KOONUNG SECONDARY COLLEGE

SENIOR SCHOOL
Student and Parent Manual

2024

This document can be accessed at: www.koonung.vic.edu.au

KOONUNG EXECUTIVE TEAM

Mr Andrew McNeil
Principal

Ms Stace Kerr
Business Manager

Ms Sandra Greenhill
Assistant Principal

Ms Mary Eade
Assistant Principal

Mr Conor Sheehan
Assistant Principal

SENIOR SCHOOL TEAM

Ms Allira Howe
Director of Senior School

Ms Glenda Hanslow
Year 12 Coordinator

Mr Peter Giapantzakis
Year 11 Coordinator

Mr Alistair Tuffnell
Year 10 Coordinator

Mr Peter Scott
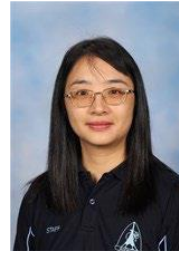**Year 10, 11 & 12 Coordinator**

Miss Allana Edgell
Senior School Administrator

INTERNATIONAL STUDENT SUPPORT TEAM

Ms Tracey Song
Manager

Ms Joyce Bao
Coordinator

Mr Sen Li
Multicultural Aide

CAREERS TEAM

Ms Karen Riding
Manager

Ms Carole Marcianti
VET Coordinator

Mrs Zaiga Bendrups
Administrator

TABLE OF CONTENTS

1. VCE ACRONYMS AND TERMINOLOGY:

The language of the VCE may sound confusing at first. This glossary of commonly used VCE terms will help you to understand the requirements and processes in VCE.

Authentication This refers to the process of satisfying the teacher that the work produced in the course of study is their own.

SAC   School-assessed Coursework

SAT   School-Assessed Task

VCE   Victorian Certificate of Education

VET   Vocational Education and Training

TAFE   Technical and Further Education

EAL   English as an Additional Language

Unit(s) The components of a VCE study that are a semester in duration. There are usually four units in a VCE study, Units 1, 2, 3 and 4.

ATAR Australian Tertiary Admission Rank
The ATAR is an overall percentile ranking reflecting the comparative Year 12 achievement relative to the relevant age group in a given year.

Study Score A score from 0-50, determined by the VCAA, which shows the student's performance in a study relative to all other students doing that same study. It is based on results in school assessments and examinations.

Statistical Moderation The process used to ensure that assessments from each school across the state are comparable. SAC scores from the College are adjusted to match the level and spread of the examination and GAT scores for students doing that study

VTAC   Victorian Tertiary Admissions Centre

VASS   Victorian Assessment Software System

VCAA   Victorian Curriculum Assessment Authority

GAT   General Achievement Test All students undertaking one or more Unit 3-4 studies are required to sit the GAT.

DES   Derived Examination Score Provision available for students who have missed an examination or whose examination performance has been impaired due to illness or other personal circumstance.

SEAS   Special Entry Access Scheme A program for special entry at participating institutions

LOTE   Languages other than English

For a full list of Acronyms and a Glossary of terms go to the VCAA website at: **http://www.vcaa.vic.edu.au/Pages/faqs/acronymsglossary.aspx#GS**

2. SUBJECTS OFFERED IN SENIOR SCHOOL IN 2024

VCE Subjects 2024

Accounting
Art Creative Process
Business Management
Drama
English
- English
- English as an Additional Language
- English Language
Environmental Science
Food and Technology
Geography
Health and Human Development
History - Revolutions
Languages
- French
- Japanese
Legal Studies
Mathematics
- General Mathematics
- Mathematical Methods
- Specialist Mathematics
Media
Music Performance
Physical Education
Production Design Technology
Sciences
- Biology
- Chemistry
- Environmental Science
- Psychology
- Physics
Visual Communication Design

Year 10 Subjects 2024

English
- English
- English as an Additional Language
- Literature
Mathematics
- Pre General Maths
- Pre Methods Maths
- Essential Maths
Science
- Biochemical Science
- Human Science
- Physical Science
Humanities
- History: The Decisive Decades
- History: Conflict & Crisis
- Money & Markets
- You & the Law
- Global Connections
Languages
- French
- Japanese
Arts & Technology
- Art
- Drama
- Photography
- Music
- Media
- Creating With Food
- Visual Communication Design
- Unity Game Development
- Data Systems
Health and Physical Education
- Health & Recreation
- Sports Physiology & Performance

3. STUDENT CARD

Students are required to carry their student card at all times.

It is used
- for photocopying
- as formal identification at SACs and examinations.

4. ENROLMENT DETAILS

Students are to ensure that all details pertaining to their enrolment are current and correct. Incorrect subject information may have serious implications for completion of the Victorian Certificate of Education (VCE).

It is the responsibility of the student to carefully check all information on enrolment forms.

It is responsibility of the student to notify the Senior School Administrator of any change in their details.

5. PROGRAM SELECTION AND GRADUATION REQUIREMENTS

5.1 Year 10 students

All Year 10 students complete a course of study which involves two semesters of English/EAL, at least one semester of mathematics, humanities and science. The remaining subjects (total of 12) are made up of electives.

Some students may apply to complete Unit 1 & 2 VCE sequence. A student would only be considered if their results across all Year 9 subjects averaged **B+ or above AND** demonstrated a mature attitude towards their studies. Students who have been accepted into a VCE subject must maintain a **B+** standard across all studies to progress in subsequent years. Progression is not automatically granted. Please refer to the College Acceleration Policy which is available on Compass and in the Subject Handbooks.

5.2 Student program requirements for satisfactory completion of the VCE

Most students will undertake their VCE at this college over a two-year period.

Students need to satisfactorily complete a **minimum of 16 Units**. Including:

- Three Units of the common study of English/EAL/English Language/Literature (Units 1,2,3 & 4)

AND

- Three sequences of Units 3 and 4 studies other than English; of which two can be VCE/VET sequences.

NB In order to receive an ATAR, students must also have successfully completed both Units 3 & 4 of English/EAL/English Language/Literature

A typical student program would include **12** Units at Year 11 and **10** Units at Year 12 level.
Students undertaking a Unit 3 & 4 subject in Year 11 will <u>still be required</u> to complete five Unit 3/4 sequences in Year 12. This will allow students to complete six Year 12 subjects to maximise their ATAR. A maximum of six subjects can be included in the calculation of the ATAR.

If a student is undertaking a VCE or VET unit at an institution other than Koonung Secondary College, it is the responsibility of the student to inform the Senior School Administrator and supply documentation verifying their enrolment.

A student who may have special circumstances (such as medical or significant training demands supporting their performance as an elite athlete), and who wishes to undertake less than the normal subject load, must formally apply in writing to do so and have their request considered by a panel comprising the Principal (or Principal's nominee), the Senior School Manager and a Senior School teacher. All supporting documentation must be provided to the panel.

5.3 Student program requirements for VCE Vocational Major

Students may apply to undertake the VCE Vocational Major. This program is designed for students who have a particular industry to work and learn in while they are completing their VCE certificate. This is a two-year program with a number of core subjects and VET course requirements.
At Koonung Secondary College, to be eligible to receive the VCE VM, students must satisfactorily complete a minimum of 16 units, including:

- 3 VCE VM Literacy or VCE English units (including a Unit 3–4 sequence)

- 2 VCE VM Numeracy or VCE Mathematics units

- 2 VCE VM Work Related Skills units

- 2 VCE VM Personal Development Skills units, and

- 2 VET credits at Certificate II level or above (180 nominal hours)

Students must complete a minimum of four Unit 3–4 sequences as part of their program. Units 3 and 4 of VM studies may be undertaken together over the duration of the academic year to enable these to be integrated.

5.4 Students undertaking the Victorian Pathways Certificate

Students that are not able or ready to participate in the VCE certificate in consultation with the Senior School can opt to instead undertake the Victorian Pathways Certificate (VPC). Eligibility and suitability for the VPC will be decided as part of the SSG process including the Senior School Director and PSD Coordinator. The VPC is designed for students to ultimately enter a VCE program, TAFE certificate or employment.
At Koonung Secondary College to be eligible to receive the VPC, students must satisfactorily complete a minimum of 12 units, including:

- 2 VPC Literacy

- 2 VPC Numeracy

- 2 VPC Work Related Skills

- 2 VPC Personal Development Skills

6. ATTENDANCE POLICY

Students are required to attend a minimum of 90% of timetabled classes to meet the College's attendance requirements.

Students with an absentee rate of **10% (of non medically certified absences) or more over a semester** in any subject or unit may r**eceive an 'N' (Fail)** result. This equates to approximately 4 absences per semester.

Notes approving absences and medical certificates are to be deposited in the black box outside the Senior School Office or email a scanned copy to the Senior School Administrator.

6.1 Absence from a SAC

Students are required to contact the **Senior School Administrator before 9am** on the day of the assessment task **(9890 9662) and indicate the subject name and the teacher of the SAC that will be missed**.

Students absent from a SAC on the grounds of illness are required to produce a medical certificate upon their return to school. **Where no certificate is provided for illness the student forfeits the assessment mark for that outcome and an unapproved absence is recorded.** (All SAC marks contribute to a student's Study Score and ATAR at the Unit 3 & 4 level).

It is expected that the student contacts the class teacher of the missed SAC. The teacher will reschedule the SAC to be completed on the day that the student returns to school.

The Senior School Coordinators retain the discretion to decide when a student has been absent for non-medical reasons and there are genuine reasons for the absence, which can be taken into consideration (for example, family bereavement). The Senior School Coordinators will negotiate alternative assessment arrangements with the teacher concerned.

6.2 Absence from Class

Parents/Carers/Students must contact the school on the morning of the absence.

Students must be aware that prolonged absences from classes, due to illness or other grounds, even though approved, may mean that a student is unable to satisfactorily demonstrate an understanding of the outcomes covered in a unit. Students must actively participate in class; it is not enough to simply complete the SACs and other unit assessment.

If a student is absent, it is **their responsibility** to obtain copies of class notes and to ensure that they **complete any work missed** during their absence. This can be done by students emailing the class teacher for any work missed and referring to the Unit outline found on Compass Resources.

A decision to grant an "N" for non-attendance of class is not subject to appeal to the VCAA.
Students involved in co-curricular activities such as participating in sports teams, coaching, musical performances etc. **must give priority to their timetabled studies and are required to attend any assessment of coursework.** It is the responsibility of the student to notify the classroom teacher of any extracurricular activity they are involved in. Any missed work must be completed.

Students intending on travelling for the purpose of family holidays during term time should first seek approval from the Senior School Manager **prior to any bookings being made.** The College strongly advises **AGAINST** taking vacations during term time.

6.2.1 Lateness

Late to school is defined as arriving to class

- after the start of their first timetabled period of the day.

Students arriving late must **obtain a late pass from the Senior Subschool office prior to going to class.**

BELL TIMES 2021	
Start of the Day	8.40am
Period 1	**8.50am – 9.50am**
Period 2	**9.55am – 10.55am**
Recess	10.55am – 11.15am
Period 3	**11.20am – 12.20pm**
Period 4	**12.25pm – 1.25pm**
Lunch	1.25pm – 2.10pm
Period 5	**2.15pm – 3.15pm**

7. ASSESSMENT OF LEARNING OUTCOMES

7.1.1 Satisfactory completion of a Unit

To satisfactorily complete a unit of work in any study area, students must be able to demonstrate achievement or an understanding of the outcomes/criteria or topics for the units as specified in the study design or unit outline.

Teachers will advise students about the range of work required to be completed for each unit. This information will be available via unit outlines posted on Compass – Resources, at the start of each semester.

Achievement of an outcome/criteria or unit means:

- The work meets the required standard as described in the outcomes/criteria or unit plan

- The work was submitted on time

- The work is clearly the student's own

If all outcomes are achieved, the student is awarded S (satisfactory) for the unit.

7.1.2 Outcome not satisfactory (UG)

If the teacher has determined that the work submitted by a student for assessment of an outcome has not met the required standard, the teacher will consider any previous work submitted, provided it meets the requirements. At VCE, students must achieve 45% or higher on an assessment task. If this required

standard is not met, then the student will be required to complete or submit additional work, depending on the subject/domain.

If the outcome remains unsatisfactory then the teacher will inform the Senior School Team, student and the parents. The teacher, in writing, will outline the further work that needs to be submitted to meet satisfactory completion requirements of a unit. This could include resubmitting the task, showing other tasks done in class or an interview to demonstrate an understanding of the concepts.

Students **may not** submit further tasks for the reconsideration of the SAC score awarded by the class teacher. However, the student may be awarded S (satisfactory) for the unit.

A student may not be granted a satisfactory completion if

- The work is not of the required standard as described in the unit outline

- The student has not met the approved extension of time for the assessment task

- The work cannot be authenticated

- The student has not met school attendance requirements (90%)

7.1.3 NA (Not Assessed)

A student will receive a grade of NA because of extended leave or the work has not been completed due to exceptional circumstances. Students will still need to submit the task (or other negotiated task) to receive a satisfactory result.

Where a student has completed work but has not met the attendance requirements, the student will be brought before a panel consisting of a representative of the Senior School, class teacher and a member of the Principal class and may be awarded a 'N'(fail) for the task and the Unit.

7.2 Satisfactory completion of Year 11

A student who fails units in Year 11 may be ineligible to move into Year 12. To progress from Year 11 into Year 12 a student must pass a minimum of 8 units, of which at least 1 must be English. A student cannot progress to Unit 3/4 in a subject if they have failed both Units 1 and 2 of that subject. Students wishing to access Unit 3/4 subjects without undertaking the corresponding Units 1/2 in that subject must be approved by the Promotion and Acceleration Panel. Where appropriate, students who are ineligible for progression to Year 12 may be offered a 3 year VCE or the option to repeat Year 11. This will ensure students are able to complete their VCE successfully and have sufficient prerequisites.

7.3 VCAA Rules governing assessment

The Victorian Curriculum & Assessment Authority sets down six rules, which students must observe when preparing work for assessment.

- Students must ensure that all unacknowledged work submitted for coursework is genuinely their own.

- Students must acknowledge all resources.

- Students must not receive any undue assistance from any other person(s) in the preparation and submission of work. Unacceptable forms of assistance include use of, or copying another person's work, corrections or improvements made or dictated by another person.

- **Students must not submit the same piece of work for assessment more than once.**

- **Students who knowingly assist other students in a Breach of Rules may be penalised.**

- Students must sign a general declaration that he/she will obey rules and instructions for the VCE and accept its disciplinary provisions.

7.4 Computer work

A student who uses a computer to produce work for assessment must ensure that:

- There is an alternative system available in case of computer or printer malfunction or unavailability.

- Hard copies of the work in progress are produced regularly.

- Each time changes are made, the work is saved on a backup file.

- Hardware or software failure is no excuse for late submission of work.

7.5 Coursework

Coursework assesses each student's overall level of achievement on the assessment tasks designated in the Study Design. The Study Design specifies a range of tasks to assess achievement of each of the Unit's outcomes. Assessment designated for Coursework is completed mainly in class time.

7.5.1 Level of performance for Units 3 and 4

Coursework will be assessed by teachers.

Feedback will include:

- Advice on particular problem areas
- Advice on where and how improvements can be made for further learning
- Reporting S or N decisions

Students will be given their marks on individual coursework tasks.

It should be noted that the marks given are **'raw scores'** and that students' total scores for coursework may change as a result of statistical moderation, GAT and exam performance.

7.5.2 Level of performance for Units 1 and 2

These Units are graded on the basis of various tasks and the details will vary from Unit to Unit.

Grades and satisfactory completion of the Unit is determined by this College.

- Work and coursework tasks are graded as an 'S', or an 'N' and other tasks are graded from A+ to E.

- Work that does not meet minimum requirements or work that is not submitted, will be graded as 'UG'.

- Work submitted late, if it meets the minimum requirements, is noted as 'NA' (not assessed).

- Students who receive a grade of UG will be given an opportunity to demonstrate satisfactory achievement of the outcome(s). The method by which this is demonstrated is to be decided by the teacher as agreed to by the domain.

7.5.3 Level of performance for Year 10

Year 10 subjects are arranged on a semester basis.

To achieve an overall satisfactory 'S' result in a subject a student must complete all set tasks to a satisfactory standard and must have NO MORE THAN ONE 'UG' result on reportable assessment tasks, excluding the examination. A student may have the opportunity to satisfactorily redeem a result to pass the subject. The redemption is a Domain based decision and is at the discretion of the domain.

VCE Outcome Performance	
S or N	Performance
S	Satisfactory
N	Not Satisfactory or Fail
NA	Not Assessed
UG	Ungraded (has not met the outcomes)

Task Performance Level	
%	Grade
90 -100	A+
85 -	A
80 -	B+
75 -	B
70 -	C+
65 -	C
60 -	D+
55 -	D
45 -	E
Below 45	UG
Not Assessed	NA
Not Submitted	NS

7.5.4 VCE Vocational Major Assessment and Satisfactory Completion

Each VCE VM unit of study has specified learning outcomes. The VCE VM studies are standards-based. All assessments for the achievement of learning outcomes, and therefore the units, are school-based and assessed through a range of learning activities and tasks.

8. HOMEWORK

Homework consists of work set by the teacher to be completed for a class lesson in the next few days, and other study which will include revision of earlier work and preparation for future learning. Independent study is an important component of a students homework routine.

Homework is set to:
• ensure that the work taught in class is understood, learnt and practised

• give practice in creative thinking

• provide time for learning and memorising facts

• provide time for revision of knowledge already gained

• provide the opportunity for the student to learn to work alone and to acquire academic selfdiscipline

• reveal any weaknesses in the student's knowledge and understanding so they may seek support from teachers.

8.1 Recommended Duration
There should be a designated time set for doing homework each night, but flexibility is important.
As a rough guide, the amount of homework and/or study undertaken per night is:

• Year 10, 1 – 2 hours   • Year 11, 2 – 3 hours   • Year 12, 3 – 4 hours

9. SUBMISSION OF WORK

Students who do not submit work by the designated date without a satisfactory reason may be awarded N for that piece of work for VCE subjects, or UG for Year 10 subjects. The student may receive an overall 'N' for the Unit if the work is not satisfactorily completed.

To clarify the assessment

- A failed Assessment Task in VCE can result in an N overall for the Unit.
- More than one failed Assessment Task in Year 10 can result in an N overall for the Unit
- Year 10 and 11- a task which is completed too late to obtain a grade but is of a passable standard will receive M and will count as an S for the Unit.
- An approved absence with major, approved mitigating circumstances (enrolling during a term, approved vacation, serious illness with a lengthy absence etc), with the Assessment Task not completed will be an NA and count as an S overall for the Unit.
- Not attempting a task due to unapproved absence or choice is an NS and counts as an N overall towards the Unit result.
- Any result which is not of a passable standard (0-44%) is a UG and counts as an N overall towards the Unit result. HOWEVER- the student may redeem this by showing knowledge and understanding of that topic in another way, which will then count as an S overall for the Unit.

An application for an extension must be made formally to the subject teacher and may be granted because of **illness, if supported by a medical certificate**, or for another adequate reason (such as a family bereavement).

10. AUTHENTICATION & RULES RELATING TO ASSESSMENT

Authentication is a process or set of guidelines to ensure that work submitted by the student is the student's own work.

Students and teachers are expected to maintain appropriate records to demonstrate that work submitted is that of the student. Authentication for Year 12 SAT must be documented on the official page that can be found in the Administrative information for School-based Assessment, supplied by VCAA.

Should work submitted that is deemed not to be that of the student, that part of the work will not be assessed and the College has the power to impose penalties.

10.1. LOST, STOLEN OR DAMAGED WORK

If a teacher or student has lost work or had work stolen or damaged, they must make a written statement explaining the circumstances. The statement must be signed, dated and filed with the Senior School team. The principal, acting on advice from the teacher, consulting with the Director of Senior School, and based on records kept, shall determine the unit result for the student.

KOONUNG SECONDARY COLLEGE

AUTHENTICATION

<u>OUTLINE OF THE PROCESS OF AUTHENTICATION</u>

Students must ensure all work submitted for assessment is their own work.

⬇

Students and staff informed of Authentication processes in term one of each year.

⬇

Teachers keep a record of the development of all student work.

⬇

Students to keep evidence of the development of all their work and acknowledge all material used.

⬇

If there is a suspected or possible breach of authentication the teacher will inform the Senior Sub School Manager. The procedure for suspected or possible breach of authentication will be followed.

⬇

If there is a breach of authentication then the Procedure for a Breach of Authentication will be followed & students will be interviewed. The Principal will be informed.

The Principal has the power to:

• Reprimand a student; or

• Give the student the opportunity to resubmit work if this can occur within the dates designated by the VCAA; or

• Refuse to accept that part of the work which infringes the rules and base a decision whether to award the work requirement 'N' or 'S' upon the remainder of the work; or

• Refuse to accept any of the work if the infringement is judged by the Principal to merit such a decision, in which case 'N' will be awarded for the work requirement.

A summary of key rules has been outlined in this information booklet. A full list of rules is available in the VCAA Administrative Handbook, available in the Senior School Office. Such issues as breach of rules, evidence required, appeals, examinations and school rules are covered. Relevant details are normally communicated to the students throughout the year.

11. REPORTING FOR SENIOR SCHOOL

Semester reports will be issued by Koonung Secondary College at the completion of Units 1, 2 and 3.
An interim report will be completed for all students during Terms 1 and 3.
Parent teacher interviews will be held for the whole school in Terms 2 and 4, while **Unit 3 and 4 subjects will also have a Parent teacher interview in the first week of Term 3**

11.1 General Achievement Test - GAT

All students must sit the General Achievement Test each year that they are enrolled in one or more Units 3 and 4. Every year that they are enrolled in a Unit 3 and 4 subject. This includes students undertaking the VCE Vocational Major for the Literacy and Numeracy components of the GAT.

The GAT is administered through the VCAA and is for the purpose of verifying student results by comparing student performance against the assessment tasks. The GAT will also be used to report whether individual students have 'not demonstrated, 'demonstrated' or 'demonstrated at a high level' both literacy and numeracy skills. The GAT exam will be in June each year. Students will be notified of their results by the VCAA.

11.2 Examinations - Units 3 and 4

Students will undertake at least one examination in each subject. These will occur during the examination period in October - November.

Exam timetables and dates are published by the VCAA and will be distributed to the student with an examination information booklet. Students will also receive formal individualised notification of the times and venues for all external examinations.

11.3 SAC Procedure
Walking into the room
 · No mobile phones – all collected (ideally kept in locker)
 · Silence
 · Reading time – we recommend reading time if appropriate
 · Start and end time should be clearly marked on the board
 · Time should be clearly displayed in the room, if there is no working clock in the class
 · Desks in test conditions (end to end, or single desks)
 · Any non-SAC materials on the floor
 · Watches should be placed on the table
 · Water bottles should be clear, no labels

During the SAC
 · Only ONE student to the toilet at a time
 · Students should remain seated at all times until after ALL SACs have been collected
 · Mark the roll for the SAC/AT to indicate that students have been present

If a student misses a SAC:

In Year 12, students **MUST** have a Medical Certificate for a missed SAC that is not a school-approved absence. Teachers are required to negotiate the timing for making up their SAC, in the next lesson or after school in your individual planning time.

In Year 11, students must have an approved absence, they are then to sit the Assessment Task on the following day/lesson when they return to school.

12. PROCEDURES TO DELAY OF DECISION

In exceptional cases the College may decide to delay the decision about satisfactory completion to allow time for the student, who would otherwise receive a result of 'N', to complete or re-submit work so that the student's result may change from 'N' to 'S' of the Unit.

13. CREDIT TOWARD THE VICTORIAN CERTIFICATE OF EDUCATION

Students enrolled in at Koonung Secondary College may seek to obtain credit towards their course of study based on equivalent study undertaken elsewhere.

Students eligible to apply for credit include:

- Students with overseas qualifications
- Victorian students who have interrupted their studies to participate in overseas exchange programs
- Students from interstate
- Students from within Victoria transferring into the Senior School (from TAFE courses where there are articulation agreements or the International Baccalaureate).

NOTE: Credit will be granted only where students have completed a semester or a full year of study in one or more subjects. Partly completed subjects will not be considered for a credit. Credits are determined by VCAA not the College.

VET studies and Certificate 3 courses, when completed, can count towards a student's ATAR score.

All applications for credit must be accompanied by copies of statements of results or certificates.

14. SPECIAL PROVISION

Special provision may be implemented to assist:

- Students experiencing significant hardship during their VCE or VPC studies including illness or personal circumstances
- Students with disabilities including learning disorders

Special provision to meet the needs of these groups of students may take one or more of the following forms:

- Deferral of VCE or VPC studies
- Use of assistive technology
- Assistance from aides
- Alternative assessment strategies including but limited to rescheduling of assessment, allowing students extra time to complete an assessment, setting a substitute task

- Deriving satisfactory completion and/or scores from other assessments or work completed by the student
- A range of Special Exam Arrangements (Approved by the VCAA)

14.1 Criteria for eligibility

A student is eligible for Special Provision in curriculum delivery if, at any time while he/she is studying during their Senior School program, he/she:

- Is significantly adversely affected by illness (physical or psychological), by any factors relating to personal environment or by other serious cause

- Is disadvantaged by a disability or impairment including learning disabilities

Prolonged absence from school or study is not in itself grounds for special provision

Special provision will be discussed with students and families through the Student Support Group process and can be put in place prior to the commencement of the VCE or VPC programs. Special provision will be included in a student's Individual Learning Plan (ILP).

14.2 Applications for Special Provision – Unit 3/4 examinations

It is the responsibility of the student to notify the Senior School Coordinators formally of the details of circumstances relating to the student's application.

Student Consent forms and Medical Statement forms are available from the Senior School Office. Applications are completed online by the Senior School Director and/or the Year 12 Coordinator.

14.2.1 Special examination arrangements

Students wishing to apply for special exam arrangements such as use of a computer, extra reading or writing time or rest breaks must see the Senior School Coordinators at the beginning of Term One. Medical and other supporting evidence must be provided.

Special exam arrangements for Units 3 & 4 subjects are determined by VCAA.

Special arrangements for Unit 1 & 2 examinations and SAC's can be organised at the school level.

14.2.2 Derived Examination Scores (for Unit 3/4 examinations)

The Derived Examination Score (DES) is calculated by VCAA and may be used as the student's examination result where the student has met the eligibility requirements for the provision. It is used when a student experiences a significant disruption around the time of their examination.

The DES is not intended to compensate for learning or achievement that has not been possible because of long-term illness.

DES Applications completed online within a specified date. Students should check their individual exam timetable to ensure that dates for the June & November exam period are met.

14.2.3 Non scored VCE
Before a student is eligible to complete a Non scored VCE this decision MUST be fully discussed with the Senior School. There are strict criteria that will be applied to any application.

By completing a Non scored VCE a student may complete their VCE but not gain an ATAR at the completion of study. The SACs are scored as either satisfactory or unsatisfactory, S or N.

If the SACs are unsatisfactory, N, the student can use other ways to show that they have meet the learning objectives of the subject. This may include practice tests and examinations, class work, open book assessment and homework.

The student would NOT complete any End of Year examinations
The student would also NOT receive any Study Scores for subjects completed

The student will not receive an ATAR at the completion of studies, and this may affect entry into future educational facilities.

A Non scored VCE student must complete all Assessment Tasks and work requirements to a satisfactory standard, the only difference is that this student will not complete any final VCAA examinations.

15. STUDENTS OF NON-ENGLISH-SPEAKING BACKGROUNDS (NESB)

15.1 Criteria for eligibility

A student will be considered eligible for EAL status if **both** of the following conditions are satisfied.

- The student has been a resident in Australia for a period of not more than seven calendar years prior to 1st January of the year in which the study is taken at Units 3 and 4.

AND

- English has been the student's major language of instruction, over the period of their education, for a total period of not more than seven years prior to the commencement of the year in which the study is taken at Units 3 and 4.

15.2 Application for recognition

A student who believes he or she is eligible to be recognised as being comparatively unfamiliar with the English language must apply to the Principal. It is the responsibility of the student to provide the Principal with supporting documentation relating to the application.

16. ENGLISH as an ADDITIONAL LANGUAGE

16.1 Students seeking EAL status

Enrolment in EAL is available only to students with approved EAL status. Students applying for EAL status (including deaf and hearing-impaired students, and Aboriginal and Torres Strait Islander students whose first language is not English) should indicate this on their VCE Student Personal Details form or VCAL Student Personal Details form (on VASS). Identifying a student as having EAL status does not automatically enrol the student in EAL.

16.2 Students from a non-English-speaking background

As the satisfactory completion of an English study is a compulsory requirement for achieving the VCE, students who are unfamiliar with the English language because they are from non-English-speaking backgrounds or who are hearing impaired, may have access to enrolment in EAL. This provision is also available for Aboriginal and Torres Strait Islander students whose first language is not English and who meet eligibility Criterion 2.

To apply for EAL status, each student is required to apply for Enrolment in English as an Additional Language Units 3 and 4 to the school. This is designed to assist the school in evaluating a student's EAL status. The school cannot enrol a student in EAL unless we have received all documentation verifying that the student meets the EAL eligibility criteria.

A student may be eligible for EAL status if they meet **both** of the following criteria.

Criterion 1

For this criterion, the student must fit one of the following:

• The student has been a resident in Australia or New Zealand or other predominantly English-speaking country for no more than seven years, that is, their date of arrival was on or after 1 January 2010 for students who are in a Unit 3 and 4 program in 2018 (Note: The period of seven years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the date of last arrival plus any previous periods of time spent in Australia or any predominantly English-speaking country. This calculation of time should not include time spent out of Australia during school vacations.)

• The student is an Aboriginal or Torres Strait Islander student whose first language is not English.

AND
Criterion 2

For this criterion, the student must fit the following:
• English has been the student's major language of instruction for a total period of not more than seven years over the period of their education. Students must show proof by producing overseas school reports to confirm that the language of instruction was not English during this period.

16.3 Special circumstances for EAL status

There are special circumstances that may be considered by the VCAA in determining a student's eligibility for EAL status, including:

• minimal or no primary school education

• material interruptions to schooling during primary years, particularly if there were changes to the language of instruction

• material interruptions to schooling after arrival in Australia.

Circumstances not considered for EAL status

The following are not grounds for a special application for EAL status:

• the language spoken in the student's home

• the standard of the student's spoken and written English

• the failure of the student's school to provide EAL assistance to the student.

16.4 Students who have resided and studied in Singapore or India

EAL approval for students whose country of origin is Singapore or India, even though the student may have resided in Australia for less than seven years must provide documentation as EAL status will be determined solely by VCAA.

16.5 Hearing-impaired students

Students seeking EAL status on the grounds of hearing impairment must:

• produce evidence of a hearing test administered by the Australian Government Hearing Services Program or an equivalent body, not more than two calendar years prior to the year of enrolment in a Unit 3 and 4 sequence. The audiogram and accompanying report submitted must show that the student has a hearing loss of 60 decibels or greater in their better ear. Other aspects of hearing loss (such as issues relating to sound frequencies) should be noted in the report. The report should be written in an accessible language, with the implications of the audiogram results clearly explained

• have been ascertained by the Visiting Teacher Service as being eligible for assistance based on hearing impairment or be enrolled in a school for the hearing impaired, or a recognised unit or facility for the hearing impaired attached to a regular school.

17. VCE SECOND LANGUAGE STUDIES

There are specific entry requirements for VCE Second Language studies in Chinese, Indonesian, Japanese and Korean. They are designed to cater for students who have learnt all they know of the language in an Australian school or similar environment. All enrolments in VCE Second Language studies Units 3 and 4 must be approved by the VCAA. Enrolment in VCE Second Language Units 1 and 2 studies does not need to be approved by the VCAA but must be approved by the school.

The responsibility for providing supporting documentation rests with the student.

17.1 Eligibility

The criterion for eligibility for a VCE Second Language study is the number of years the student has been educated in a school where the language is the medium of instruction. Students who have learnt all they know of the language in an Australian school are eligible for VCE Second Language enrolment.

Chinese Second Language

A student is not eligible for Chinese Second Language if they have done either of the following:
• had 12 months or more of education in a school where Chinese is the medium of instruction
• had three years (36 months) or more of residence in any VCAA-nominated countries or regions (China, Taiwan, Hong Kong and Macau).

Chinese Second Language Advanced

A student is eligible for Chinese Second Language Advanced if:

• they have had no more than seven years of education in a school where Chinese is the medium of instruction

• the highest level of education attained in a school where Chinese is the medium of instruction is no greater than the equivalent of Year 7 in a Victorian school.

Applying for VCE Second Language studies (Units 3 and 4 only)
Student enrolment responsibilities include:

• completing the relevant VCE Second Language Studies Units 3 and 4 application, giving details of their language background
• ensuring that all requested information is correctly provided and that the 'Certification by student and parent or guardian' section is completed
• providing the school with relevant documents in English (or translated into English by a recognised translation authority) to support their applications.

The responsibility for providing supporting documentation rests with the student. Students should contact the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) on 1300 557 470 or (03) 9642 3301. The VCAA will not permit students to enrol in the study if the application form is not complete, or the supporting documentation is incomplete or deemed insufficient to allow eligibility to be determined.

The following information may also need to be provided as supporting documentation to the VCAA:

• Students who have Australian citizenship must provide a copy of their birth certificate or passport showing their date of arrival in Australia and country of residence.
• Students who have attended school overseas must provide reports from the school showing languages studied and years of attendance.
• Students who have had non-attendance at school in any year, or part year, from the age of six years must provide official relevant documentation. Acceptable documentation may be an official letter from the school in the country concerned, a report from a medical officer in that country, or a statement from the education authority in that country.
• Students who have lived overseas must provide passport entry and exit dates that detail international movement. Students who have misplaced their passports may obtain this information from the Department of Immigration and Border Protection.

Exceptional circumstances
A student may apply to study as a Second Language student if they feel that they have exceptional circumstances. In this case the student is to apply in writing clearly stating the reasons for the application. Each application will be considered on its merits under VCAA guidelines and may be sent to VCAA for a final decision. Difficulty in obtaining documents to explain non-attendance at school is not an exceptional circumstance. Appropriate documentation must be provided. Approval for Second Language status will not be granted because of a student's standard of writing, speaking or listening in the language.

18. USE OF STUDY PERIODS AND STAFF ABSENCE

Students are expected to use private study time productively.

Students will either be in the Library or the Senior Study Centre for private study.

Under no circumstances should students be outside of the Library or Senior Study Centre or have left the school grounds without permission during private study periods.

If a student has a private study period **as the first scheduled period** for the day then they may arrive late to school provided they have signed in at the Senior School office.
If a student has a private study period **as the last scheduled period,** they may leave early from school provided they sign out at the Senior School office. Students should only leave the College if they have finished for the day and not planning to return later.

If a Unit 3-4 teacher is absent periods 1and 2 or period 5 then this will be designated as a study period and students are permitted to arrive late or leave early. Students must check and complete the work designated for those periods prior to the cancellation of the lesson on Compass.

19. STUDENT DRIVERS

There are significant restrictions placed on young drivers under the Graduated Licensing System. To support students and to minimise the risks associated with young drivers driving to and from the College, the College has developed a set of guidelines which students are required to adhere to if driving a vehicle to or from the College. These requirements include gaining written permission from parents/guardians/carers for **any driver and any passenger** travelling in the vehicle of a student on the Graduated Licensing System. Please refer to the Student Driver Policy available on Compass. The College reserves the right to apply appropriate sanctions to any student who does not abide by this policy.

20. STUDY ADVICE

Students receive study skills advice and strategies throughout Years 10, 11 and 12. This information is given during Assemblies, in Pathways at Year 10 and during student seminars at school.

Basic information is also provided in the students' homework diary.

If students are experiencing difficulty with organising their work, study time etc, they should see the relevant Senior School Coordinators for help.

21. TERTIARY COURSE SELECTION

The Victorian Tertiary Admissions Centre (VTAC) administers the tertiary entrance system.

Each Year 12 student will receive a copy of the VTAC 'Guide to Courses in Colleges and Universities' to help them in their selection of courses.

The Careers Advisors, Karen Riding (Manager) Carole Marcianti and/or Zaiga Bendrups can offer advice on the above matters. Students and parents should feel free to contact either of them when making subject choices or career decisions.