# 2020 VCE/VET/VCAL
# PROCEDURAL HANDBOOK

# INTRODUCTION

This handbook outlines the VCE, VCAL and VET procedures that will be essential for you to satisfactorily complete your senior studies at Marymede Catholic College. It is important that you keep this handbook readily available and refer to it throughout the year. **It is the College's expectation that students have read and understood the contents of this Handbook, and are aware of their responsibilities with regard to their enrolment in a Senior School Certificate.**

There is a glossary at the back of the Handbook to assist you with some of the terms that will be commonly used within Senior Certificates Programs.

The College staff will assist the students in every way possible to achieve at their best. Staff who should be contacted if assistance is required are:

## VCE PROCEDURAL AND PROGRAM ADVICE:

**VCE Co-ordinator:**  Mr Vincenzo Rovetto
(vincenzo.rovetto@marymede.vic.edu.au)

**Learning & Teaching Co-ordinator (7-12):**  Ms Nikole Cymbalak
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**VCAL Co-ordinator:**  Mr David DeSilva
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**VET Co-ordinator:**  Mr Gary Hickey
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## CAREERS, TERTIARY ADMISSIONS ADVICE INCLUDING SEAS APPLICATIONS:

**Careers and Pathways Advisor:**  Ms Stavroula Tsembas
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## INDIVIDUAL SUBJECT CONCERNS:

**Subject Teacher** or **Head of Domain**

# GENERAL ADMINISTRATION FOR SENIOR SCHOOL STUDENTS

This section will explain some of the expectations and requirements of VCE, VET and VCAL at Marymede.

Students and parents are advised that as a registered provider, Marymede Catholic College is required to adhere to, and administer the rules related to the conduct of Senior School Certificates, as stipulated by the Victorian Curriculum and Assessment Authority (VCAA). The VCAA Rules are available via the following weblink … **www.vcaa.vic.edu.au**

## A.   Satisfactory completion of VCE units

For satisfactory completion of a VCE unit, a student must demonstrate achievement of the set of outcomes for the unit as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's assessment of the student's overall performance on assessment tasks designed for the unit. This decision is distinct from the assessment of levels of performance.

**There is no link between the mark / score obtained for a task and the satisfactory completion of the task.**

The key knowledge and skills and the advice for teachers included in the study design will assist teachers in making this judgment. The key knowledge and skills do not constitute a checklist of elements that needs to be assessed separately. In those studies where the set of assessment tasks for School assessed Coursework scores covers all outcomes designated for the unit, satisfactory performance on these tasks is sufficient evidence to award Satisfactory Completion (S) for the unit.

### Satisfactory VCE unit result

The student receives **S (Satisfactory Completion)** for a unit when the school determines that all outcomes are achieved satisfactorily. To achieve an outcome a student must:

- produce work that meets the required standard;
- submit work on time;
- submit work that is clearly his/her own; and
- observe the VCAA and school rules, including attendance rule requirements.

If a teacher judges that all outcomes are achieved, the student is deemed to have satisfactorily completed the unit.

**Not Satisfactory VCE unit result**

The student receives **N (Not Satisfactory Completion)** for the unit when one or more of the outcomes are not satisfactorily completed because:

- 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 for any reason, including Special Provision;
- the work cannot be authenticated; or
- there has been a substantial breach of rules including attendance rules, or being in possession of unauthorised electronic device(s).

The **N** result should be used for students who only partly complete work or whose attendance records breach school rules. **This result can only be sanctioned by the Principal.**

**B. Satisfactory completion of VET units**

Students receive an **S** for a unit of competence when they have demonstrated competence as assessed by the Registered Training Organisation (RTO). Students receive an **S** for a module when they have demonstrated achievement of all the learning outcomes as assessed by the RTO. Satisfactory completion of VCE VET units is calculated automatically as students satisfactorily complete units of competence/modules. Most VCE VET programs consist of four VCE VET units containing one sequence at Unit 3/4 level.

**C. Satisfactory completion of VCAL units**

A student will receive an **S** for a unit in the Work-Related Skills, Personal Development Skills, Numeracy Skills and Literacy Skills units when they have demonstrated competence in all necessary learning outcomes for the unit.

All activities designed for assessment of VCAL unit learning outcomes should be assessed by the teacher to verify successful completion. The assessment criteria/elements are provided to further describe the learning outcomes and are intended as a guide for teachers in the design of assessment tasks so as to ensure consistency in the way learning outcomes are interpreted and assessed. Evidence for each assessment criterion/elements may need to be collected – consult with VCAL Co-ordinator.

The curriculum components in a VCAL learning program must be assessed in accordance with the requirements and guidelines outlined in the curriculum documents for the units and units of competency/modules delivered in the learning program.

All VCAL units must be assessed according to the assessment and quality requirements of the VCAA.

The VCAL provider co-ordinates the assessment and collection of results for all curriculum components within the VCAL learning program. The satisfactory completion of curriculum components must be in accordance with the assessment guidelines for the accredited curriculum.

For VCAL units, students will receive a satisfactorily completed **(S)** or not yet complete **(N)** result for each unit. When assessing students with particular needs, the validity and reliability of assessment must be maintained. Flexibility in assessment methods should be used to ensure alternative methods are utilised to allow the demonstration of successful completion of learning outcomes without disadvantaging the student.

NB.        **Only the Principal is authorised to sanction the award of 'N'.**

## D.  VCE / VCAL Panel

The primary role of the VCE / VCAL Panel – chaired by the VCE Co-ordinator, is to support students in the satisfactory completion of their VCE / VCAL studies. Students are permitted to invite a member of staff to act in a support role during their meeting with the VCE / VCAL Panel.

The VCE / VCAL Panel will meet whenever a breach of VCAA Rules occurs, including where:

- a student fails to submit a SAC, SAT, or Outcome on, or by the due date.
- a student fails to Satisfactorily complete a resubmission of a SAC, SAT, or Outcome, or a rescheduled task.
- issues in relation to authentication of a SAC, SAT, or Outcome arise.
- a student fails to meet minimum attendance requirements.

In cases, where there has been a substantive breach of VCAA Rules by a student, the VCE Co-ordinator will recommend a course of action to the Principal.

The make-up of the VCE Panel will include the VCE Co-ordinator and a Domain Leader or other relevant College leader. At all times, it is the responsibility of the VCE Co-ordinator to convene the panel and communicate procedures to all parties involved.

**The VCE Co-ordinator will inform parents in writing of any course of action taken.**

## E.  Computer use

Students may not use failure of computer equipment as an excuse for non-submission of any SAC, SAT, or Outcome by the due date. When students use a computer to produce an assessment task, it is the student's responsibility to ensure that:

- there is an alternative system available for use in case of computer or printer malfunction or unavailability;
- hard copies of the work in progress are produced regularly to meet drafting and authentication requirements; &
- each time changes are made, the work is backed up onto the school network, or onto a USB or cloud storage if working on a home computer. Back-up USB should be stored in a safe location.

## F. Resubmission of a task

A student will be given **ONE** opportunity to resubmit and satisfactorily complete any / all sections of a SAC / Outcome that, in the judgement of the teacher, does not meet the required standard for the satisfactory completion of all assessment criteria (irrespective of the mark or grade awarded), as outlined in the relevant Assessment Guide. Moreover, students should be made aware of the required standard before they undertake the task.

**In all instances of resubmission, the original mark / grade is awarded.**

In the case of a student failing to satisfactorily complete a SAC / Outcome, the teacher will:

1. Where required, seek approval from the Domain leader of the need for a resubmission, and advise the VCE Co-ordinator.

2. Record the resubmission requirement on SIMON. Teachers will be required go to Level 1 and find Resubmission in the "Type" category and enter the following details into the Incident Description:

    - Name of task for which an initial 'N' was achieved;
    - Subject and Unit;
    - Day/date/time of the scheduled resubmission; and
    - Time (in minutes) permitted to complete the task.
    - Please allow at least one week between the time of the SIMON entry and the scheduled Resubmission.

3. Liaising with the VCE Co-ordinator, arrange for their student(s) to complete the resubmission task in a timely manner, at a mutually agreed time and venue. The teacher will be required to supervise the completion of the resubmission task. In the event that there are a number of students from more than one class resubmitting a common task, relevant teachers are permitted to share the supervisory role.

The VCE Co-ordinator will need to be consulted if any difficulties arise in relation to the timely completion of a resubmission task. The official after school detention room is not to be used as a venue for the completion of resubmission tasks unless written consent has been given by the Deputy Principal (L & T).

If the student satisfactorily completes the Resubmission task, the teacher should add a note in SIMON and record the incident as RESOLVED.

In the event that the task is Not Satisfactorily completed by the student, add a note in SIMON referring the matter to the VCE / VCAL Panel, leaving the incident UNRESOLVED.
Please notify the VCE Co-ordinator by separate email.

## G.  Attendance

All students enrolled in any senior certificate studies (VCE / VET / VCAL) are expected to attend all scheduled classes.  This is the only way to ensure that you can actually learn all that is necessary.  Absenting yourself from school for illness is a serious decision and should not be taken lightly.  <u>As a rule, if you are ill enough to consider not coming to school, you are therefore ill enough to seek professional medical assistance</u>.
**It is a requirement that all students attend a minimum of 85% of scheduled classes.**
Teachers are required to maintain accurate attendance records to all classes and vigilantly monitor student absenteeism.

Marymede Catholic College requires all students to complete Outcomes / SACs / SATs for senior certificate studies as scheduled.  In instances where ill health prevents a student from attending school to complete such assessment tasks, the College requires the provision of a medical certificate attesting to the unfitness of the student to attend school to submit and/or complete the assessment task as a result of a diagnosed bona fide medical condition.  This applies equally to assessment tasks that have been re-scheduled by negotiation with the VCE Co-ordinator.

**In line with the Victorian Curriculum and Assessment Authority (VCAA), the College requires medical certification to be provided <u>ONLY</u> by a registered medical practitioner. This certificate must be dated on the same day or the day immediately prior to assessment.**

The College will **<u>NOT</u>** accept, for example, Statutory Declarations or certification from a Pharmacy.

Student absenteeism from Outcomes / SACs / SATs, or on days on which deadlines occur, should be immediately reported to the VCE Co-ordinator by email.  The teacher should follow up by seeking an explanation for the absence.  If the absence is not directly attributable to a bona fide medical condition (and supported by a medical certificate), the teacher should refer the matter to the VCE / VCAL Panel via SIMON.

Students "not feeling well enough" to complete a task cannot reschedule the completion of a task without discussion with, and consent from the VCE Co-ordinator.  (See also Extensions in Section H.)

Furthermore, it is expected that a medical certificate will clearly indicate each of the following integral elements on signed letterhead:

- Patient identification;
- Date of examination;
- Date of completion of certification
- Statement of an unfitness to attend/complete normal duties; and
- Recommendation of the period not to attend/complete normal duties.

Marymede Catholic College **will not** accept as a bona fide medical certificate, any such statements provided without each of the elements listed above.

### Re-scheduling Assessment Tasks

In cases where a student cannot complete an Assessment Task on the scheduled or due date as a result of having the School's permission to participate in a College approved activity, the student will be required to complete the task by the end of the next school day after the day of the College approved activity. In instances involving the submission of a task that was completed over an extended period of time (e.g. a SAT), it is the student's responsibility to ensure that the task is submitted either by the required deadline, or the previous school day.

In cases involving absence due to a bona fide illness attested to by the provision of an appropriate medical certificate, the student will be required to complete the Task by the end of the next school day following the last day of absence approved/recommended by the registered medical practitioner. Again, in instances involving the submission of a task that was completed over an extended period of time (e.g. a SAT), it is the student's responsibility to ensure that the task is submitted either by the required deadline, or the previous school day.

**The VCE Co-ordinator must be notified of all foreseen absenteeism.**

Additionally, the VCE Co-ordinator should be notified whenever a student accrues 8 class periods of absenteeism in a Unit not resulting from attendance to College Approved Activities, or those which result from a **bona fide** illness that is attested to by the provision of a Medical Certificate.

> *Students whose attendance in any particular study falls below 85% will have a Not Satisfactory unit result reported to the VCAA for that unit, unless Special Provision has been previously granted.*

**The VCE Co-ordinator must also be notified of all foreseeable absenteeism.**

It should also be carefully noted that, for example, family holidays, licence tests, and debutante balls, are not valid grounds for absenteeism on days of deadlines. These examples are by no means an exhaustive list. Please ensure that you discuss any foreseeable absence with the VCE Co-ordinator.

## H. Deadlines and Commencement / Completion dates

### Notification

It is the responsibility of the teacher to ensure that their students are provided with a (hard) copy of deadlines and commencement / completion dates for all Outcomes / SACs / SATs within 3 weeks of the start of a Unit.

### Extensions

A student, who, as a result of significant hardship, is unable to meet a deadline or misses part / all of the scheduled time for a task completed over an extended period of time, may apply for an extension. The student must make an appointment to discuss their application for an extension with the VCE Co-ordinator at least two school days prior to the deadline or completion date.

**Teachers are not authorised to grant extensions under any circumstances.**

### Deviation

At times, unforeseen College (or other significant) events may impact on deadlines or commencement / completion dates. In these circumstances, the teacher or where applicable, the relevant Domain Leader should liaise with the Deputy Principal Learning & Teaching **and** the VCE Co-ordinator to seek assistance in resolving the problem.

### Monitoring work in progress

Teachers should vigilantly monitor student work in progress. This work would normally remain in the teacher's custody throughout the period of completion. Whenever any work is completed on computer, students are required to save a copy on the College Network at each stage of the development of the work. Annotating / signing / dating work in progress should be a normal occurrence.

*The incidence of students failing to meet deadlines should not be occurring.*

### VCAA accountability

Teachers will ensure that all Coursework and Assessment is conducted and finalised in accordance with VCAA Study Designs within the approved timeframe. They are also required

to submit all such documentation (accurately completed, signed and dated) as required by the VCE Co-ordinator / VASS Administrator in the timeframe permitted.

### I.    Plagiarism / Cheating

All students are expected to complete an assessable item of schoolwork under the conditions clearly and unambiguously conveyed by their teacher, or delegate.  Any breach of these conditions by a student will initially be reported to the VCE Co-ordinator.
The VCE Co-ordinator will then determine if a breach of VCAA Rules has occurred.  If so, the student will be required to appear before the VCE / VCAL Panel to explain his / her actions. The VCE / VCAL Panel will then make a recommendation to the Principal.

It is the responsibility of the teacher to vigilantly supervise the conduct of students as they complete assessment items.  It would be expected that students would only be permitted to have authorised materials necessary for the completion of the task on their desks – all other materials should not be permitted into the room, or should be placed in a designated and inaccessible   location in the room.  Teachers should also be mindful of the propensity of some students to secrete unauthorised material in the pockets of their blazer – they too should be left in a designated location.

If a student submits work for final assessment that has not been sighted by their teacher during the period within which the task was scheduled for completion, the teacher is unable to authenticate the student's work, and therefore unable to award an 'S' result.

**As such, it is the responsibility of the student to ensure that they keep draft copies or rough notes as they work through an assessment task and to enable their teacher to see these when requested.**

If work is largely done on computer, this could include copies of files showing progressive development.