

IMPORTANT INFORMATION FOR VCE STUDENTS

At the commencement of each Unit students will be given:

- an outline which includes the outcomes and assessment tasks for the Unit; and
- a list of important dates including submission dates and the dates of assessment periods.

ASSESSMENT

At Units 1 & 2 assessment tasks are graded from A+ to UG (ungraded). However, only S or N is reported to VCAA.

In Units 3 & 4 assessment tasks are scored numerically. VCAA uses school determined scores and exam scores to produce a Study Score. Study Scores are used to calculate a student's ENTER (Equivalent National Tertiary Entry Rank) which is used by Universities and TAFES to offer places to students.

AUTHENTICATION

Teachers are required to authenticate all student work. This means that the teachers must be convinced that the work submitted by students is genuinely their own. Teachers authenticate student work by using methods such as monitoring class activities, consulting with the student, viewing work completed in class, setting a test, requiring an oral explanation of work and keeping records of a student's ability and history.

It is the student's responsibility to ensure that teachers are able to authenticate their work.

VCAA has clear procedures described in the Administrative Handbook that operate if a breach of authentication is reported. Students must keep all drafts, notes, preparatory work, photocopied references, records of interviews etc., so that they can prove authenticity if asked to do so.

In order to avoid authentication issues, the VCAA provides the following rules that students must observe when preparing work for assessment at both Years 11 & 12.

1. Students must ensure that all unacknowledged work submitted for coursework is genuinely their own.
2. Students must acknowledge all resources used, including: text, websites and other source material; the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. Students must not receive undue assistance from any other person in the preparation and submission of work. *Acceptable* levels of assistance include: the incorporation of ideas or material derived from other sources (eg. 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

- (including websites and texts) without acknowledgement, or actual corrections or improvements made or dictated by another person.
4. Students must not submit the same piece of work for assessment in more than one study.
 5. Students who knowingly assist other students in a breach of rules may also be penalised.

ATTENDANCE

Where a student has completed all tasks satisfactorily but there has been a breach of attendance rules the school must assign N for one or more of the outcomes and thus for the unit, overall.

N can be given for a Unit if the student's attendance for that Unit falls below 80%, thus preventing the student from satisfactorily completing the Unit. Approved absences (illness, etc) are not included in this figure. Students are required to verify their absence in writing no more than two weeks after the absence. Often this may include a medical certificate.

Decisions to give an N mark are not subject to appeal by the VCAA.

In addition to observing the VCAA rules students must also observe the rules of the school.

Students who miss an assessment period for a legitimate reason can apply to the Year Level Coordinator for special provision and if granted, may be given the opportunity to complete the assessment task.

Students who are too ill to attend school must have a medical certificate issued for the day of the missed assessment.

When assessment tasks are completed out of class, students must hand work to the teacher in their normal class on the published date. It is NOT acceptable to hand in the work after school or the next morning, to put work in a teacher's pigeon hole or on their desk or to submit it to another teacher unless students have been specifically instructed to do so. In cases when this is not possible hand work to the Year Level Coordinator or the Principal.

EXTENDED HOLIDAYS

Please note that extended family holidays are not approved absences for the purposes of meeting the VCE attendance requirements. It is therefore not advisable for students to be out of school during term time while studying for their VCE. It is advisable to use one week of each school holiday to study and revise work before the new term begins.

RESUBMISSION OF TASKS

Students who complete an assessment task but do not meet the required standard may be permitted to resubmit work to demonstrate satisfactory achievement of an outcome. Resubmitted work will not be regraded. The original grade will not be changed.

SPECIAL PROVISION

A student is eligible to apply for Special Provision if at any time that he/she is significantly adversely affected by illness (physical or psychological factors) relating to their personal environment or by any other serious cause that has disadvantaged them, or by having a disability or impairment.

Special Provision does not exempt students from meeting the requirements for satisfactory completion of the VCE or from being assessed against the outcomes for a study.

Students who believe they have grounds for Special Provision must apply to the VCE Coordinator as soon as the need for special provision becomes apparent as special provision cannot be applied retrospectively. All applications for special provision must be accompanied by evidence of the adverse effect of the condition on the student's ability to demonstrate achievement. This may include a letter from a medical doctor.

If you have any questions or concerns about these matters please consult the VCE Coordinator, the Year Level Coordinator or the Principal, as soon as possible. Problems can be sorted out only if known about quickly.