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VCE and VCE-VM Student and Family Information and Policy Handbook 2024

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VCE & VCE-VM Student Responsibilities

Please read this document in order to understand your rights and responsibilities with regard to completing the VCE and VCE-VM at Kyneton High School in accordance with the Victorian Curriculum and Assessment Authority (VCAA) requirements.

General information

Uniform

Students are expected to be in full school uniform at all times. See the current Kyneton High School school uniform policy for details. Year 12 students may also wear their Year 12 2024 uniform items. Students in VET subjects should wear the appropriate footwear required for the subject during class time.

If a student is not in full school uniform they will require a signed note by parent or guardian explaining a legitimate reason for being out of uniform and a date confirming when the uniform issue will be resolved. This note needs to be taken to the front office in order to access a uniform pass. If there is a genuine financial issue, please contact the Year Level Leader who will assist students to access the required uniform.

Students who are out of uniform with no uniform pass will receive a YLL detention.

Class equipment

Students need to have the following equipment and bring it to every lesson:

- Laptop – all students must have their own laptop and charger. A large portion of work in VCE and VET assessment is completed on computers.
- Text books and other equipment as listed in the 2024 booklists, together with a basic scientific calculator for Numeracy or a CAS calculator for VCE Maths.
- VET equipment as listed in booklist or specified by the subject teacher.

Mobile phones

Students who choose to bring a phone to school must have the phone switched off

and in their locker from the first bell to the last bell, in accordance with the statewide Mobile Phone Policy. Any student seen with a phone will be asked to take their phone to the front office where they will be issued with a receipt for collection at the end of the day.

If parents need to contact students during the day they must do so by contacting the front office and asking for a message to be passed onto their student. Please see the Department of Education's Mobile Phone Policy:

<https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy>

Attendance

Year 11 and 12 students are expected to attend all timetabled classes, excursions, assemblies and sporting carnivals. The school's attendance expectation is a minimum of 90% in every subject. Lower attendance may jeopardise the successful completion of VCE, VCE-VM and VET subjects.

If a student is unable to attend school, a medical certificate, parent note or parent phone call is required to determine if the absence meets the requirements of an approved absence. Whenever possible students should contact their teacher or access Google classroom and complete the missed work.

If a student falls below 90% without extenuating circumstances (long term illness etc.) then they may need to have a meeting with their Year Level Leader (YLL) and Principal to determine whether satisfactory completion of Year 11 or 12 can take place.

Absence on the day of an assessment task

In Units 1-4 Students **must** provide medical certificates when they are away from school on the day of a SAC/ SAT due date Please notify the school of the absence and arrange for the medical certificate as soon as possible. When the student returns to school, the SAC will be rescheduled.

Please note that term time family holidays and other non-illness absences are usually not accepted as reasons to miss an assessment. In those circumstances, a student will complete the assessment in order to achieve a "satisfactory" grade, but they may not receive a score. In Units 3 and 4 this will have a direct impact on their study score in the subject.

Attendance during school hours

All Year 11 and 12 students must be at school in either the library or the Senior Learning Centre during any study periods. The effective use of study periods plays an important role in learning to manage time effectively, complete homework tasks, plan and study with other students and liaise with teachers and coordinators.

Year 12 students with ongoing parental/ carer Xuno approval in place are allowed to leave school in the recess and lunch breaks to walk into Kyneton. This is the appropriate time to visit local businesses for supplies and to buy food and drinks. Students need to sign out in the SLC and return to school before the bell rings for the next period. Students must comply with all school rules whilst they are off site during break times.

Students **cannot** leave the school grounds during study periods without permission. If students need to leave school during study periods for a one off local appointment, parents/ carers need to contact Rosemary White (Senior Learning CommUnity Leader) at the start of the day and written permission will be given and students will need to sign out at the general office.

Year 12 students who live locally or who travel independently and have study periods at the beginning or end of the school day, may arrive at school late or depart early. These students must sign in/ out at the general office.

Students who are offsite without permission will have consequences put in place. These may include losing the Year 12 privilege of being off site at recess and lunch for an extended period as well as suspension.

Senior Study

The Senior study is for Year 11 & 12 students only and aside from form assemblies and other meetings it is to be used for quiet individual or group study. This is for both VCE & VCE-VM students.

Study Periods

All students must be at school in either library or senior study during their study periods.

Cancelled Classes

Year 12 classes will occasionally be cancelled when a teacher is away. If a class has a SAC scheduled on the day a teacher is away the class will still run. Teachers are asked to leave details of work that should be done in their absence.

Work ethic

VCE is the transition to work and further study, therefore students are expected to attend all classes on time and behave in a respectful manner that allows the teacher to teach and all students to learn. Students are in class to learn and participate. Failure to comply with reasonable instructions issued by the teacher or behaving in a manner that puts the safety of other students and staff at risk will result in being removed from the classroom for a period of time or possible suspension as directed by the Principal.

Students who do not complete required tasks will be booked in for a lunchtime or after school academic catch up session with their YLL

Plagiarism

All work in VCE and VCE-VM needs to be authenticated by the subject teacher. This means that they need to be satisfied that submitted work is wholly the work of the student. Plagiarism is the deliberate copying or use of another person's work.

Plagiarism can include:

- having a friend, family member or tutor write your assessment task or coursework including oral presentations and research projects.
- copying someone else's work and submitting it with or without permission
- copying large amounts of text off internet site without noting where it comes from. Just rewording parts is still plagiarism.

Cooperative learning and group work is encouraged in the VCE and VCE VM. Working together, equally contributing to a task is not plagiarising. It is fair to contribute in a positive and shared way so all group members work towards a successful outcome.

If a student is found to be plagiarising or the teacher cannot authenticate a student's work, then the student will either fail the task or be asked to resubmit the task or complete a different task to meet the outcome.

The authentication and responsibility for student work and safe storage lies with the student. We suggest showing the teacher work completed in class and at home throughout the semester, backing up work regularly and taking photographs of hand written work (outside of class).

Authentication of Coursework and Assessment Tasks

In order to meet the requirements for satisfactory completion of a Unit in both VCE and VCE-VM, students **must submit work that is clearly their own** and that has not been submitted for assessment in any other Unit. Apart from the incorporation of appropriately referenced text and source material, no part of a student's work may be copied from or based upon any other person's work, which includes work republished through artificial intelligence services.

A student should not accept undue assistance from any other person in the preparation and submission of work. Any material referred to in student work should be attributed to its source.

Teachers will provide opportunities throughout the Unit to check each student's work as students proceed through the completion of the assessment tasks. The onus of authenticity rests with the student. Students must show teachers work in progress to demonstrate the authenticity of their work.

If a teacher believes that a student has submitted work which is not his or her own, or that a student is in breach of other rules relating to school assessment set by the school, the teacher should investigate the matter and submit a written report to the Senior Learning Community Leader, who will then conduct further enquiries as necessary. The Senior Learning Community Leader will act in an advisory capacity to the Principal, who is responsible for determining what action is to be taken.

The school will have the power to impose any of the following penalties for a substantive breach of the rules:

- make other arrangements for the completion of the Assessment Task
- reprimand a student who has enabled another student to obtain an advantage
- cancel the result in a specific Assessment Task and in effect, cancel the total assessment for the Unit concerned.

XUNO

Teachers may use XUNO, Google classroom or email to contact students or to post class notes or resources. These should be checked by students EVERY DAY. Teachers can also be contacted via email or XUNO. Families are encouraged to download the XUNO Family App or monitor email messages regularly.

Driving to school

Students are only allowed to drive themselves to school if they have returned a 'drive to school' permission form. These have been distributed to all Year 12 students and further copies are available from the Year 12 Year Level Leader.

Students are NOT permitted to take any other students in their car. Students found giving other students lifts down the street or to or from school will be suspended. Siblings are allowed to travel in the car as long as this is indicated in the permission form signed by a parent/ carer..

Welfare

VCE and VCE VM can be a stressful experience at times. If you are experiencing difficult circumstances or stress we encourage you to seek help through the Senior School Leaders or Welfare Team. It is important to remember that you are not alone and can get help without judgement.

Special Provision

Students who experience some form of *chronic or significant hardship* during the year due to medical, physical and/or other serious reasons can apply for **Special Provision**. VCAA may, depending on the nature of the hardship, allow the school to provide one or more of the following forms of support: extra time for SACs and Year 12 exams, completing SACs and Year 12 exams in a separate room, use of a computer or use of a reader and/or scribe. Please note that assessments cannot be modified to reduce the level of achievement necessary to achieve the satisfactory achievement of an Outcome.

It is, therefore, imperative that such significant hardships are well documented. The appropriate documentation must specify the problem, severity, treatment if any, effect on study and dates involved. These should be included in the medical or psychologist's reports the student may be asked to provide in support of an application.

Students wishing to apply for Special Provision should see the VCE Administrator at the beginning of the School Year. Year 12 students who will be completing their VCE and who have experienced severe hardship due to personal, health, financial or other reasons, through the whole or part of the year should complete a *SEAS (Special Entry Access Schemes) Application Form* at the end of the year. This form is sent to VTAC and could assist with tertiary entrance. This form and further information will be available from the school or on the VTAC website: www.vtac.edu.au.

VCE-VM information

Satisfactory completion of the VCE VM certificate

The VCE VM Program runs over two years. All of the assessment is school based and there are no external examinations (except an optional exam for students studying VCE General Maths). Students will also complete a shorter version of the VCE General Achievement Test (GAT) on 18 June 2024. This test is externally assessed by the Victorian Curriculum and Assessment Authority. Results on this test will demonstrate student achievement in Literacy and Numeracy throughout their school education.

Students must complete a minimum of 16 Units in the VCE VM:

- Literacy or VCE English (at least 3 Units)
- Work Related Skills (at least 2 Units)
- Personal Development Skills (at least 2 Units)
- Numeracy (or VCE General Maths) (at least 2 Units)
- At least 8 of the Units must be sequences of Unit 3 and 4 Units.

Successful completion of 180 nominal hours of a VET subject is also a requirement of the VCE VM Program. Kyneton High School also requires students to complete structured work placements one day per week in order to build employability skills and to provide experience that will assist students in securing apprenticeships or ongoing employment.

Students who are completing a School Based Apprenticeship or Traineeship alongside VCE-VM will complete their VET requirement through their TAFE study and the structured workplace learning through their apprenticeship hours.

There is flexibility in the VCE-VM program to include VCE subjects. Some students complete VCE Units in place of the VET requirement. This allows transfer into VCE-VM after partial completion of VCE. These arrangements must be negotiated with the VCE Coordinator to ensure that the qualification can be successfully completed.

VCE VM subjects are run as either semester or year-long subjects and may require collaboration between different subject areas. The time required in each subject to complete the required competencies is varied.

Failure of students to complete a satisfactory amount of work in Year 11 across their VCE VM and VET subjects will jeopardise the awarding of their VCE VM Certificate at the end of Year 12. All students and families attend an interview at the

end of Year 11 where progress in the VCE VM Program is assessed, and a plan made for successful completion in Year 12. Movement into the Year 12 VCE VM class is not automatic. Students who have not met a satisfactory level in Year 11 may need to repeat some or all of their Year 11 Units.

Assessment in VCE VM

Each VCE VM Unit requires the completion of a prescribed set of Learning Outcomes. These are able to be achieved through a broad range of learning tasks including group and project work. A minimum of 90% attendance will ensure that there is plenty of time to complete the required learning outcomes.

A range of assessment methods can be used to verify successful completion of the learning outcomes of each VCE VM Unit. These may include but are not limited to the following:

- Student self-assessment
- Teacher observation
- Reflective work journals
- Student log books of preparation for group tasks and projects
- Oral presentations and debates
- Studying texts (written, documentary or film)
- Folios of tasks or investigations
- Photos.

An assessment task used to demonstrate achievement of one or multiple learning outcomes in one VCE VM Unit cannot be used to demonstrate achievement in other VCE VM unit learning outcomes, or competency in a VET unit of competency. For example, an assessment task (within a broader project) used to demonstrate achievement of a number of learning outcomes within a Personal Development Skills Unit cannot be used to demonstrate achievement of learning outcomes in Literacy or Work Related Skills Units.

In order for the student to meet outcomes, student work must be collected over time (all year) and in different contexts. This also allows teachers to authenticate work as the student's own. Therefore students must be working consistently all year - VCE VM is a marathon and not a sprint.

VCE VM Structured Workplace Learning

Structured workplace learning is a valuable part of the VCE VM program and unless negotiated with the Senior Years Team, students are expected to find a placement. Students attending structured workplace learning must have appropriate forms completed and signed by employer, parent, student and the Principal before commencing their placement. Structured workplace learning must not extend beyond the agreed date or in a new setting without new structured work placement arrangement forms being completed.

Work Placement Rules

1. Paper work must be fully completed and signed by all parties prior to commencing work.
2. If you are going to be absent you must ring your employer first, followed by the school by 8.45am.
3. Any student without a work placement is expected to actively pursue employers on their work placement day as there are no classes held. It is imperative that students get their structured work placements organised as early in the year as possible.
4. Students who are continuing with the same employer at the start of the year must complete a new set of structured work placement forms.

Moving from VCE to VCE-VM

Students who wish to move from a VCE course to VCE-VM must speak to the VCE Coordinator to plan the transition. VCE Units can be included in the 16 Units required for VCE-VM. If a VCE student wishes to move to VCE-VM it is essential that they use their best efforts to complete their current VCE Units in order to take credit into the VCE-VM course - particularly in VCE English and Maths.

VCE information

The requirements for successful completion of VCE are set by the Victorian Curriculum and Assessment Authority. To be awarded a VCE Certificate, a student must complete a minimum of 16 Units of study. At least 8 of these Units must be completed as Unit 3 and 4 sequences (including English).

Students should study 12 Units in Year 11 and 10 Units in Year 12. This allows students to assess which are their strongest subjects and to ensure that all University prerequisite subjects are completed. All students must complete English or Literature in Year 11 and 12, and all students are strongly encouraged to complete Maths at Year 11 standard as a minimum. This will assist students to

achieve the essential mathematical skills that will be required in further study across a range of areas.

Assessment in VCE and VCE-VET Units

Unit 1 and 2 VCE Units (usually completed in Year 11) are assessed by the subject teacher. There are no external exams for these Units and the school reports Satisfactory/ Not Satisfactory completion to the VCAA.

Unit 3 and 4 VCE Units (usually completed in Year 12) have both a school assessed and externally assessed component. The school based assessment is completed by the subject teacher with Satisfactory/ Not Satisfactory completion reported to the VCAA. As a part of this ongoing school based assessment, the teacher will set essential learning/ non-scored tasks. The successful completion of these tasks as well as the SACs/ SATs contributes to the teacher's assessment of satisfactory achievement of each Outcome in the Unit.

In addition, Unit 3 and 4 subjects have a scored component. Each subject has a different weight attributed to school based scored assessment (SACs/ SATs) and an external exam assessment. These scores are compiled by the VCAA and the student receives a study score for the subject. These scored components are required if the student is to receive an Australian Tertiary Admissions Rank (ATAR).

Coursework and essential coursework/ non-scored tasks

Coursework is part of the successful completion of the learning outcomes of each VCE Unit. These may include but are not limited to the following:

- Teacher Observation
- Homework and practice tasks
- Work in class
- Student notes
- Contribution to class discussion
- Folios of tasks or investigations
- Online tasks or modules (Edrolo etc).

For each outcome a teacher will set essential coursework/ non-scored tasks which must be completed and may be used to determine a Satisfactory result for the Unit. Parents and carers will be notified if these tasks are not completed or not completed to a satisfactory standard. They may be set as in class tasks or homework.

Missed SACs

Students are given notice of upcoming assessment by their subject teachers and

they also have ongoing access to the VCE Assessment Calendar through the VCE Information Google Classroom. They must try to manage non-illness absences around those assessment dates. A student who is absent from an assessment task must contact the school on that day. Students must see the VCE Coordinator and their teacher immediately upon their return to school to explain their absence and provide a medical certificate or other evidence.

Please note that term time family holidays and other non-illness absences are usually not accepted as reasons to miss an assessment. In those circumstances, a student will complete the assessment in order to achieve a “satisfactory” grade, but they may not receive a score. This will have a direct impact on their study score in the subject.

Students will be required to complete an Application to Reschedule a VCE Assessment Task form to apply for a rescheduled SAC or an extension of time for an assessment task. The completed form must be given to the VCE Coordinator who will reschedule the SAC if appropriate.

Unsatisfactory SACs/ SATs

If a student fails to get a satisfactory result on a SAC/ SAT a teacher may also use *essential coursework / non-scored tasks* to determine whether a student has satisfactorily meant the outcome. The original score achieved on the SAC/ SAT will remain the same and will be reported to the VCAA.

In some cases a redemption task may be set in order that the student can demonstrate satisfactory completion of an outcome. If a student fails more than one SAC/ SAT in a single subject then the student will have to have a meeting with their YLL and the VCE Coordinator.

If a student fails to meet the outcome to a satisfactory level through essential/ non-scored tasks and/or a redemption task and still receives an N for the SAC/ SAT, the student may receive an N for the entire Unit as each outcome must be successfully met for satisfactory completion of a Unit. This has serious ramifications for a student’s success in VCE and a meeting will need to be held with a student, student’s family and the Year Level Leader.

Redemption tasks/ Rescheduled SACs

Redemption tasks and rescheduled SACs for students who have failed or missed a SAC will usually be held after school and administered by the senior office rather

than the class teacher. Affected students and families will be given notice of the new assessment date.

Release of ATAR

In accordance with VTAC policy the school requires students to give written permission for their ATAR to be released to their subject teachers and Year Level Leaders to assist with course counselling and publicity. A permission form will be provided to VCE students to ensure that we have student agreement for this to occur.

School based/ Unscored VCE Policy

The satisfactory completion of VCE is based on achieving Satisfactory grades in 16 VCE/ VCE-VET Units (8 of these must be at Unit 3 and 4 level, and 3 Units of English must be successfully completed). This also applies to students who are 'unscored'.

A student who does not wish to receive an ATAR is not required to complete the externally assessed examination components of VCE . These students only complete the school assessed tasks with no scores reported to the VCAA - just a Satisfactory/ Unsatisfactory grade.. A student who does not receive an ATAR may limit their tertiary study options for several years after school completion, and it must be a carefully considered and informed decision.

These students are not required to attend school after the successful completion of all school assessed assessments. However, these students must:

- Participate and contribute in all of their classes
- Successfully complete all essential coursework/ non-scored tasks.
- Successfully complete all SACs/ SATs in each Unit
- Achieve the requirements of each outcome in a Unit
- Attend a minimum of 90% of classes, subject to the conditions above
- Successfully complete any redemption tasks set by their teachers.
- Sit the General Achievement Test
- Undertake Career Counselling with the Senior School Careers Teacher
- Obtain written acknowledgement from parents/ carers of this choice and its ramifications. The school will provide the appropriate form for this consent.