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## VCE Staff

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The Victorian Certificate of Education (VCE)

VCAA requirements for the satisfactory completion of the VCE.

The minimum requirement for satisfactory completion of the Victorian Certificate of Education is 16 units which must include:
• three units from the English group, including both Unit 3 and 4
• at least three sequences of Unit 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

Note: The Victorian Tertiary Admissions Centre (VTAC) advises that for the calculation of a student’s Australian Tertiary Admission Rank (ATAR), satisfactory completion of both Units 3 and 4 of an English sequence is required.

At Gleneagles Secondary College students are generally required to study 12 units (six subjects) in Year 11 by either studying:
• 6 Unit 1 and 2 studies; or
• 1 Unit 3 and 4 study and 5 Unit 1 and 2 studies

In Year 12 students are generally required to study 10 units (five subjects)
• 5 Unit 3 and 4 studies.

This gives students a total of 22 units towards their VCE.
Students enrolled in studies external to Gleneagles Secondary College are expected to comply with these requirements. Any variation to this must be approved by the Senior School Leader in consultation with the Principal Team and be related to the specific needs of the individual student.

**Expectations of VCE Students**

The following has been included in the student handbook and will be required to be signed by all students and parents/guardians.

Gleneagles VCE students are expected to make the most of the educational opportunities available to them, so students must:

- Abide by the college code of conduct
- Abide by VCAA rules governing all assessment tasks
- Always show respect to members of the college staff
- Behave in an appropriate manner at all times
- Never prevent others from achieving their personal best
- Accept the consequences if they breach rules

Gleneagles VCE students will be committed to achieving their personal best, so they will:

- Complete holiday homework
- Attend after school information sessions relevant to studies
- Attend all exam preparation and review sessions outside of normal school hours

Gleneagles VCE students are required to demonstrate that they can take on the responsibilities associated with the privileges that are afforded to them, so they will:

- Abide by the school and VCE attendance policies
- Abide by the school uniform policy. VCE students who consistently breach the uniform code will be referred to the Principal or Assistant Principal who will implement other appropriate sanctions
- Attend all scheduled classes for each of the subjects enrolled in
- Be punctual to school and to all classes
- Check the ‘VCE News’ mobile website on a daily basis to stay informed about SAC notification, bulletin announcements and room changes
- Not leave the school grounds during the school day
- Report to the VCE study centre when they do not have timetabled classes
- Notify the Senior School Leader if they are driving themselves to school. Student drivers must park on Reema Blvd in the marked parking bays. Students are not permitted to park in the staff car park and under no circumstances can drivers transport other students in private vehicles in connection with any school program or function, whether held during normal school hours or at other times.
- Conduct themselves in an appropriate manner in the common room according to the agreed code of conduct

Gleneagles VCE students are required to develop and apply thorough work habits to all aspects of their studies, so they must:

- Keep up to date with set tasks
- Submit work on time
- Complete scheduled SACs on the date required by the subject teacher
- Document SAT progress for authentication purposes on the date/s required by the subject teacher
- Return medical certificates and notes for all absences within 5 school days
All work requirements and attendance documentation necessary for satisfactory completion of each Unit must be submitted by the End of Unit Date

- End of Unit One and Three: Thursday 12th June
- End of Unit Four: Tuesday 21st October
- End of Unit Two: Friday 7th November

*Failure to meet these requirements may result in an N (unsatisfactory completion) for the Unit.*

## Mobile Phone Usage

VCE students are permitted to use mobile phones in class when directed by the teacher for use with an educational purpose only. VCE students are also permitted to use their mobile phones to access the Gleneagles mobile website and view ‘VCE News’, prior to class and while all other students are in homegroup meetings. It is the students’ responsibility to access ‘VCE News’ on a daily basis and remain up to date with all important SAC notification, bulletin notices and room changes.


## Attendance

Students are expected to attend all timetabled classes and parents are asked to assist by not allowing students to stay home unless they are too sick to attend school. All doctors/dentists/driver permit etc. appointments should be made, whenever possible, out of school hours.

There are three levels of attendance requirements, which must be met. Students should ensure that they meet all three:

1. Overall school attendance.
2. Attendance requirements for the satisfactory completion of the VCE.
3. Youth Allowance requirements for attendance and punctuality of Youth Allowance recipients. Refer to Centrelink guidelines.

### 1. Overall School Attendance

Gleneagles attendance policy requires that:

- Students are expected to attend a minimum of 90% of timetabled classes, a note or medical certificate must accompany all absences and submitted on the day you return to school.
- Students attend Mentor Group every Wednesday (12.08 – 12.28 pm)
  - Mentor Groups will be used to establish a supportive environment that provides students with regular performance feedback and will facilitate developing improved study skills and work habits to ensure student success.
- Students must attend a Year Level assembly at lunchtime once a month.
  - YR 12 assembly will be held on the 1st Monday of every month, starting at 12.30pm sharp
  - YR 11 assembly will be held on the 2nd Monday of every month, starting at 12.30pm sharp
- Any student who arrives at school after the commencement of period one **MUST** report to the General Office for a late pass and show this to their subject teacher.
- Students are not permitted to leave the school grounds at any time once they have arrived
- Consistent lateness to school or class will incur a consequence in accordance with the Gleneagles lateness policy and may result in a student failing to meet attendance requirements for a specific subject.
- Late arrival to school will count as a half day absence.
• Students who need to leave school early **MUST** provide a parent/guardian note and see their Team Leader before signing out at the front office.
• In the case of illness students **MUST** report to the General Office who will then contact a parent/guardian. You should not do this directly.

2. Attendance requirements for the satisfactory completion of the VCE

All VCE students are expected to attend all timetabled classes, excursions and assemblies and be punctual at all times. Students who are consistently absent or late cannot possibly meet the requirements for satisfying the achievement of the Key Knowledge and Key Skills required under VCAA guidelines. The VCE subject teachers, Mentors and Team Leaders will consistently monitor student attendance and follow the procedures outlined below.

- **After 3 periods** – parents are contacted by the Mentor or subject teacher to express concern about attendance.
- **After 5 periods** – parents are requested to attend an interview to discuss options and strategies with the Team Leader.
- **After 10 periods** – N result for the Unit(s). Students and parents are required to attend a meeting with the Senior School Leader and a Principal. Special provision may be granted for medically documented absences; however, students who have attended less than 90% of scheduled classes will be deemed not to have attended sufficient classes to allow teachers to verify satisfactory understanding of the outcomes, irrespective of special provision.

3. Youth Allowance Requirements

A student cannot have more than 5 unexplained absences per term. A late arrival is counted as a half day absence. If students do not meet these requirements, youth allowance payments may reduce.

Absences

School Approved Absences

These do not contribute to the student’s overall number of days absent. If a student is participating in a sports team or attending an excursion, they are required to obtain the work they will miss prior to the day. If a student will be absent for a SAC on the day of a school approved absence, they are to complete the SAC prior to the day, or the day after their absence.

Absence due to Illness

These contribute to the student’s overall number of days absent. Students must supply a note from their parent or guardian stating the nature of the illness or a medical certificate to the Senior School Office. Notes must be placed in the appropriate drop box at the Senior School Office on your return to school.

If a student misses a SAC due to illness, **they MUST** have a medical certificate in order to complete the SAC at a scheduled time. If they do not have a medical certificate, they will not be given the opportunity to complete the SAC and therefore they will receive an N for both the Outcome and the Unit. See Redemption Policy for more information. Teachers must inform the Senior School Leader when students are absent from an assessment task.
Medical certificates presented by Students

The following procedures will take place in relation to medical certificates presented by VCE Students:

- Where an individual student regularly presents a medical certificate re absence/s, the Senior School Leader or Assistant Principal (Student Wellbeing) will be notified.
- Where an individual student presents a medical certificate re a missed SAC, the Senior School Leader or Assistant Principal (Student Wellbeing) will be notified and the nominated medical centre will be contacted to verify the authenticity of the certificate.

Extended Absences

**Holidays** during school time will not be an approved absence.

VCE Camps

Compulsory VCE camps are conducted at the beginning of the year for both year 11s and 12s. All students are expected to attend these camps as they are designed to assist all students with the successful preparation and completion of their VCE.

Cultural and Religious Observation

We acknowledge that students may have cultural or religious events during the school year. They vary between religions and often within the one religion between countries. Therefore we cannot determine the dates and we cannot schedule our program around all possible events, consequently students who are absent for such an event will have it recorded as an unapproved absence.

Assessment

Satisfactory Completion of VCE Units

**VCAA States:**

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. 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 S for the unit.

**VCE Satisfactory unit result**

The student receives $S$ 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
• observe the VCAA and school rules

If a teacher judges that all outcomes are achieved, the student satisfactorily completes the unit.

VCE Not Satisfactory unit result

The student receives N for the unit when one or more of the outcomes are not achieved 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
• there has been a substantial breach of rules including school attendance rules

The N result should be used for students who only partly complete work or whose attendance records breach school rules.

Gleneagles Secondary College States:

For satisfactory completion of a VCE unit at Gleneagles all students must complete the following:
1. Satisfactorily complete and submit all specified work requirements as required by the subject teacher
2. Satisfactorily complete all School Assessed Coursework (SACs) on the set date as required by the subject teacher
3. Satisfactorily complete and submit all School Assessed Tasks (SATs) on the set dates as required by the subject teacher.

School Assessed Coursework (SACs)

SACs are School Assessed Coursework set by the classroom teacher. This is assessment that is used to judge whether a student can demonstrate knowledge of the outcomes for each unit of study. Each study specifies a range of tasks to assess achievement of each of the unit’s outcomes. Assessment tasks designated for coursework will be part of the regular teaching and learning program and will be completed mainly in class time and under teacher supervision.

Unit 1 and 2 SAC tasks are set and assessed by the school. Marks allocated to each task are not sent to the VCAA but will appear on end of semester reports.
Unit 3 and 4 SAC tasks are set by the teacher and are based on assessment advice provided to them by the VCAA. Marks allocated to each task are reported to VCAA and will contribute to the unit score.

Supervision Procedures for School Assessed Classwork

The following procedures will apply in relation to all assessment tasks at VCE:
1. Only approved materials are permitted to be taken into the classroom. Students must be advised prior to the assessment task to leave all other items in their lockers.
2. All permitted materials to be checked by the supervising teacher.
3. Mobile phones and other electronic devise are not permitted and must be placed in a box on the teacher’s desk immediately upon entering the classroom.
4. Teachers are to actively supervise the assessment task by moving around the classroom.
5. Where materials other than permitted materials are identified, such materials will be confiscated and student sent out of the classroom. The student is not permitted to finish the assessment task. The student is to be sent to the Senior School Office. Confiscated materials will be forwarded to the Senior School Leader at the conclusion of the assessment task.

6. Mobile phones or other electronic devices located after hand in phase will be confiscated and student sent from room. The student is not permitted to finish the assessment task. The student is to be sent to the Senior School Office. Confiscated mobile phones or other electronic devices will be forwarded to the Senior School Leader at the conclusion of the assessment task.

7. Communication between students is not permitted after the commencement of the assessment task. Students caught communicating during the assessment task will be sent from the classroom and sent to the Senior School Office. The student is not permitted to finish the assessment task.

Points 5 – 7 inclusive, an investigation will take place.

Where a medical certificate is produced for a missed task, the certificate will be forwarded directly to the Senior School Leader for verification.

School Assessed Tasks (SATs)

SATs are extended tasks or projects developed over a longer period of time in subjects such as Studio Arts, Media Studies and Visual Communication.

These will be developed by schools in accordance with the details published in the study design. They will be assessed by the teacher of the study.

School Assessed Tasks are graded according to specific criteria published for each specific school assessed task by VCAA. All results are reported to VCAA, who will submit these assessments to a statistical check. The school assessments for SATS in Unit 3 and 4 may be required to undergo an external review process. Authentication is an important part of these rules, and students must obey the authentication requirements for any SAT.

Authentication of SATs requires students to meet all draft deadlines. This is a key school expectation.

Work Requirements

Your classroom teacher will give you tasks beyond SAC/SATs that are important to demonstrate your understanding of the coursework. The subject teacher will inform you that it is a work requirement and it must be satisfactorily completed to achieve an S for the unit.

Written Notification

Students should receive a minimum of 1 week’s notice of an assessment. This information can include:

- Date and Time
- Proportion of coursework (Unit 3 and 4 only)
- Materials to be brought to the SAC
- Criteria they are being assessed on.
It is the STUDENT’S responsibility to put all information in their planner.

Extension of Time
Schools are able to grant extensions of time for the completion or re-submission of work for a learning activity or a work requirement for the purpose of achieving satisfactory completion of the unit.

- A student must have displayed a regular history of work on the Learning Activities before being eligible for a time extension.
- A student must apply BEFORE the due date to be eligible for an extension. It is then up to the teacher’s discretion based on the student’s reasons and/or on advice from the Senior School Leader as to whether it should be granted.
- Any work submitted after the due date, without an extension of time being granted, will not be accepted and will be recorded as an N.

Extension of Time SAC’s & SAT’s
In most circumstances there are NO extensions of times allowed for SACs and SATs. Exceptions:

- ESL students may be granted a time extension, if the reason is for difficulty with the English language and their teacher recommends a time extension. Students must have met draft due dates before being eligible for an extension. **Granting of ESL status does not automatically entitle a student to an extension of time.** ESL extension forms are available from the Senior School Leader.
- Students that apply for, and have been granted, Special Consideration, may be eligible for an extension of time to complete their SAC or SAT. The application must be approved prior to the due date. **Approval of Special Consideration does not automatically entitle the student to an extension of time**

General Assessment Test (GAT)
All students enrolled in one or more sequence of Units 3&4 must sit the GAT. The GAT will take place at the scheduled time as determined by VCAA.

Change of Subject
No students will be allowed to change a subject during first week of term one. If a student thinks that there is significant reason for considering a subject change, they must do the following:

1. Discuss with subject teacher.
2. Discuss with parents.
3. See Senior School Leader or Team Leader for change of subject form.
4. Complete the form and return to Senior School Leader or Team Leader

Australian Tertiary Admission Rank (ATAR)
The Victorian Tertiary Admissions Centre (VTAC) will receive results from the Board of studies. VTAC will use these scores to determine the ATAR for each VTAC applicant and the applicant will be notified of that ATAR by VTAC at the same time as the applicant receives his/her global scores from the VCAA.
The ATAR is an overall measure of a student’s achievement in their Year 12 studies in relation to that of other students. The ATAR allows tertiary institutions to compare students who have completed different combinations of VCE studies. It is calculated by VTAC solely for use by institutions. The ATAR shows the position of a student relative to their age group in a given year.

**Calculation of the ATAR**

Your ATAR is developed from an aggregate produced by adding your results for up to six studies as follows:
- the scaled study score in English, ESL, Literature or English Language
- the next best three scaled study scores permissible (which together with the English study make the “Primary Four”)
- 10% of any fifth and/or sixth permissible scores that are available (these are called Increments).

If you have more than six results, the six permissible results that give the highest ATAR are used.

**Restrictions on subject use in the ATAR calculation**

There are some restrictions on how certain combinations of studies may be counted for your ATAR. In each of the study areas of English, mathematics, history, information technology, LOTE (Languages other than English) music:
- at most two results can contribute to the Primary Four
- at most three results can contribute to the ATAR, the third being counted as a 10% increment for a fifth or sixth study

For more information regarding subject restrictions refer to “www.vtac.edu.au”

From 2009, there will be no restrictions on the number of scored VET results that can be counted in the ATAR.

**Authentication and Receipting of Work**

**Authentication**

**VCAA states[^1]:**

*Principals are responsible for the administration of VCAA rules and instructions in their school. One of these rules is that a student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.*

*The teacher may consider it appropriate to ask the student to demonstrate his/her understanding of the task at or about the time of submission of the work.*

*If any part or all of the work cannot be authenticated, then the matter must be dealt with as a breach of rules.*

**VCE School-assessed Coursework**

*Teachers must develop courses that include appropriate learning activities to enable students to demonstrate achievement of outcomes. Undue assistance should not be provided to students while undertaking assessment tasks.*

[^1]: VCAA: Victorian Curriculum and Assessment Authority
Students should be clearly informed of the timelines and the conditions under which assessment tasks are to be conducted, including whether any resources are permitted. Students are not permitted to use electronic translators for Unit 3 and 4 SACs.

Work completed outside class

Most assessment of unit outcomes and School-assessed Coursework will be completed in class. However, this does not preclude normal teacher expectations for a student to complete research and learning activities that contribute to the student gaining the key knowledge and skills outside of class time. This will require additional work and study outside class as part of the students’ regular learning program. The setting and marking of work with a formative focus provides a student with the opportunity to develop his/her knowledge and skills and for teachers to provide diagnostic feedback.

A task for the assessment of unit outcomes may require preliminary preparation and activities associated with the task, for example, gathering necessary research data. The amount of work to be completed as homework is decided by the study teacher, taking into account the nature, scope and purpose of the task. Students should be advised just prior to beginning the task that some information or data may be collected outside the classroom.

For School-assessed Coursework done outside class time, teachers must monitor and record each student’s progress through to completion. This requires regular sightings of the work by the teacher and the keeping of records.

Onus of proof - Students

Students must provide evidence that the work submitted is their own and/or was completed in accordance with VCAA requirements.

In order to obtain the necessary evidence, students may be required to:
- provide evidence of the development of the work
- discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task related to the original task
- attend an interview or complete a test to demonstrate understanding of the work

Gleneagles Redemption Policy

Year 11

A year 11 student will need to complete a redemption task if they have been unable to attain a satisfactory standard for a SAC or SAT. If the class teacher determines that sufficient preparatory class work has been completed, the redemption task will be the same or similar to the original task.

If a student’s work is assessed as unsatisfactory and a redemption is required they will:
- Be informed by the teacher and a letter sent home to their parents.
- If the redemption task is satisfactorily completed, the student will achieve an S for that SAC or SAT. The original percentage score for the task will stand.
- If the student is unable to satisfactorily complete the redemption task, the class room teacher will arrange a meeting between the student, student’s parent/s, Senior School Leader and class room
teacher. In that meeting the areas that need to be addressed will be discussed and an alternative assessment task and date will be set.

- If the student is unable to achieve a satisfactory standard, an N will be recorded for the task. The original percentage score for the task will stand.

The redemptions should be completed within 5 days of the original outcome. Failure to complete this within 5 days may result in the original result remaining the same. Redemptions may be handled by the subject teacher or the Senior School Leader. It is the student’s responsibility to arrange with the teacher a time for the redemption.

Year 12

A year 12 student will be required to attend a support class in order to demonstrate a satisfactory understanding of the assessment task.

Coursework Contribution to Study Score

For each Unit 3 & 4 studied, the study score indicates how a student performed in relation to all other students in that study.

A study score is only awarded to students who have passed Units 3 & 4. The study score is calculated by combining the results of all the Graded Assessments in the study. Details of the Graded Assessment are outlined in each study design. Study Designs for each subject can be accessed via the VCAA website:


The school-assessed coursework scores are statistically moderated by VCAA to ensure that assessments from different schools are comparable. The level and spread of the scores for a study are adjusted to match the performance of the same group of students on a common external score. The external score is based on the examinations. If the school has more than one class for a particular study, all classes are combined into a single moderation group.

Initial score or grades for separate SACs awarded to students by their teacher can only give an indication of their performance relative to other students in their class. Teachers are not able to provide final coursework scores. Final coursework scores are reported by VCAA after the examination results are processed and moderation occurs.

Breach of Rules

VCCA rules regarding Breaches of assessment rules.

Schools must ensure that there are established procedures for making school based assessments and that these procedures are applied consistently. They should also allow a process for students to appeal school decisions.
For fair and consistent penalties for the breaches of school rules and VCAA rules:

Students must be notified in writing of the rules, dates and requirements of all assessment tasks (see proforma)
Teachers keep accurate records of all student assessments, including submission dates and records of progress on extended tasks.
All rescheduling and redemptions of assessment tasks are communicated with the VCE coordinator.
Subject teachers should not arrange any special provisions directly with the student. If students are eligible for special provision, teachers will be notified.

Authentication

Teachers who believe that a breach of rules has occurred or that a student has behaved inappropriately, should report the incident to the VCE Coordinator. Teachers must identify the breach or inappropriate behaviour and inform the student before the end of the allocated time period for the assessment task. The work should not be accepted for assessment until sufficient evidence is available to show that the work is the student’s own. If a breach is believed to have occurred the original of the final version of the work is to be retained by the school. The student is to retain a copy.

Onus of Proof

Students must provide evidence that the work submitted is their own and/or was completed in accordance with VCAA requirements. (see assessment section of this handbook for more details)

Student Interviews

Prior to a decision being made by the school which results in a penalty being imposed, the student should be requested to attend an interview. The interview panel must consist of at least two and no more than three teachers (the study teacher and up to two representatives of the principal, e.g. the relevant Faculty Head and/or a Senior School Coordinator). All members of the panel must understand the purpose of the interview and, if applicable, have sufficient knowledge of the study to allow full participation in the discussion and decisions.

Penalties for Breaches of Authentication rules

The principal has the authority to:
1. Reprimand a student
2. If there is sufficient time, give the student the opportunity to resubmit work for satisfactory completion
3. Refuse to accept that part of the work which infringes the rules and assess the remainder of the work
4. Refuse to accept any part of the work, so that:
   - An N will be awarded for the outcome
   - An NA will be submitted for the School-assessed Coursework and/or the School-assessed Task

Notification of Penalty to the student

If a decision is made to impose a penalty as described in this section, the principal must notify the student in writing within 14 days of the decision being made.
Overall Attendance

If a student has not met the attendance requirements for the unit, an overall N or J result must be awarded for the unit, refer to Attendance page for details.

Failure to submit work due to absence

A student who is absent due to other commitments, such as an excursion or exam, must arrange to deliver the work to school on or before the due date. Refer to Absence page for further details.

Absence from a scheduled SAC

The Senior School Leader must be notified if a student has missed a SAC. If the student misses one period of a SAC due to late arrival at school, he/she may be given permission to attempt the task on the same day, at the discretion of the VCE coordinator.

If a student is absent from a scheduled SAC and does not provide a medical certificate with evidence of illness and does not have another reason for the absence approved by the VCE coordinator, the student must be given a not assessed result (N/A) for the task.

A student who has failed a unit due to unapproved absence from a SAC must be informed in writing.

Appeal against a school decision

It is essential that the procedures and decisions regarding all penalties for breaches of rules are fully documented. Students must be informed of decisions in writing. The notification must include their right of appeal and the procedure for making an appeal. Students may appeal against a school decision or a school penalty.

Special Provision

Special Provision allows all students to have the maximum opportunity to complete their VCE studies.

There are four types of Special Provision available to students:

1. Student programs – students may apply to the Senior School Leader for variations to the number of subjects that students are expected to undertake.

2. School based assessment – students may apply to the Senior School Leader for extensions to deadlines, additional time to complete tasks or rescheduling of tasks.

3. Special Examination Arrangements – students may apply to VCAA through the Senior School Leader for special arrangements during VCAA examinations.

4. Derived Examination Scores - students may apply to VCAA through the Senior School Leader a derived examination score for VCAA examinations.

Students eligible for special provision include

- Those disadvantaged by a disability or impairment including learning disabilities
• Those significantly affected by illness or by factors relating to their personal circumstances and environment.

Students wishing to apply for special provision will need up to date documentation from an appropriate professional e.g. doctor, psychologist. Students will need to speak to the Senior School Leader, who will assist students to fill out the appropriate forms.

Staff will be notified if a student has been granted special provision.

Note: VCAA requires applications for existing conditions to be submitted by the beginning of March in the year in which a Unit 3 & 4 subject (year 12 subject) is studied. “Emergency applications” for new conditions or illnesses that occur can be made at any time during the year, but not later than 7 days after the student has completed their Unit 4 examination.

SEAS (Special Entry and Scholarships)

Students that meet certain criteria may be eligible to apply for special entry or scholarships for a university placement.

SEAS Access and Equity is open to all students whose education has been adversely affected by their life circumstances during the course of their VCE, for example: difficult family circumstance, personal disability, long term medical conditions. Students are required to show how their circumstances have impacted on their studies. Applications must be accompanied by supporting evidence from an independent source which may include a medical practitioner, psychologist, member of the staff or Wellbeing team. Full details of criteria and the requirements for meeting them are available on the VTAC website (www.vtac.edu.au).

Scholarships are available to Deakin, Monash, RMIT and The University of Melbourne. Refer to the VTAC and university websites for full details.

Students can only apply for SEAS through the VTAC website within the timeframes set down by VTAC. Students are strongly advised to have spoken to the Senior School Leader about SEAS when they are in Year 11 and should have all requests for supporting evidence submitted to Wellbeing or Senior School Leader by July in their final year. The Senior School Leader will endeavour to assist students with their application and supporting evidence, however students are responsible for ensuring their application is submitted with all necessary evidence by the VTAC deadline.

Examinations

Material authorised for use in examinations

Calculators and other technology
In any examination where a calculator may be used, the following conditions apply:
• No student may borrow a calculator from another student after entering the examination room.
• Supervisors have the right to check any student’s calculator taken into the examination room/centre.
• Calculators must not be used during reading time.

Calculators of any type are not permitted in any other examinations, including the General Achievement Test (GAT).
*Students who do not comply with these rules shall be in breach of examination regulations and will be subject to disciplinary action.*

Calculators in Mathematics studies

Further Mathematics
• For Examinations 1 and 2:
  – An approved graphics or CAS calculator or CAS software* is permitted and their full functions may be used.
  – A scientific calculator may also be used.

Mathematical Methods
• For Examination 1:
  – NO calculators of any type are allowed.
• For Examination 2:
  – An approved CAS calculator or CAS software is permitted and its full functions may be used.
  – A scientific calculator may also be used.
  -A graphics calculator is not allowed

Specialist Mathematics
• For Examination 1:
  – NO calculators of any type are allowed.
• For Examination 2:
  – An approved CAS calculator or CAS software* is permitted and their full functions may be used.
  – A scientific calculator may also be used.

Other technology
Computers, mini-computers, pocket-organisers, laptops, palmtops, calculator models that can communicate with other calculators, notebooks and the like are excluded from use in any examination, except under specified circumstances for which prior approval has been given by the VCAA.

Dictionaries
Dictionaries must not contain any highlighting or annotation. Electronic dictionaries are not permitted in any examination. A dictionary which contains a thesaurus in the same volume is not permitted in any examination. An English and/or bi-lingual printed dictionary (but not a thesaurus) may be used by students in the English examination, the English (ESL) examination and in the GAT. In these examinations, dictionaries may be consulted during reading time and throughout the examination. In the written component of LOTE examinations, students may use any printed monolingual and/or bilingual dictionary in one or two separate volumes. Dictionaries may be consulted during reading time and throughout the examination.

Dictionaries are not permitted in the oral component of any LOTE examination.
Students are not allowed to use dictionaries in any other examination, except for those examinations where the one bound reference allowed may be a dictionary. Supervisors have the right to check any student’s dictionary taken into the examination room/centre.

Stationery
Students sitting for examinations are permitted to bring basic stationery items into the examination. This includes pens, pencils, highlighters, erasers, sharpeners and rulers.

**Normal stationery does NOT include aids for curve sketching, Mathomat, Math Aids or geometrical drawing instruments such as compasses and protractors**

Correction (white-out) liquid/tape and blank sheets of paper are **NOT** allowed in any examination.
For some examinations, students are permitted to bring specific materials into the examination as follows:

**Approved material for specific examinations**

**Biology Examination**
- Pencil (and eraser) to use on multiple-choice answer sheet.

**Chemistry Examination**
- Pencil (and eraser) to use on multiple-choice answer sheet.
- One scientific calculator.

**English/English (ESL) Examination**
- An English and/or bilingual printed dictionary.
**Note:** The dictionary must **not** contain any highlighting or annotation or added materials. Electronic dictionaries are **not** permitted.

**General Achievement Test (GAT)**
- Pencil (and eraser) to use on multiple-choice answer sheet.
- An English and/or bilingual printed dictionary. The dictionary must **not** contain any highlighting or annotation. Electronic dictionaries are **not** permitted.
**Note:** Calculators are **not** permitted.

**Geography Examination**
- Pens, pencils, coloured water-based pens and markers, erasers, sharpeners and rulers.

**IT applications Examination**
- Pencil (and eraser) to use on multiple-choice answer sheet.

**LOTE Examinations: Written component**
- Any monolingual and/or bilingual printed dictionary in one or two separate volumes. Dictionaries may be consulted during reading time and throughout the examination.
**Note:** The dictionary must **not** contain any highlighting or annotation. Electronic dictionaries are **not** permitted.

**Dictionaries are not permitted in the oral component of any LOTE examination.**

**Further Mathematics Examination 1**
- Pencil (and eraser) to use on multiple-choice answer sheet.
- One approved graphics or CAS calculator* or CAS software* and, if desired, one scientific calculator.
- Ruler.
- One bound reference that may be annotated.

**Further Mathematics Examination 2**
- One approved graphics or CAS calculator or CAS software* and, if desired, one scientific calculator.
- Ruler.
- Normal stationery – pens, pencils, highlighters, erasers, sharpeners and rulers.
- One bound reference that may be annotated.

**Mathematical Methods (CAS) Examination 1**
- This is a technology-free examination.
- Normal stationery only – pens, pencils, highlighters, erasers, sharpeners and rulers.
Mathematical Methods (CAS) Examination 2
• Pencil (and eraser) to use on multiple-choice answer sheet.
• One approved CAS calculator or CAS software and, if desired, one scientific calculator.
• One bound reference that may be annotated.
• Ruler, protractor, set square and aids for curve-sketching.

Specialist Mathematics Examination 1
This is a technology-free examination.
• Normal stationery only – pens, pencils, highlighters, erasers, sharpeners and rulers.

Specialist Mathematics Examination 2
• Pencil (and eraser) to use on multiple-choice answer sheet.
• One approved CAS calculator or CAS software*, and, if desired, one scientific calculator.
• One bound reference that may be annotated.
• Ruler, protractor, set square and aids for curve-sketching.

Music Group and Solo Written Examinations
• A pencil and eraser should be used for musical notation.

Physical Education Examination
• Pencil (and eraser) to use on multiple-choice answer sheet.

Physics Examinations
• Pencil (and eraser) to use on multiple-choice answer sheet.
• One scientific calculator.
• Up to two pages (totalling both sides of one A4 sheet) of pre-written notes. These notes may be typed or handwritten. They may be from any source. Commercially available materials are acceptable.

Psychology Examinations
• Pencil (and eraser) to use on multiple-choice answer sheet.

Visual Communication and Design Examination
• Pencils, coloured pencils, water-based pens and markers, highlighters, erasers, sharpeners, rulers, set squares, protractors and compasses.

Material not authorised for the examination centre

Mobile phones and other electronic devices
Mobile phones and other unauthorised electronic devices such as organisers, iPods, MP3 players, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals are not permitted in an examination room under any circumstances.

Watches
Students will not be permitted to wear watches of any type during an examination. All watches must be removed and placed at the top of the student’s table/desk, where they can be seen clearly and easily by supervisors.
Where there is any doubt about the functions of any watch displayed, supervisors are authorised to direct students to remove the watch from the table/desk for the duration of the examination.

**Supervisors’ right to inspect material**
Supervisors have the right to check any student’s dictionary, reference material (if permitted), pencil case, asthma inhaler or calculator case taken into the examination centre/room and remove any non-compliant material for the duration of the examination.
Glossary

Assessing school - The school responsible for providing the assessment (through VASS) for one or more units for a student. The assessing school is usually, but not always, the home school. A student may have more than one assessing schools.

Assessment plan - A set of tasks relating to the assessment of units of competence/modules undertaken in the Unit 3 and 4 sequence of a scored VCE VET program.

Assessment task - A task set by the teacher to assess students’ achievements of unit outcomes for School-assessed Coursework (see also Outcomes).

Authentication - The process of ensuring that the work submitted by students for assessment is their own.

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

Australian Tertiary Admission Rank (ATAR) - The overall ranking on a scale of zero to 99.95 that a student receives, based on his/her study scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for courses.

Examinations - External assessments set and marked by the VCAA. All VCE Units 3 and 4 studies have at least one examination. From 2013 all written examinations are held in October and November. Performance examinations and oral components of LOTE examinations are held in October.

Extension studies - First-year university studies recognised by the VCAA for contribution to the ATAR for students who are academically very able.

External Reference Score - A common measure of performance in external assessments against which the schools’ School-assessed Coursework scores for a particular study are statistically moderated. It is formed from the students’ examination scores for each study and, for some studies, the component scores from the GAT.

General Achievement Test (GAT) - A test of knowledge and skills in writing, mathematics, science and technology, humanities and social sciences and the arts. All students enrolled in VCE Unit 3 and 4 sequence must sit the GAT. It is used by the VCAA to check that schools are marking School-assessed Tasks to the same standard, as part of the statistical moderation of School-assessed Coursework and as a quality assurance check on the VCAA’s marking of examinations and School-assessed Tasks. This is held in June each year.

Graded Assessment - All VCE studies have three Graded Assessments for each Unit 3 and 4 sequence, except for scored VCE VET programs, which have two. Each study includes at least one examination, most have School-assessed Coursework, and some have School-assessed Tasks.

Home school - Refers to the major school of the student. Only the home school may ATAR and change a student’s personal details through VASS. A student can only have one home school at a time. The home school is usually, but not always, the assessing school.

Outcomes - What a student must know and be able to do in order to satisfactorily complete a unit as specified in the VCE study design or VCAL unit.
Student Number - The unique number assigned to each student enrolled in VCE, VCE VET and VCAL. From 2003, the Student Number replaces all references to Candidate Number and VCAA Candidate Number in this and other VCAA publications.

Studies - The subjects available in the VCE.

Study design (VCE) - A study design for each VCE study is published by the VCAA. It specifies the content for the study and how students’ work is to be assessed. Schools and other VCE providers must adhere to the requirements in the study designs.

Study score - A score from zero to 50 which shows how a student performed in a VCE study, relative to all other Victorian students enrolled in that same study in a result year. It is based on the student’s results in school assessments and examinations.

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

VASS Administrator - School-based personnel who ATAR all school information into VASS.

Victorian Assessment Software System (VASS) - The Internet-based system used by schools to register students and ATAR VCE and VCAL enrolments and results directly onto the VCAA central database.

Victorian Certificate of Education (VCE) - An accredited senior secondary school qualification.

VCE provider - A school or other organisation authorised to offer the VCE.

Vocational Education and Training (VET) - Nationally recognised vocational certificates. These certificates may be integrated within a VCE or VCAL program.

VCE VET - VET certificates developed into full programs of study within the VCE and contributing to satisfactory completion of the VCE under the same recognition arrangements as for VCE studies.

Victorian Tertiary Admissions Centre (VTAC) - VTAC acts on behalf of universities, TAFEs and other providers facilitating and coordinating the joint selection system. VTAC calculates and distributes the Australian Tertiary Admission Rank (ATAR).