a small increase in your overall marks will move you hundreds of places up the queue.

Year after year, the highest VCE results do not go to the smartest students. The best results are gained by the students who have done the most work. The way to do more work than the fifty thousand students you are competing with is to start now and work consistently.

We are lucky to have a first rate team of VCE teachers. Your teachers want you to do well. They will guide and advise you all the way, but you are the one who has to do it. Resolve now to make the most of your opportunity.

I look forward to celebrating your success.



David Leslie
Principal



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Senior Student Calendar

Semester One

January 31	Year 12 Retreat
February 1	Year 11 students commence studies
February 5	12 students commence studies
February 10	Final date to change first semester units
February 13	College Swimming Sports
February 14	College Opening Mass
February 20	Final day to submit requests for Special Exam Arrangements
March 20	College Athletics
March 30	Last day of Term One
April 17	Start Term Two
May 23	College Cross Country
June 13	General Achievement Test: GAT
June 14	Year 11 Exams
June 25	Final date to change second semester units – Year 11
June 25	Unit 2 Commences
June 29	Last day of Term Two

Semester Two

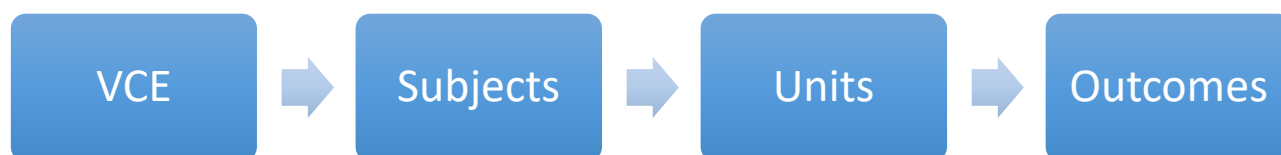
July 16	Start of Term Three
July 25	Year 11 Retreat
September 17	Year 12 Practice Exams
September 21	Last day of Term Three
October 8	Start of Term Four
October 18	Last day of classes for Year 12
October 19	Final Day Celebrations and Valedictory Mass and Dinner
October 31	VCE Exams Commence
November 1	Year 11 Exams Commence
Nov 12	Term 0 Commences
December 7	End of Year Mass

1. VCE Structure

The Victorian Certificate of Education (VCE) is a program designed to be taken over a minimum of two years. Each subject offered at VCE is broken up into 4 units.

- Units 1 and 2 are normally taken at Year 11 and may be taken as single units.
- Units 3 and 4 are normally taken at Year 12 and are designed to be taken as a sequence.

2. Satisfactory completion of the VCE



Each VCE subject is comprised of units and a student must satisfactorily complete the required units in a subject by demonstrating that they have achieved each outcome, therefore gaining a 'Satisfactory' grade ('S').

A student achieves outcomes by satisfactorily completing various forms of assessment as determined by the teacher.

At Units 3 and 4, assessments include SACs (School Assessed Coursework) and/or SATs (School Assessed Task) that are determined by the VCAA (Victorian Curriculum Assessment Authority).

All SACs and SATs must be completed in order for a student to gain a study score in that subject. This study score then goes towards their ATAR (Australian Tertiary Admission Rank).

- Study Score – a study score shows how well a student has performed in a study at Unit 3 and 4 level, in comparison to other VCE students in Victoria who undertook that study. Study scores calculated by the VCAA will be used by the VTAC (Victorian Tertiary Admissions Centre) to calculate the ATAR. The maximum study score is 50.
- ATAR - This is a ranking of all students who completed their VCE in anyone year. It is out of 100 and students will get a number/ranking, which indicates where they are ranked in relation to all VCE students from around the state of Victoria. This ranking (sometimes combined with prerequisites) assists Tertiary Institutions in their selection of students. It is based on students SAC and exam results and derived from study scores from each subject the student has completed.

It is an expectation that students at Mary MacKillop College complete a minimum of 22 VCE units. In order to achieve a VCE a student must obtain satisfactory results in 16 VCE units.

These units must include:

- At least 3 units from the English Group (English, English Language, Literature or English as an Additional Language), two of which must be from Units 3 and 4
- At least 3 sequences of Unit 3/4 for subjects other than English.

At Units 3 and 4, a student **cannot re-sit a SAC/SAT** for grading purposes or to achieve a higher grade. They can only re-sit a SAC/SAT for the purpose of satisfactory completion in order to demonstrate that they have achieved an outcome.

In addition, students at Mary MacKillop College are required to satisfactorily complete their Religious Education commitments before they are considered to have completed their final year of study.

In order to receive a study score for a subject, students must complete both units 3 and 4 and obtain a score for all assessment including examinations. To obtain an ATAR score students must successfully complete and have a scored Unit 3/4 sequence from the English group.

It is a normal requirement that students undertaking Unit 3 and 4 studies at Mary MacKillop College sit all their external examinations.

For satisfactory completion of a VCE unit, students must demonstrate that they meet the unit outcomes as described in the study design. The decision about satisfactory completion of the unit is made by the teacher based on the student's performance in assessed work. If a student does not demonstrate satisfactory performance on a task, they will be given a second opportunity to demonstrate their knowledge and skills. This process is known as redemption and is outlined in the 'Redemption Process' section of this handbook.

To receive a 'S' for the unit students must:

- Ensure the work produced demonstrates achievement of the outcomes.
- Produce work that is clearly their own.
- Submit work on time.
- Abide by all rules and procedures including those pertaining to attendance.

In order for a student to achieve satisfactory completion of an outcome, the student must provide evidence of their understanding of the key knowledge and skills within that outcome. Failure to demonstrate a satisfactory understanding of even one outcome within a subject will result in a student being given an 'N' for that outcome and therefore an 'N' for the whole unit.

Unit outcomes are met by completing a range of tasks including School Assessed Coursework (SAC) and School Assessed Task (SAT).

School Assessed Coursework (SAC)

- At Units 1 and 2 a SAC is made up of various types of assessment tasks as specified by the teacher.
- At Units 3 and 4 a SAC can be made up of various types of assessment tasks, but **must** include the SACs/SATs as specified in the VCAA assessment guide.
- SACs are used to assess the unit outcomes.
- SACs are generally part of the regular teaching and learning program.
- They must be completed mainly in class time.
- They are completed in a limited time frame.
- A student may 'fail a SAC,' but still receive a 'Satisfactory' grade (an 'S') for the unit because they have demonstrated that they have achieved the outcomes through other pieces of assessment work that have been submitted.

School Assessed Task (SAT)

- Used in subjects where products and models are assessed (e.g. Art, Studio Arts, Visual Communication and Design and Product, Design and Technology) and these are stated in the particular subject's Study Design.

A student may not be granted satisfactory completion of an outcome if:

- The work is not of the required standard.
- The student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted or where Special Provision has been given.
- The work cannot be authenticated.
- There has been a substantive breach of rules (Mary MacKillop College or VCAA), including attendance rules.

If any outcomes are not achieved, the student receives a 'Not Satisfactory' grade (an 'N') for the unit. Where a student has completed the work, but there has been a substantive breach of class attendance, the student may be awarded an 'N.'

For each year of their VCE studies all students are required to make a General Declaration agreeing to abide by the Victorian Curriculum and Assessment Authority (VCAA) regulations as part of the VCE Student Personal Details Form. In addition, Mary MacKillop College requires students in Years 11 and 12 to make a Senior School Pledge of Commitment (Appendix 1).

3. Study Scores

A study score is awarded if students complete a unit 3/4 sequence and obtain a score for at least two of the graded assessments. The study score is based on the standardised score for all graded assessments with different graded assessment being awarded different percentage contributions.

All students weighted totals are added up and ranked against all other students in the state taking that subject in the same year. These rankings are then placed on a normal distribution curve with the mean being set at 30. A study score of 30 is therefore the average study score for every subject.

For studies with more than 100 enrolments:

2% of students will get a score on or above 45
9% of students will get a score on or above 40
26% of students will get a score on or above 35
53% of students will get a score on or above 30
78% of students will get a score on or above 25
93% of students will get a score on or above 20.

4. Student-Managed Learning

As students enter in their VCE studies, the learning of required knowledge and skills increases in complexity and quantity. This requires diligence and consistency from every student starting at the commencement of their VCE studies. It is imperative that Year 11 students do not underestimate the importance of Unit 1 and 2 studies. Unit 1 and 2 studies are important in themselves. They contribute to the development of student learning and to VCE graduation requirements. Also they form the basis on which Year 12 studies are based.

It is the students' responsibility to ensure that they achieve their best possible learning outcomes. Study periods are part of every student's timetable and it is important for students to

plan and make the most of these sessions and to seek out additional teacher assistance when required. Each VCE subject has a syllabus described by the study design. This outlines the course content and can be downloaded from www.vcaa.vic.edu.au. Students are to familiarise themselves with these Study Designs and refer to them throughout the year.

Semester Planners are provided by teachers for all Units 1-4 studies. These planners outline the expected content to be covered on a week-by-week basis and the timing of all assessments that contribute to determining whether a student satisfactorily completes a unit, in order to gain S (Satisfactory) or N (Not satisfactory) at the end of the unit. Students are expected to use these course outlines to plan their work outside of class in order to ensure they are prepared for assessments. If students are absent from class, they are expected to use the planners to keep up with the course content independently.

All planners can be found on the school eWorkspace SIMON under Class Resources > Curriculum Documents > Official Documents.

5. VCE Submission of Work

Students are expected to submit all set tasks by the due date. Students will be asked to repeat work that is not satisfactory, however students cannot resubmit work to achieve a higher grade. Failure to submit all work associated with an outcome could result in an 'N' being awarded for that unit.

The time and date of submission of work, or the completion of a SAC/SAT, will be specified by the teacher and accepted as VCAA policy. It is vital that students understand that the due date is exactly that, and work, whether it takes the form of a SAC/SAT or is a task set by the teacher, must be completed on that date.

Please note that work will not be accepted from students who arrive at school after 3:20pm to submit work.

6. Redemption Process

If a student fails to demonstrate satisfactory completion of an outcome in an assessment task, they will be given one further opportunity to show that he/she can meet the outcome in order to gain S for the unit. If this occurs the teacher will provide the student with a *Redemption and Rescheduling of a SAC/ SAT* (Appendix 2), which includes information about the format for the redemption and when it is scheduled. This form must be signed by a parent/guardian and the redemption must be sat at the appointed time. If the student fails to return the form prior to the scheduled time, does not attend the scheduled time for the redemption task, does not submit the work by the deadline, or fails to meet the minimum standard, then N is awarded for the unit.

Redemption tasks which are satisfactorily completed by the student will result in an 'S' for the task. However, the original mark will stand for scoring and grading purposes. There will be only one redemption task offered for each assessment task by the subject teacher.

In the event that a student does not satisfactorily meet an Outcome, either by failing to demonstrate adequate knowledge in a redemption task, or by failing to attempt a set redemption task in the required time frame the subject teacher will notify the Director of Senior School via a behaviour note.

In the event that a student does not satisfactorily meet an Outcome, an 'N' is awarded for that Outcome and, hence the Unit. The teacher will notify the Director of Senior School of the details

regarding the awarding of an 'N'. The Director of Senior School will inform the parent/guardian in writing.

7. Rescheduling an Assessment

It is expected that students be present in class for all deadlines and all graded assessments. However, there may be times when students need to reschedule an assessment for a valid reason. In all circumstances of an absence for studies in Units 1-4, students are required to present supporting documentation. The form *Redemption and Rescheduling of a SAC/ SAT* (Appendix 2) is to be collected from the subject teacher and completed with the student who is seeking to reschedule a SAC/SAT at Units 1-4. Please note that students are not automatically eligible for an extension of time and rescheduling of assessment task.

The process for rescheduling a SAC/SAT is that the student must:

1. Collect the form '*Redemption and Rescheduling of a SAC/ SAT*' (Appendix 2) from the subject teacher.
2. Student will then talk to the subject teacher(s) and arrange the new assessment date. The rescheduled date will be the next SAC redemption afternoon unless indicated by subject teacher. This decision is at the teacher's discretion.
3. Students are to complete the form, obtain a parent/guardian signature and *attach appropriate documentation*.
4. *Students submit completed form to the Senior School Coordinator - VCE Administration.*

If students know in advance that they will be absent, they must complete the form prior to their absence.

For an unplanned absence, the form must be collected on the day the student returns to the College, then completed and returned the following school day.

Valid and Invalid reasons for rescheduling an assessment and the required documentation for students to include are shown in the table below.

Valid reasons for rescheduling an assessment task/ extending due date	Invalid reasons for rescheduling an assessment task/ extending due date
Illness - Medical Certificate	Driving Lessons
Funeral - Note from Parent/Guardian	Personal Issues (without further explanation)
Court Appointments - letter from the Court	Family Commitments and Family Holidays
School excursions (including sport commitments) - Approval from coach/subject teacher	Part time work Commitments
State/National representation in sport- Letter from coach/sporting organisation	Sleeping in, missing the bus
Medical/Dental/Hospital appointment (which cannot be arranged out of class time)- Medical certificate	Appointments of a non-medical nature
Family Emergency/ Difficult family situation- Statutory Declaration	

If the absence is not authorised because the student has been unable to provide the appropriate documentation, students will be given an opportunity to obtain an S for the unit by

undertaking a redemption task during the assigned redemption time. This means the student will receive a reportable score of zero for the assessment, or part thereof, but is still able to use the assessment to demonstrate satisfactory completion of an outcome. For a SAC or SAT in Units 3 and 4, the score reported to VCAA will be zero.

8. Authentication of Work

Where assessed work is completed outside of class, it is the student's responsibility to ensure they keep a record of all sources used in the development of the work so the work can be authenticated. This includes books, websites and people consulted in developing the work. If a computer is used to present the work, students must also print out drafts regularly so the teacher can see the development of the work and be able to attest to its authenticity.

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking) 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 other resources without acknowledgement.
- Corrections or improvements made or dictated by another person.
- A student must not submit the same piece of work for assessment in more than one study or at more than one-year level.
- A student who knowingly assists another student in a breach of rules may be penalised.

Breaching the rules during a school-based assessment is a serious matter and is treated as such. If there is doubt about the authenticity of a student's work, this will be investigated before the work is accepted for assessment. This may occur if the work:

- is not typical of other work produced by the student
- contains unacknowledged material
- is inconsistent with the teacher's knowledge of the student's ability
- has not been sighted during its development.

If a teacher doubts the authenticity of submitted work, they will first speak to the student and give them an opportunity to verify its authenticity.

This might involve:

- provision of evidence of the development of the work
- a discussion of the content of the work with a specialist teacher
- provision of samples of other work
- completion of a supplementary assessment task related to the original assessment task.

If the work can be verified as being authentic the student's original work will be assessed and the mark recorded.

If verification cannot be assured, the student will be invited to attend an interview with a specialist subject teacher, the Wellbeing Coordinator and the Director of Senior School. The student will be notified of the interview at least 24 hours in advance and may bring a support person with them to the interview. The role of the support person is *not* to advocate on behalf of

the student. The purpose of the interview is to give the student an opportunity to respond to the allegation that a breach of assessment rules has been made. No other matters are to be discussed during this interview.

In cases where a student has been found to submit work which is not their own, the teacher will accept for assessment only those sections that can be authenticated. The student's mark on the piece of school-assessed coursework will therefore be based only on those sections. Students will be given an additional opportunity to demonstrate satisfactory completion of the outcome where necessary via the school's redemption process. The student will be notified in writing of the decision within 14 days of the interview taking place.

APPROPRIATE PENALTIES THAT MIGHT BE IMPOSED BY THE SCHOOL

The Principal has the power to:

1. Reprimand a student

Or

2. If there is sufficient time before the due dates designated by the VCAA:
 - Give the student the opportunity to resubmit work for satisfactory completion

Or

3. Refuse to accept that part of the work which infringes the rules and:
 - Decide whether to award the outcome an N or an S based on an assessment of the remainder of the work

Or

4. Refuse to accept any part of the work if the infringement is judged by the principal to merit such a decision, thus:
 - An N will be awarded for the outcome
 - An NA will be submitted for the School-assessed Coursework and/or the School-assessed Task.

To avoid queries concerning authentication of work:

- Students should ensure that they submit regular work to their teacher.
- Teachers should regularly monitor student work and keep records of such monitoring.
 - Students must not plagiarise (copy from any source).

A student undertaking tests as part of School based assessment must comply with the VCAA examination rules below:

1. A student must not cheat or assist another student to cheat.
2. A student must not take any action that gives or attempts to give that student or another student an unfair advantage in an examination.
3. A student must not allow, induce or assist any other person to present for an examination in his or her place.
4. A student must not present for an examination in another student's place.

5. A student must not present for an examination under the influence of alcohol, drugs or intoxicating substances. A student who has taken medicinal drugs for a medical condition in accordance with good medical practice is, to that extent, exempt from this rule.
6. A student must obey and observe all proper instructions or directions given by an examination supervisor.
7. A student attending an examination may bring only materials and equipment approved for that examination into the examination room.
8. A student must not possess in an examination room mobile phones and electronic devices such as recorded music and video players, organisers, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals.
9. A student detected with a mobile phone or electronic device such as a recorded music and video player, organiser, dictionary or computerised watch or as defined in the above guidelines, must, upon the direction of a supervisor, surrender that device for inspection and to be retained pending any investigation into an alleged breach of VCAA rules.
10. A student must not bring into or possess in the examination room any drinks or food except under special circumstances as approved and directed by the VCAA. Bottled water is allowed in the examination room under approved conditions.
11. A student must not communicate verbally or non-verbally with another student while the examination is being conducted.
12. A student must not cause any nuisance, annoyance or interference to any other student while in an examination.
13. A student must not remove, tear out or damage any part of a bound reference, script book, question and answer book or answer book except formula sheets or similar permitted examination materials.
14. A student must not remove any response material, used or unused, from the examination room.
15. A student must not begin to write or mark his or her paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
16. A student must stand in his or her place or raise his or her hand if he or she wishes to communicate with a supervisor.
17. A student will not be allowed to leave the room before 30 minutes has elapsed from the start of writing time or in the last five minutes of the examination.
18. A student must cease writing when instructed to do so by a supervisor.
19. A student must remain silent and seated in his or her place at the end of the examination until response materials have been collected, and an announcement is made to students to leave the examination room.
20. A student must not leave his or her place until directed by a supervisor.
21. A student must not communicate with an assessor, either before or after a written examination or during a performance examination, except when communication is necessary for the conduct of the examination.

9. Independent Study

All Year 11 and 12 students have been assigned to a study group in the lessons when they do not have formal lessons and should adhere to the following guidelines. Students:

- are to report punctually to the allocated study room, including the library, at the start of their private study lesson.
- who have study in the library need to sign in.
- are expected to study independently unless arrangements have been made with the supervising teacher.

10. Computer Work

Unless specified, work does not have to be typed up on a computer. 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 (printed copies) of work in progress are produced regularly to meet drafting and authentication requirements.
- Each time changes are made, the work is saved on to a backup file. The backup file should not be stored with the computer.
- All external storage devices should be kept in a safe and secure place.

In the event of **work lost due to computer failure, printer failure, disk failure or loss**, the student is to submit a handwritten copy of their SAC/SAT (or a combination of printed and handwritten work) by the due date and time.

No extension of time will be given for SACs/SATs due to technological mishaps.

11. Storage of Student Work

Students must retain Coursework that has been submitted for assessment, as well as any drafts or materials used in the process of completing the Coursework, until the end of the school year. The VCAA may request any materials relevant to assessment by the school. Students may also be required to photocopy their work for review processes. It is suggested that students develop a home-based filing system to store this work.

12. Attendance Requirements

Mary MacKillop College recognises the importance of growing the whole person. Student benefit from the rich opportunities provided as part of College life, including Retreats, House Sports, Masses and the Walkathon. It is an expectation that all VCE students attend and participate in these events.

High rates of attendance as well as active participation in learning are important factors in achieving high level learning outcomes. Attendance is vital as it provides students with the opportunity to demonstrate a satisfactory understanding of learning outcomes and to ensure that both students and teachers are able to authenticate student work.

All VCE **units** require 50 hours of class time. A student needs to attend sufficient class time to complete work and to understand the content of each unit. The school sets minimum class time and attendance rules. Where a student has completed work but there has been a substantive breach of attendance rules, the school must assign an 'N' grade to one or more of the outcomes, therefore to the unit; a substantive breach of attendance would mean that a student has not attended class enough to have learnt the content required to meet the outcome.

All students must meet the 90% attendance requirement per term to be eligible for a satisfactory grade for a unit. Where a student has unapproved absences in excess of 10% in any unit, the family will be contacted by the Director of Senior School via writing to inform them that the student is at risk of receiving an 'N' for the Unit. Should no improvement be made to attendance rate, the student will receive an 'N' for that Unit.

The table below summarises approved reasons for absence. Upon return, students are to submit the required documentation to Senior School Coordinator - VCE administration.

Approved Absences	Required Documentation
Illness	Medical Certificate/Statutory Declaration
Funeral	Note from Parent/Guardian
Court Appointments	Letter from the Court
School Excursions	As per College calendar
Medical/Dental/Hospital appointment (which cannot be arranged out of class time)	Medical certificate
Family Emergency	Statutory Declaration

13. Examinations

The school will run internal examinations for Units 1 & 2 at the end of each semester. These examinations are designed to give students practice for Units 3 & 4 examinations. Examinations will be in a similar format to the ones students will sit in the following year and may be used by teachers to determine if students have met unit outcomes. It is an expectation that students attend all Unit 1 & 2 Examinations.

For units 3 & 4, there is one examination period per year in October to November. Performance and oral examinations take place in October. Written examinations run from late October to late November.

The examination timetable will be published in May and will be made available via the VCAA website. The school will run trial examinations for units 3 & 4 each year. The times of these will be published in the school calendar each year. It is an expectation of all students to attend the trial examinations.

It is to be noted that some Tertiary Entry requirements include additional examinations such as the UMAT (medicine/dentistry) and the LSAT(Law). Please contact Director of Learning and Teaching/Careers for further information.

14. The General Achievement Test (GAT)

The GAT occurs in June each year and is a test of general knowledge and skills in the areas of:

- written communication
- mathematics, science and technology
- humanities, the arts and social sciences.

The GAT is taken by all students who are undertaking a unit 3/4 sequence in that academic year. All students must attempt all parts of the GAT regardless of what other studies they are taking as part of their VCE program. No special study preparation is required for the GAT, but students are advised to look at previous GAT examinations to get an idea of the style and format of the questions.

Performance in the GAT is used to help work out the student's exam mark if they are unwell and

apply for a derived exam score. It is therefore important that all students prepare well and apply themselves

15. Special Provisions and Special Examination Arrangements

Decisions involving cases of 'Special Examination Arrangements' are made by the VCAA and appropriate documentation from medical professionals is required. Applications for special examination arrangements need to be lodged to Senior School Coordinator - VCE Administration by 20 February.

Special provisions for school-assessed coursework and external examinations are granted in cases where a student has an on-going medical condition (physical or psychological), impairment or learning disability, or due to factors affecting their personal environment. Special provisions are granted following the guiding principles that:

- The provision should provide equivalent, alternative arrangements for students.
- The provision should not confer an advantage to any student over other students.

Decisions regarding special provision relative to SACs/SATs are school based and a special provisions application form needs to be submitted for consideration to Senior School Coordinator - VCE administration by 20 February. Further information on special provisions and special exam arrangements can be found in the VCE and VCAL Administrative Handbook 2017

Eligibility for Special Provision

- An acute or chronic illness (physical or psychological)
 - Factors relating to personal circumstances
- An impairment or disability, including learning disorders

More detailed reasons for Eligibility for Special Provision can include:

- Students experiencing significant hardship during their VCE
- Students with physical disabilities or other impairments
- Students of non-English speaking backgrounds
- Students who are deaf or hearing impaired

16. Right of Appeal

The College has a VCE Panel to make decisions on matters prescribed in this document. This panel is comprised of at least two and up to three members as nominated by the Principal, including the Deputy Principal – Learning and Teaching, the Director of Senior School and where relevant the study/subject teacher.

A student has a right of appeal to the school on decisions about:

- Non Satisfactory Completion of a Unit
- Applications for Special Provision
- Breach of rules

The student must lodge the appeal in writing to the Principal within 14 days of receiving a decision. The Principal is responsible for establishing an Appeals Committee and Appeals Process in accordance with Section 14 of the VCAA VCE Administrative Handbook. The Appeals Committee must consider all records relating to the case and may interview the

student. The student has the right to be accompanied by a parent or friend who may attend in a support role, but not as an advocate.

Students have the right of appeal to the VCAA on decisions about:

- Breach of rules
- Breach of authentication

Students may appeal on one or both grounds:

- That a breach of rules or authentication had not occurred
- That a penalty was too severe

17. Derived Examination Scores

Where a student is unwell or has been affected by a physical or mental trauma (such as injury, death of a close relative, family breakdown) at the time of their examination, they may be eligible for a derived exam score.

A derived exam score is calculated based on the student's performance in other graded assessments and the GAT. If a student was predicted to receive a higher grade based on these measures than they actually obtained, then their grade is adjusted upwards accordingly. A derived exam score never reduces the grade received.

The student's application for a derived exam score must be received by VCAA within 7 days of the student's last exam of that examination period. The application must be supported by documentation from a professional such as a medical doctor or psychologist.

There is no guarantee that students will be granted a derived exam score so therefore they should sit all examinations and assume the mark they obtain will be their final grade.

Any student who has three examinations scheduled for one day will automatically receive a derived exam score for the third examination. In this situation there is no need to make an application to VCAA.

If students believe they may be eligible for a derived exam score, they should speak to Senior School Coordinator - VCE administration to find out more about the application process.

18. Changing Subjects

Mary MacKillop College offers a range of VCE subjects. Through subject counselling it is expected that students select subjects that best suit his/her learning needs and meets required prerequisites for tertiary studies. However, should students wish to change subjects they are to do so within the allocated timeframe.

Unit 1 and 2 Subject Changes

Students who wish to withdraw from a Unit 1 study and enrol in an alternative study must do so within the first two weeks of Term 1.

Students who wish to withdraw from a Unit 2 study and enrol in an alternative study must do so within the first two weeks Unit 2 studies, following mid-year examination period.

After this date, students are expected to complete all course requirements for the remainder this study so as to receive a 'S' for the Unit.

Changing subjects requires the student to complete the following:

- Collect a change of subject application form from Senior School Coordinator - VCE Administration (Appendix 3)
- Complete the application form including parent/guardian permission to change a unit.
- A valid reason for unit change needs to be recorded and approved by a member of the Senior Team and Director of Learning and Teaching/Careers.
- Once approved, student and staff are notified and appropriate timetable changes made. It is the student's responsibility to catch up on missed work in the 'new' Units 1, 2 or 3 subject.

Students wishing to withdraw from a Unit 3 study and enrol in an alternative must do so within the first 2 weeks of Term 0. The above process for changing a unit also applies for Unit 3 changes.

19. Driving to School

The wellbeing and safety of our students is our paramount concern while they are travelling to and from school. The over representation of young drivers in road crashes is our guiding principle behind our driving to school agreement.

Students wishing to drive to school, must collect a 'Driving to School Agreement' form located in the senior office (appendix 4). Parent signature as well as car/bike details are to be outlined on this form and returned to the Director of Senior School **prior** to driving to school.

The following conditions apply to students driving vehicles to and from school. Any breaches of these conditions or any driving or vehicle related incident deemed unsafe may result in the loss of school driving privileges.

- Student cars should be parked in the main school car park furthest away from the main office building and not in parent parking area next to Multi-Purpose Hall;
- Students must not transport other students. In some circumstances students may transport another student if written permission has been obtained from all of the involved students' parents/guardians. This written permission must be given to the Director of Senior School;
- Keys must be handed into the Senior School office. Arrival and departure are the only times students may access their vehicles while at school;
- Specific permission to leave the school grounds between 8.50am and 3.20pm must be sought through production of a note from a parent or guardian, signed by the homeroom teacher or Director of Senior School and a blue slip obtained. *There should be a significant reason for such a request and such requests should be infrequent;*
- The school takes no responsibility for any damage to any vehicle while driven or parked on school grounds;
- If you are driving a primary and secondary car/bike you must write down and include details for both vehicles;
- If your vehicle details change during the year you must update them through the school office;
- Student name and car registration must be displayed clearly on a key tag attached to keys.

20. Tertiary Entrance Requirements

It is important during VCE that students become familiar with the procedures for entrance to the various tertiary institutions and faculties. The Victorian Tertiary Admissions Centre (VTAC) is the administrative unit for the selection of students for Victorian Universities and Tertiary Colleges.

Throughout VCE the College provides opportunities for students and parents to discuss both Senior School and post-secondary pathways at VCE school sessions, Information Evenings and individual Careers Counselling sessions. It is an expectation of the College that students and when feasible parents, participate in these sessions so that students become informed of the best post-secondary opportunities for them.

Normally, the minimum entrance requirement for all tertiary institutions is the satisfactory completion of the VCE as previously described. Beyond these minimum requirements, entrance requirements and selection procedures for the various faculties within tertiary institutions vary considerably. Many faculties specify satisfactory completion of prerequisite VCE studies or minimum study score. A general outline of the procedure follows.

For many institutions and faculties, selection is based on an Australian Tertiary Admission Rank (ATAR). Selection into other courses is based on an index of selection criteria such as folio presentation, interview, audition or test, either solely or in addition to the ATAR.

The ATAR is derived as follows:

- The global study scores (out of 50) provided by VCAA are used as a basis. Only studies, which have been given a result of “S” for both semesters 3 and 4, are included.
- A scaling procedure is applied to these scores within and between studies.
- The scaled global study scores also known as subject score, of English and the best three other studies (the primary four) are added.
- 10% of subject scores obtained in up to two other studies including Enhancement studies, are added to the total.
- The total is converted to a percentile ranking in 0.05 steps, with the highest possible ranking being 99.95.

The ATAR may be derived from studies taken over any number of years without penalty.

Students may take advantage of this by studying a Level 3/4 subject in Year 11 as part of our Accelerated Program. Involvement in the accelerated program is based on a student’s academic performance across a range of subjects and their skills in self-management. Invitations to be part of the program are given during subject selection of the previous year.

Where selection into a tertiary course is based on the ATAR, about 80% of applicants will be selected entirely on the ranking. However, in some cases, other factors may be used to differentiate applicants, such as examination results, interviews, disadvantages and subjects studied.

21. Special Entry Access Schemes (SEAS)

SEAS Applications are handled by the Victorian Tertiary Admission Centre (VTAC) for tertiary entrance purposes. Students are eligible to apply for this if they experience continuing personal circumstances, affecting their performance in their Year 12 program. Eligible students are advised to discuss their situation with the Senior School team or the Director of Learning and Teaching/Careers. It is important to note that all SEAS applications are to be completed by the student and their family.

Further information about tertiary entry is contained on the VTAC website, <http://www.vtac.edu.au/>

Appendix 1 – Pledge of Commitment

Student Senior School Pledge of Commitment

I,, choose to enrol for senior studies at Mary MacKillop College. I understand that the foundation of our College community rests firmly on Gospel values and I undertake to accept and act in accordance with these values.

I also commit to:

- Make my studies a priority this year ahead of part-time work, sporting and other commitments;
- Be punctual and attend all lessons;
- Participate in and support the Religious Education and Liturgy programs, and Retreats;
- Respect the right of every student to learn;
- Complete study requirements to the best of my ability and by the due date;
- Behave in a responsible and co-operative manner, to enable all members of the College community to feel safe and respected;
- Support and actively participate in all College activities which I am required to attend;
- Show respect for the College environment including its resources and facilities;
- Be well groomed abiding by the uniform guidelines;
- Wear the correct and complete College uniform;
- Support daily Homeroom sessions and provide leadership to both my Homeroom and House;
- Abstain from the use of tobacco, illegal drugs and alcohol whilst at school, travelling to and from school, when wearing the uniform in public and whilst attending school sanctioned functions;
- Follow all College policies, including the policy related to student driven vehicles;
- Set a good example for younger students and be a credit to my College.

Parent / Guardian Statement

I wish to recommit to the enrolment of..... in Year 11/12, at Mary MacKillop College. In doing so, I wish to renew our commitment to actively support the mission and vision of the College, (as outlined in the college Mission and Vision statement), including attendance of my/our child at designated compulsory events such as Opening and Closing Mass, the College Walkathon, the Year Level Retreat, College Liturgies and Assemblies, the Swimming and Athletics Carnivals, VCE Information evenings, and parent/teacher/student interviews.

I also agree with and pledge to support the values and the spirit of the values expressed in the document “Senior School Pledge of Commitment”.

.....
Parent/Guardian Signature

.....
Student Signature

Appendix 2 – Redemption and Rescheduling of a SAC/ SAT



Mary MacKillop College
South Gippsland

Incorporating the Parishes of Foster, Wonthaggi, Cowes, Korumburra,

Horn Street
Private Bag 7
Leongatha VIC 3953
Phone (03) 5662 4255
Fax (03) 5662 2131

Date:

Dear Parent/Guardian

I am writing to you because your child has completed an assessment task that does not show a satisfactory understanding of the outcome or was absent for the assessment task. If your child was absent a medical certificate needs to be attached to the 'Redemption/rescheduling of a SAC/SAT' form (see over page) and submitted to Senior Coordinator - VCE Administration. Your child will not be able to sit the redemption task and therefore risk receiving a 'N' for the outcome until the appropriate documentation has been submitted.

The VCAA policy states that if a student performs unsatisfactorily on an assessment task, or is absent from an assessment task, then they have one chance at redemption. In line with this policy, and in order to demonstrate a satisfactory achievement of this outcome, a redemption task will need to be completed. It is the policy of the College that all redemption tasks be completed at an after school catch – up class.

It is important that your child complete this work at the **next** after school catch–up class or as arranged by subject teacher, so that they do not fall behind as we continue with the coursework and move on to other assessment tasks.

Catch–up classes are held in Room S12 commencing at 3.30pm. The class runs for one hour (may vary due to assessment) and is supervised by a VCE teacher who will distribute the allocated work accordingly.

Student:

Subject Teacher:

Subject:

Assessment Task:

Original Due Date:

'Catch – up' Class:

If you have any queries, please do not hesitate to contact (Director of Senior School) or myself at the College.

Subject Teacher

VCE Coordinator
Mr. Peter Charles

Redemption/Rescheduling of a SAC/SAT form

Part A of this form is to be completed by the student when he/she **has not achieved a satisfactory level in an assessment task** or **has an unapproved absence** at the time of the assessment task and therefore requires the task to be rescheduled for a S/N result only.

Part B of this form is to be completed by the student when a **rescheduling of an assessment task** needs to take place. Rescheduling a task for a scored result can only be applied for in limited and exceptional circumstances where circumstances outside your control have had significant impact on your ability to complete school work.

Student Name	Home group	Subject

Task Details

Area of Study/Topic	Date of Original Assessment

Part A: Redemption Task

Reason for redemption:

- | | |
|--|---|
| <input type="checkbox"/> Unexplained Absence
<input type="checkbox"/> Does not demonstrate satisfactory understanding | <input type="checkbox"/> Non submission/missed deadline
<input type="checkbox"/> Other _____ |
|--|---|

Format of Redemption task:

- | | |
|---|--|
| <input type="checkbox"/> Original SAC/SAT (only in the case of an unexplained absence)
<input type="checkbox"/> Alternative Task similar to original | <input type="checkbox"/> Oral Assessment
<input type="checkbox"/> Coursework analysis |
|---|--|

To satisfactorily complete this redemption task you should be able to: (complete by teacher and student)

-
-
-
-

Part B: Rescheduling an assessment task

Reason for Rescheduling task:

- Illness (attach original medical certificate)
- Other (Attach appropriate supporting documentation) _____

Student declaration: I am applying for my assessment task to be rescheduled because:

I recognise that the subject teacher and Director of Senior School will make the final decision about whether to grant the rescheduling of my assessment. I understand and accept that if my application for rescheduling my assessment is not granted in writing, then I will be expected to submit/sit the assessment task on the date originally indicated. If I do not sit the task on the original date I will receive an 'NA' for the task and will have to submit/sit a redemption task for an 'S'/'N' result only.

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Office use only:	EXTENSION	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
BY: _____			

Appendix 3 - Change of Subject Form

VCE CHANGE OF SUBJECT FORM

NAME: _____ HRM: _____

Original Subject Selection(s)	Revised Subject Selection(s)

Reason for Change of Subject: _____

Current Subject Teacher Name: _____

Have a conversation with Careers Co-ordinator (Mrs Steenholdt) and check how your revised selections may affect your future options. (i.e. tertiary prerequisites)

Comment: _____

Careers Co-ordinator Signature: _____ Date: _____

Senior School Team Member: _____ Date: _____
(Ms Blair or Mr Charles or Ms Kalos)

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

Completed forms must be returned to Senior School Coordinator- VCE Administration. Students will them be informed if the change is possible/practical and the effective start date.

Office Use Only	
Subject Change:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Deputy Principal – Learning & Teaching:	Date:
<input type="checkbox"/> Timetable Entry Completed Date: <input type="checkbox"/> Communicated to Student Date: <input type="checkbox"/> Entered into VASS Date:	

Appendix 4 - Driving to school form



Mary MacKillop College South Gippsland

Incorporating the Parishes of Foster, Wonthaggi, Cowes, Korumburra, Leongatha

Horn Street
Private Bag 7
Leongatha VIC 3953
Phone (03) 5662 4255
Fax (03) 5662 2131

DRIVING A CAR/MOTORBIKE TO SCHOOL AGREEMENT

Any student who wishes to drive a car to or from the college must complete this form.

Dear Parents and Senior Students,

It is accepted by the school that senior students may find it convenient to drive a motor vehicle rather than use other forms of transportation. The wellbeing and safety of our students is our paramount concern while they are travelling to and from school. The over representation of young drivers in road crashes (please see over page) is our guiding principle behind this Agreement.

The following conditions apply to students driving cars to school. Any breaches of these conditions or any driving or vehicle related incident deemed unsafe may result in the loss of school driving privileges.

CONDITIONS OF AGREEMENT

1. Student cars should be parked in the area of the school car park furthest away from the main office building and not in parent parking area next to Multi-Purpose Hall;
2. Students must not transport other students. In exceptional circumstances students may transport another student if written permission has been obtained from all of the involved students' parents / guardians. This written permission must be given to the Director of Senior School;
3. Keys must be handed into the senior school office. Arrival and departure are the only times students may access their vehicles while at school;
4. Specific permission to leave the school grounds between 8.50am and 3.20pm must be sought through production of a note from a parent or guardian, signed by the homeroom teacher or Director of Senior School and a blue slip obtained. *There should be a significant reason for such a request and such requests should be infrequent;*
5. The school takes no responsibility for any damage to any vehicle while driven or parked on school grounds;
6. If you are driving a primary and secondary car/bike you must write down and include details for both vehicles;
7. If your car/bike details change during the year you must update them through the school office.

Kind regards
Courtney Blair
Director of Senior School

I have read the 'Conditions of Agreement' and understand that failure to comply with these rules will result in the loss of school driving privileges. I have read 'WHAT DOES THE RESEARCH TELL US ABOUT YOUNG DRIVERS' on the back of this Agreement.

Student/Driver name: _____

Licence number: _____

Car/Bike make: _____ Car/Bike model: _____

Car/Bike Registration: _____ Colour: _____

Parent (signed): _____ Date: _____

Student (signed): _____ Date: _____