

DIMBOOLA MEMORIAL SECONDARY COLLEGE

VCE, VCE VM & VPC Policies and Procedures



A Guide for Teachers, parents and students

This document contains policies and procedures for the operation of the VCE, VCE VM & VPC at Dimboola Memorial Secondary College. These policies and procedures are framed within the guidelines provided by the VCAA (Victorian Curriculum and Assessment Authority) and recognise that the Administrative Handbook takes precedence over school based decisions where any conflict between them occurs.

This document should also be read in conjunction with the **VCE and VCE VM & VPC Subject Selection Handbook** for Dimboola Memorial Secondary College. (Updated annually)

Much of the content in this policy is derived straight from the VCAA rules and guidelines for VCE, VCE VM & VPC.

1. ASSESSMENT AND REPORTING OF VCE, VCE VM & VPC UNITS.

All students completing a 3 / 4 subject are required to complete the GAT (General Achievement Test).

Satisfactory Completion of Units:

Satisfactory completion of each unit will be determined on the basis of satisfactory completion of all learning outcomes for the unit as described in the study design for the unit. Students are expected to attend all scheduled classes for each unit. Approved absences such as College excursions, work release, adherence to COVID health regulations, absences with a medical certificate or extenuating family circumstances outside the control of the student at the discretion of the Coordinator, are exempt from this requirement.

No additional requirements for satisfactory completion of the unit or of individual learning outcomes will be imposed.

Part A: VCE

Levels of Achievement in VCE units 1 and 2 (Assessment Tasks).

- **Satisfactory or Not Satisfactory will be used as a measure of overall achievement**
- Levels of achievement will be determined on the basis of a student's performance on assessment tasks and assessment tasks should be clearly related to the learning outcomes of the unit.
- Assessment tasks should not impose extra work load on student beyond that required to satisfactorily complete the objectives to the best of the student's ability.
- Assessment tasks should provide a fair way for students to demonstrate the standard of work which they are capable of achieving.

Levels of Achievement in VCE Units 3 & 4 (School Assessed Coursework...SACs)

- Students will be notified in writing by their unit teachers of the dates for school assessed coursework. (a reminder will be given 1 week prior)
- School assessed coursework may be rescheduled in the event of an approved student absence. Students need to apply for this through Special Provision.

- Student absence from school assessed coursework is not grounds for seeking special provision unless it is an approved absence.
- In the event of unforeseen teacher absence a SAC may need to be rescheduled.
- Students will be told their score for each piece of school assessed coursework with the proviso that students are told that their total score for coursework may change after moderation.

Reporting VCE Units

Reporting VCE Units 3 & 4

- At the end of Term 1 and 3 students will receive a report for each subject that identifies their academic level, their level of attitude and effort, and ratings for each work habit.
- On these Term 1 and 3 reports each subject will also identify a predicted study score range that is based on student academic achievement and demonstrated effort. This is a teacher judgement.
- At the end of Term 2 students will receive a summary report that identifies the attainment of each Outcome and overall unit rating – Satisfactory or Not Satisfactory. This is based on the key skills and knowledge detailed in each study design.
- Students will not obtain a report in Term 4 due to the completion of the study designs in the previous term. Term 4 is exam preparation. The VCAA will notify students via mail with a Statement of Results.

Reporting VCE Units 1 & 2

- At the end of Term 1 and 3 students will receive a report for each subject that identifies their academic level, their level of attitude and effort, and ratings for each work habit.
- At the end of Term 2 and Term 4 students will receive a summary report that identifies the attainment of each Outcome and overall unit rating – Satisfactory or Not Satisfactory. This is based on the key skills and knowledge detailed in each study design.
- The VCAA will notify students via mail with a Statement of Results.

In addition to the normal VCE reporting cycles progress reports are issued mid-way through Term 1 for all students undertaking a VCE, VCE VM or VPC unit. Progress reports can also be issued at any stage of the year for students believed to be at risk of obtaining a Not Satisfactory.

Part B: VCE VM & VPC

Satisfactory Completion of VCE VM & VPC Units

Assessment within VCE VM & VPC should be based on:

1. Assessment tasks that are relevant
2. Self-paced learning
3. Instructions that are clear and explicit. Students should know what is expected for each Learning Outcome.
4. The type of activity being undertaken.
5. Tasks that are open-ended and flexible.
6. Assessment of Outcomes must be flexible, valid, reliable and fair and may include a compilation of a student portfolio of evidence that can include, but is not restricted to: self-

assessment, teacher observation, journals, log books, oral explanations or presentations, demonstrations, discussion, photographic evidence, Power Point presentations and classroom discussion

2. Levels of Achievement in VCE VM & VPC

- a. Students will receive an 'S' (satisfactory achievement) for each of their Outcomes and Units. Students in VCE VM must satisfactorily complete 16 Units in which to achieve their certificate and students in VPC must satisfactorily complete 12 Units in which to achieve their certificate.

3. Reporting Outcomes for VCE VM & VPC Units

At the completion of each unit students will be provided with a report which has the following characteristics.

- i. An overall assessment of S or N to indicate satisfactory completion of all learning Outcomes.
- ii. A summary description of the content of each Outcome
- iii. An overall attitude and effort result
- iv. An academic result

2. A VCE subject in Year 10

All students in Year 10 are enrolled in a VCE subject to provide a more rigorous introduction to work expectations/standard in Year 11 and to give students a purpose for doing an elective.

Term 1:

- Students complete the **SAME** work requirements for the Unit 1 subject, as per the VCAA subject guidelines, as the Year 11 students in the elective.
- Late work submission processes are followed e.g. attendance at Detentions, After School Support Sessions, late work SMS to parents, phone calls home.
- Additional support is offered to students who are struggling with the work, to give them every opportunity to meet the requirements of the first outcome.
- Once these processes have been followed, if the student has failed **ONE outcome in Unit 1 by Week 8 Term 1**, a parent meeting either in person or by phone, must be undertaken, so that the parent is aware that their child will no longer be doing an elective VCE subject. The course will be modified to be known as a Year 10 elective **for the remainder of the year**. Students will receive **no credit** towards their VCE or Senior Secondary Certificate.

Term 2:

- Students who are identified through their results data as having the ability to successfully complete a Unit 1 and 2 VCE subject will be entered on the VASS system.
- Those students who have received an N for an outcome in Unit 1, will **NOT** be entered on the VASS system and will receive a report with a different subject description in Semester 1 and 2.
- If a student fails any subsequent outcomes in Unit 1, they can NOT progress to Unit 2 in Year 10. They will do the modified Year 10 elective for the remainder of the year.
- The Year 10 coordinator will keep a record of the students who will NOT be completing a VCE Unit 1 or 2 subject and provide this information to the staff member in charge of reports.

Remainder of the year:

- Students who are NOT completing a Unit 1 and 2 VCE subject will spend the remainder of that year completing a **modified version** of the subject they have chosen.

- The student will NOT receive any credit for this work in terms of completing a Unit 1 or Unit 2 component over the whole year.

Subsequent years:

- A student who started a VCE Unit 1 and 2 subject in Year 10, but failed the first Outcome, can enrol in this same course in Year 11.

Math Criteria

- A student wanting to undertake a Year 10 Maths subject must meet the following criteria:

Students must obtain an average of 85% for attitude and effort plus 85% for achievement, on their Year 9 standard report, to be eligible to complete a Unit 1 & 2 Math subject in Year 10. Students are automatically eligible if they participate in an extended math curriculum at Year 9 level.

3. Selection Criteria for Year 11 students undertaking a 3 /4 subject

Students will need to obtain an average minimum academic score of 80% for their VCE subject and an average minimum academic score of 70% for each of their other Year 10 subjects to qualify. Modified reports will exempt a student from undertaking a 3 /4 subject.

4. LATE SUBMISSION OF VCE, VCE VM & VPC WORK

It is integral that students accept responsibility for their learning. This involves the adoption of regular study habits and meeting of deadlines.

a. Teachers' Responsibilities

- The teacher of a unit should provide in writing all deadlines applicable to the unit. This includes the dates for completion of learning Outcomes, particular parts of learning Outcomes and assessment tasks/SACs for VCE Units. As far as possible these dates should be provided at the beginning of the semester. The provision of deadlines and interim dates should be done with the aim of assisting students to plan their time effectively and to maximise the opportunities for students to successfully complete the unit
- Deadlines set should provide a reasonable amount of time for students to complete the work required. If the date is not issued at the start of the unit, adequate advance notice should be provided.
- The teacher should record the submission of work in such a way that any student who fails to meet a deadline can be immediately notified.
- Work which is submitted should be checked as soon as possible to ensure that it satisfies the requirements in order that work which is unsatisfactory can be brought to the attention of students as soon as possible.

b. Late Learning Outcomes:

Where a learning Outcome, or a significant part of a learning Outcome has not been satisfactorily completed by the due date, the following procedures will apply:-

- The student will be informed of the situation, including the nature of the work required to satisfactorily complete the task.
- Students will be put in Detention at lunchtime to assist with the completion of the work. In the event that this work is not completed during this time, an SMS will be sent to the parents of the student, notifying them that the work is overdue and a new due date is set.

- If students do not complete this work by the new due date then an After School Support Session is allocated in which to further assist students to complete the work. Students may be given a series of After School Support Sessions.
- During this time, the student should be encouraged to consult the teacher to seek whatever help is required, and the teacher is expected to grant all reasonable requests for assistance.
- If the work has not been satisfactorily completed by the final due dates before reports, they will be awarded N.
- Work which has been assessed as N may be resubmitted up until the date set by the school as the final date for the completion of the semester's learning outcomes.
- No further assistance from the teacher can be expected in relation to work outstanding beyond the extension of time granted.

Late Assessment Tasks/SACs/ SATs (VCE)

- It is essential, to be fair to all students, that all assessments are completed within the time set for them
- If as a result of illness or other circumstances, the student is unable to complete the assessment task/SAC by the time set, and, although the requirements are met, it is not appropriate to grant an extension of time, then the student will be awarded NA for that task.

5. DELAY OF DECISION ON SATISFACTORY COMPLETION (S/N)

A) VCE, VCE VM & VPC

Students are expected to complete the learning outcomes for a unit during the semester in which the unit is undertaken. It is expected that a decision to award an S or N for a unit will be made at the end of the semester in which the unit is completed.

In exceptional cases it may be decided to delay the decision about satisfactory completion to allow time for a student who would otherwise receive a result of N, to complete work or resubmit work so that the student's result may change from an N to an S. VCAA approval is required.

VM & VPC only

Redemption Period:

- Any students with work that was marked as Not Satisfactory at the completion of the unit, will be offered an extension through a redemption period.
- All redemption work for Unit 1 and Unit 3 will be received by 3.20 on the Friday of Week 1, Term 3
- All redemption work for Unit 2 and Unit 4 will be received by 3.20 on the last Friday of October.

6. APPEALS AGAINST DECISIONS OF NON-SATISFACTORY COMPLETION OF A VCE, VCE VM or VPC UNIT

A student who has been awarded an N for a unit as a consequence of:-

- * failing to meet a school deadline for a learning outcome.
- * failing to meet a deadline where an extension of time has been granted.

The Appeals Committee is comprised of the Principal or their delegate, the Coordinator and the School Council President. In the case of the Coordinator being the teacher who awarded the unit result, the Coordinator will be replaced by a person nominated by the Principal. The VCAA processes outlined in the **Administrative Handbook** will be followed.

7. SPECIAL PROVISION

Special provision is designed to assist students who, under normal circumstances, would be able to cope with the standard of achievement required for the VCE, VCE VM & VPC as it is specified in the Study Designs.

There are 4 forms of special provision

1. Curriculum delivery and student programs.
2. School based assessment.
3. Special arrangements for examinations
4. The use of derived examination scores.

In each case there are specific eligibility requirements that apply.

Applying for Special Provision

- A student is eligible for Special Provision if, at any time while studying if they are:- significantly adversely affected by illness (physical or psychological) by any factors relating to personal environment or by other serious cause.
OR
disadvantaged by a disability or impairment including learning disability.
- No Special Provision will be given to a student who has been absent from school or study for prolonged periods and has been unable to satisfactorily complete learning outcomes.
- Unfamiliarity with the English language will not be a criteria for Special provision, as provision for this should be made within the Framework of each study design.
- It is the student's responsibility to formally notify the principal of the details of circumstances relating to the student's application. The Application form is obtainable from the VCE or VCE VM/VPC Coordinator.
- Applications should be supported by recent, appropriate documentation, including medical statements and/or certificates, statutory declarations and/or police statements, and/or independent consulting professional.
- Applications must be lodged with the Coordinator within 10 school days of the missed SAC for VCE Units (or their return to school, if the application is related to an absence).

Forms of Special Provision and Eligibility.

- Curriculum delivery and student programs for students who are either identified by the school or acknowledged that the usual pattern of enrolment will place them at risk of not being able to meet either the requirements of the unit or satisfactory completion of the VCE/VCE VM&VPC, the school should develop a VCE/VCE VM&VPC support group for that student and a management plan. Advice through VCE/VCE VM&VPC support group to the student should assist him/her to choose an appropriate program of studies, including the choice of studies that take into consideration the nature of the student's hardship and maximises his/her opportunity to learn and succeed.
- School based assessment of VCE or VCE VM&VPC Units.
 - Students are eligible for Special Provision for school based assessment if their ability to demonstrate achievement is adversely affected by:
 - * illness – acute and chronic
 - * impairment – long term
 - * personal circumstances

Applications are forwarded to VCAA who make the final decision.

8. RECORD KEEPING

It is the responsibility of the teacher of the unit to maintain adequate records of the attendance, progress and achievements of the students.

Records should serve the following purposes:

- To substantiate decisions regarding the satisfactory completion of learning outcomes and of the unit. In addition the records should indicate each students' progress towards completion of learning outcomes at any stage during the course of the unit, and their attendance at scheduled classes.
- To enable the teacher to provide the grades awarded for assessment tasks and to be able to justify these grades.
- To provide the necessary information for the verification of VCE unit 3 and 4 SIARs/SACs initially assessed by the school.
- Records relating to the completion of and assessment of VCE assessment tasks, should be retained by the teacher until the end of the year in which the unit is taken, for the purpose of ensuring accuracy in reporting procedure.
- Detailed records of the basis for awarding of grades for assessment tasks in VCE Units 1 and 2 may be either kept by the teacher or provided to students. In the latter case it is the student's responsibility to produce these records if there is any reason to dispute the grades awarded.
- In VCE/VM & VPC, the responsibility lies with the students to maintain a portfolio of evidence of work completed to enable a teacher to verify that Learning Outcomes have been completed to a satisfactory standard.

9. PROCEDURES FOR COLLECTING WORK

Because decisions regarding satisfactory completion of units are essentially based on the completion of work as specified by the learning outcomes of each unit, it is necessary that procedures for collecting work are such that any disputes regarding the submission of work will be avoided. In order to achieve this, the following procedures will be adhered to:-

- The teacher will keep a record of all work submitted by students. This record will be maintained in a manner appropriate for its use as evidence that work has or has not been submitted.
- Work must be given directly to the teacher by the student at a time convenient to the teacher.
- No teacher shall accept work on behalf of another teacher of the unit unless specifically requested to do so.
- Provided the above procedures are adhered to, teachers may adopt further procedures at their discretion.

10. AUTHENTICATION REQUIREMENTS & PROCEDURES for Outcomes

Rules for students - VCE

- Students must ensure that all unacknowledged work submitted for learning outcomes and SATs/SACs is genuinely their own work.
- Students must acknowledge all resources used: this will include text and source material and the name(s) and status of the person(s) who provided assistance, and the type of assistance received.

Note: SATs/SACs should not contain acknowledgements which identify the student, school or teacher.

- Students must not accept undue assistance from any other person in the preparation and submission of work. Undue assistance would include providing actual adjustments or improvements for a student's work, or dictating or directing a student to insert, particular text. Students may, however, be given advice about the nature of adjustments or improvements to their work.
- Students must periodically produce appropriate documentation of the development of the learning outcome or school-assessed coursework/task. This will enable the teacher to monitor the development of the work and to keep a record of the process and to attest that the work is the student's own.
- Students must not submit the same piece of work for assessment in more than one VCE SAT/SAC/VCAL subject.
- Students must submit a draft and a final copy of a VCE SAT. Written comments may have been provided by the teacher on the draft. The draft SAT is to be initialed and dated by the teacher and student.
- Students should work on SACs in class time, with minimal time out of class to complete the work. Drafts will not be examined by teachers.

- Students who knowingly assist another student in a breach of rules may be penalised.

Authentication VCE

Students and teachers are required to attest that all unacknowledged work is genuinely the work of the student.

In order to attest that the work is genuinely that of the student, teachers and students must observe the rules. In addition to the rules for students, teachers and students must also observe the following procedures.

- In the case of VCE SATs the teacher will monitor the development of the task by seeing plans and drafts of the students work. The teacher will keep a record of the progress – this record should include:
 - * the date the work was sighted.
 - * the signature of both the student and the teacher.
 - * some relevant comments by the teacher on the content and/or development of the work sighted.

An Authentication Record sheet, or an adaptation of this, can be used to record the teacher’s monitoring of the work in progress at key stages.

- The teacher will attest that the work is the student’s own by completing the Authentication Record.
- The student will sign the Authentication Record at the time of submitting the completed task. The declaration will state that all unacknowledged work is the student’s own.
- The work will be assessed only if the teacher can attest that, to the best of his or her knowledge, all unacknowledged work is the student’s own.
- The teacher may consider it appropriate to ask the student to demonstrate his or her understanding of the task at an interview at or about the time of submission of the work.
- If the SAC or SAT cannot be authenticated, then the matter must be dealt with as a breach of rules relating to assessment

Authentication for Outcomes VCE VM & VPC:

Students must observe and apply VCAA authentication rules. Students must sign an authentication record for work done outside class when they submit completed work. The VCAA authentication rules state that:

- a student must ensure that all unacknowledged work submitted is their own
- a student must acknowledge all resources used, including:
 - texts, websites and other source material
 - the name and status of any person who provided assistance and the type of assistance provided
- a student must not receive undue assistance from another person, including their teacher, in the preparation and submission of work
- acceptable levels of assistance include:
 - the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which have been transformed by the student and used in a new

context

- prompting and general advice from another person or source, which leads to refinements and/or self-correction
- unacceptable forms of assistance include:
 - use of or copying another person’s work, including their teacher’s work, or other resources without acknowledgement
 - use of or copying sample answers provided by their teacher or another person
 - corrections or improvements made or dictated by another person, including their teacher

a student must not submit the same piece of work for assessment in more than one study, or more than once within a study

- a student must not circulate or publish written work that is being submitted for assessment in a study in the academic year of enrolment
- a student must not knowingly assist another student in a breach of rules
- in considering if a student’s work is their own, teachers should consider if the work:
 - is atypical of other work produced by the student
 - is inconsistent with the teacher’s knowledge of the student’s ability
 - contains unacknowledged material
 - has not been sighted and monitored by the teacher during its development.

Steps to be taken in order to ascertain whether a breach of authentication has occurred – VCE, VCE/VM & VPC.

- When a teacher believes that a breach of authentication has occurred, he or she will notify in writing the appropriate Coordinator as soon as possible by completing a Breach of Authentication form. The “Authentication Record Sheet” should also be attached.
- If, on the basis of the submitted evidence, the Coordinator believes that there is any possibility that a breach of authentication has occurred, the Breach of Authentication Committee will meet within 7 days to consider the records relating to the matter, and may interview the student. The student should be given not less than 24 hours’ notice of the interview. If the student wishes, a parent or friend may attend the interview in the support role but not as an advocate.
- The teacher who submitted the Breach of Authentication form may be requested to provide additional information by the Breach of Authentication Committee, if required. The Breach of Authentication Committee is comprised of the Principal or their delegate, the Coordinator and the School Council President or their delegate. In the case of the Coordinator being the teacher who submitted the Breach of Authentication form, the Coordinator will be replaced by a teacher nominated by the Principal.

Evidence required to ascertain whether the work in question is the student’s own.

The nature of evidence required for a substantive breach of the rules for learning outcomes and school assessed SIARs/SACs may include one or more of the following:

- record of student absences.
- brief record of a teacher(s) judgement about the authenticity of particular work.
- samples of other student work similar or identical to the presented by the student.
- samples of other work by the student.

- photocopy of relevant source material from which unacknowledged work was obtained.
- teacher's record of the absence of drafts
- any admission from the student that work submitted was not their own.
- brief record of the outcome of an interview where a student has been asked to demonstrate his or her understanding of a learning outcome or SIAR.

Action if a breach of authentication occurs.

Principals must be informed of all inquiries into possible breach of rules relating to assessment. All penalties imposed by the college must have the approval of the principal.

Should the college be satisfied, on the basis of evidence, that there has been a substantial breach of rules, then 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 the part of the VCE/VCAL learning Outcome or SAC/SIAR which infringes the rules and base a decision whether to award the VCE/VCAL learning outcome an N or an S and/or any SAC/SAT score solely on an assessment of the remainder. It may lead to the work being awarded UG (Ungraded) for some SATs/SACs in some studies. The college should seek advice from the VCAA about allocating an appropriate grade.
or
- refuse to accept any or all of the VCE/VCAL learning Outcome or SAC/SIAR if the infringement is judged by the principal to merit such a decision, in which case an N will be awarded for the learning outcome and/or an NA (Not Assessed) entered on VASS(for the SAC/SIAR).

When work was initially accepted for assessment and a breach of discipline is discovered after the initial assessment has been made, the principal shall determine which of the above penalties shall be imposed and this may result in a change of the original result from an S or an N in accordance with the above procedure.

If an N is awarded for a learning Outcome then as a consequence an N may be awarded for the unit concerned.

The College may seek advice from the VCAA about selecting an appropriate penalty.

Procedure if penalty imposed.

- The student will be notified in writing by the Principal of the decision of the Breach of Authentication Committee within 14 days of the decision being made. If a decision is made to impose a penalty, the notification will include the decision made about the following matters:
 - * the nature of the breach of rules by the student.
 - * the reason for a decision being made that a breach of rules has occurred and the evident supporting this;
 - * the penalty to be imposed;
 - * any right to appeal of the VCAA; and
 - * that this appeal must be lodged within 14 days of receipt of notification from the principal.
- The principal should inform the VCAA using a report of variation of SAC/SAT results in response to breach of VCE rules by student only where the penalty involved involves downgrading or cancelling a previously awarded grade, or accepting part of a SAC/SAT.

8.6.2 The VCE Coordinator will be responsible for keeping all records of the Breach of Authentication Committee's proceedings in order that this material is available for the VCAA administrative review or Discipline Committee.

Appeals

The student shall have the right of appeal to the VCAA if the penalty has been imposed because of a breach of rules. Students may appeal against the decision of the principal on one or both of two grounds:

- * that a breach of rules by the student had not occurred.
- * that the penalty imposed was too severe.

The student shall have right of appeal to the VCAA against a decision not to authenticate work but only if plans or drafts of the work have been sighted during the period when the learning outcome or the school-assessed SAC/SIAR was being undertaken.

Plans or drafts shown to the teacher for the first time after the date the learning outcome or the school assessed SIAR/SAC was due shall not be considered.

A student's intention to appeal must be received in writing at the VCAA within 14 days of the principal's written notification to the student. Correspondence must be addressed to the Board Secretary.

LOST, STOLEN OR DAMAGED WORK – VCE, VCE VM & VPC

Students are responsible for keeping work in a safe environment to avoid the chances of work being lost. In the case of electronically kept work, it is the student's responsibility to keep back-up files to minimise the chances of work files being lost.

If work which has a bearing on the student's completion of learning outcomes or performance or assessment tasks is lost, stolen or damaged, this must be reported to the Coordinator who shall be responsible for keeping records of such incidents.

The student or teacher who has lost or damaged the work, or who has had work stolen, will need to complete a written statement describing the circumstances. Statements should be made on the special form designed for this purpose.

The principal acting on advice from the teacher, shall determine:

- the unit result for the student. Where appropriate, Delay of Decision procedures may be applied in the first instance.
- the grade for the assessment tasks in the case of a VCE unit 1 and 2.

11. PRIVATE STUDY

- Private study time allows students a degree of flexibility in their school work in order to carry out the variety of activities which are part of the Senior program. Private study time also provides a means by which students learn to manage their time and organise themselves so that they are better able to effectively use their time as they progress through education.
- All students who have Private Study, will be required to work in the Library.
- Students involved in unsupervised private study are expected to behave in a responsible manner and use their time profitably. Any movement around the school to use resources or consult teachers, should be done in such a way as to minimise disruption to classes. Student use of private study time will be monitored by the appropriate level coordinator who may make special arrangements for any student whose use of unsupervised private study time is not satisfactory.
- Students are expected to conduct themselves in private study in the same manner they would in a timetabled class. The Coordinator will be informed and the Behaviour Management processes applied.
- Students are not permitted to leave the school grounds during private study periods. Like a timetabled class, attendance is mandatory and is treated as an absence. In the event that a student engages in missing private study periods the Behaviour Management processes and Attendance processes will take place.

12. STUDENTS OUT OF CLASS

Because of the nature of senior studies, it is recognised that there are valid reasons for students to be engaged in activities outside the classroom. It is also recognised that students can be expected to act in a mature fashion without constant direct supervision and should be treated accordingly. Students, in accepting this trust, must accept responsibility for their own actions, including the consequences of inefficient use of their time. Those that do not abide by the school rules will have the behaviour management processes applied and in the case of continual disobedience, the student will have their out of class privilege revoked.

13. STUDENT PROGRESS

Preamble

This policy aims to address the problems which may arise when students continue to study subjects in which they have demonstrated a lack of success or aptitude, or commence the study of a subject in which they have lack of preparation. The presence of such students in a class may be harmful to

the progress of others due to the inordinate amount of teacher time required by such students. Also, it is the responsibility of the school to ensure that students select courses with the assistance of the most effective guidance which we can provide. Procedures which prevent students from making inappropriate course choices are a part of this guidance.

Policy

DMSC acknowledges the advice provided by the VCAA regarding the point of entry to each VCE, VCE/VM and VPC study. DMSC also accepts the responsibility for providing advice to enable students to make successful progress towards completion of these qualifications. These prerequisites will be made known to students and parents at the time of deciding courses.

14. CONTROL OVER MATERIAL EXTENDING OUTSIDE THE COLLEGE

It is necessary that a measure of control be exercised over material related to student work which is communicated beyond the college so that:

- The college is not associated with the communication of inappropriate, misleading or untrue information.
- The reputation of the college and its students is not damaged by the public circulation of poorly presented material.

In order to achieve this, in all cases where it is proposed to communicate beyond the school the following procedures will be adopted:

- The content and presentation will be approved by the subject teacher and a copy retained by the teacher.
- Where some response is sought from people outside the college, such as a survey or questionnaire, an explanation of the purpose and authorisation will be provided in writing by the teacher over his/her name. Wherever appropriate this will be included on the material seeking the response.
- Where information is obtained from outside the school, such information will not be communicated beyond the school unless the intention to do so has previously been expressly communicated to those people providing the information.

15. STUDENT ORGANISED ACTIVITIES WITHIN THE COLLEGE

While students are encouraged to conduct activities for other students within the school, it is recognised that the responsibilities for supervision must be met.

Students wishing to organise and/or conduct activities for other students, either as part of their studies or out of interest, should submit the organisational details in writing to either their relevant class teacher or Student Voice and Leadership Coordinator.

The teacher concerned should satisfy themselves that appropriate supervision has been organised and provide a copy of the organisational and supervision details to Principal.

The Principal shall have power to refuse the conduct of the activity on the grounds of inadequate or inappropriate supervision.

16. ACTIVITIES CONDUCTED BY STUDENTS OUTSIDE THE COLLEGE

DMSC encourages and supports students wishing to conduct appropriate work related activities outside the college precincts and outside hours. In doing so DMSC recognises it has a responsibility to ensure that such activities are conducted with due regard to the safety and wellbeing of all people involved.

Students wishing to conduct such activities must:

- Gain approval from the relevant teacher that the activity is appropriate to the study being undertaken.
- Gain permission from the principal to proceed with the planning of the activity, including clarification of the expectations which such planning will meet.
- At least three weeks prior to the activity, submit in writing to the Principal the detailed plans for the conduct of the activity. On the principal's approval of such arrangements the activity will be an official DMSC function.

17. VCE ASSESSMENT TASKS UNDER EXAM CONDITIONS

DMSC follows the VCAA Exam Rules and Regulations. The VCAA runs all Unit 3 and 4 exams plus the GAT. DMSC runs mid-year exams, October tests and November exams.

DMSC EXAM Rules

Uniform – MUST be worn during the exam period.

- **Attendance:** Students are expected to arrive at school before 8.40 am and be at school for the full day. At times when there are no exams scheduled, students are to work in the designated area under normal private study conditions.
- **If you are absent during an exam you must provide certification to prove that you were unable to attend.** If you do not have certification then you will receive a zero and your exam will **not** be rescheduled.*
- **Calculators and other permissible items** – check with your classroom teachers the items you are required to bring to each exam.
- **Watches** - must be removed from the wrist, and placed on the table in front of you. No watches with internet access are allowed in the exam.
- **iPods and Mobile phones** – absolutely **no** mobile phones, iPods or other electronic devices are to be brought into the room.
- **Do not arrive late** as it causes a disturbance to others. If you arrive after 30 minutes there is a process that needs to be completed, and your exam may not be marked.
- Students are to remain in the examination room for the **duration of each exam.**
- **During reading time** a student may study the directions for the exam and the questions but not begin to write or in any way mark the exam paper or answer booklet or paper until the signal to write is given.
- No food or drinks, other than water in a **clear bottle**, may be taken into the exam room except under special circumstances.
- No student may communicate with another student in the exam room while the exam is being conducted. This includes absolutely no kind of verbal nor non-verbal communication of any kind.
- No student shall by any act or omission cause any nuisance, annoyance or interference to any other students. If the student does not comply with an instruction given by the supervisor to cease any nuisance, annoyance or interference to any other students then that student shall not be entitled

to complete the exam and shall be sent to the office. **A student's exam will not be marked and they will receive a zero for this assessment task.**

- No sharing of equipment, such as erasers, pens, sharpeners, etc. This constitutes nuisance or annoyance and shall be dealt with as above.
- At the **end of the exam**, each student must remain silent and in their place until all material for assessment has been collected. Only then will the supervisor give the direction for students to leave the room.

18. DISTRIBUTION OF RESULTS RECEIVED FROM VCAA

The statement of verified grades and scores are a communication from the VCAA and VTAC (VCE) to the student, sent to the school.

- Dimboola Memorial Secondary College will be responsible for preparation of certificates from VCAA for distribution to students and elsewhere as indicated in this policy.
- Dimboola Memorial Secondary College will be responsible for preparation of certificates from VTAC. Certificates are presented at the annual DMSC Awards Night.

Release of results to other people:

- The statement of results for each unit will only be disclosed to those outside the school, if permission is provided by the student, as per VTAC's rules.

NOTE: Under no circumstance will that permission:

- a) lead to disclosure of results to denigrate the student
 - b) allow results to be used for external or promotional purposes
 - c) allow results to be used for any other reason other than the primary reason it was released to the school.
- A copy of the results for each student will be supplied to the Dimboola Memorial Secondary College as near as possible to the same time that they are distributed to students. The purpose of supplying this information is to assist in maintaining information relevant to the students' progress, and for counselling purposes.

19. ENROLMENT, COURSE SELECTION AND COURSE CHANGES

Enrolment in the VCE, VCE VM & VPC

The Coordinators will have sole responsibility for collection and recording of student enrolment details and will deal directly with students for this purpose.

The course Selection Process

This will involve cooperation between the Dimboola Memorial Secondary College and the Careers Coordinator.

- A timeline for the completion of the course selection process will be determined by the Coordinators. The Careers Coordinator will distribute the course selection materials and convene a meeting of students, parents and relevant staff to explain the process involved in the selection of courses.

- The Coordinators will ensure that the process of counselling students in the selection of appropriate courses organised and completed according to the agreed timeline.

Change of Course

The Dimboola Memorial Secondary College will be responsible for the collection and recording of any changes in units for which students are enrolled and will deal directly with students for this purpose. Students must submit a completed **Change of Course** form to the Dimboola Memorial Secondary College after following the consultation procedure adopted by the college.

COMBINED CLASSES

DMSC will provide combined classes of Units 1 & 3 and Units 2 & 4, where this is considered appropriate, in order to broaden the range of VCE units which it offers to students and to enrich project tasks in VCE VM & VPC. In doing so, it is recognised that such an arrangement imposes extra requirements on the teacher, and extra responsibilities on students in such classes.

VIRTUAL SCHOOL

Dimboola Memorial Secondary College will endeavour to offer a broad range of subject offerings at the VCE level. However, should a subject not be able to be offered, every effort will be made to source that subject. Dimboola Memorial Secondary College will also offer to deliver subjects to other schools, if a suitably qualified staff member is available to teach it.

- Students who enrol in a Virtual subject must have demonstrated an exemplary work ethic in their junior and middle schooling. Students who are not suited to studying via a virtual mode, may be counselled to select another subject.
- Students who enrol in a Virtual subject should be able to demonstrate how that subject is a prerequisite for future study or is a particular area of strength.
- Students who miss a timetabled class to attend their Virtual class, must use their spare periods to catch up on any missed work.
- It may be necessary for students enrolled in a Virtual subject to attend the host school for practical tasks. E.G. – a Biology experiment. The student may need to arrange their own transport to this offsite class.

DISTANCE EDUCATION

Dimboola Memorial Secondary College will endeavour to offer a broad range of subject offerings at the VCE level. However, should a subject not be able to be offered, the student may opt to undertake the course through Distance Education Victoria. (If it is offered.) The VCE Coordinator will assist with the distribution and collection of SACs and other assessment tasks.

- Students who enrol in a Distance Education subject must have demonstrated an exemplary work ethic in their junior and middle schooling. Students who are not suited to studying via an online mode, may be counselled to select another subject.
- Students who enrol in a Distance Education subject should be able to demonstrate how that subject is a prerequisite for future study or is a particular area of strength.

20. INCLUSION

Dimboola Memorial Secondary College will ensure access to VCE, VCE/VM & VPC courses to all students where practicable. Students will be supported to apply for special provision where appropriate.

- The school will provide classroom support for students with physical impairments to ensure that they can access their studies and classrooms resources.
- Students with mental health conditions will be supported by internal and external counselling (where appropriate and available) and be provided with access to other in-school supports to enable them to continue with their studies.
- Where appropriate, the course can be spread over three years as a means of supporting students with special needs.

This policy was last updated in July 2023 and will be reviewed in December 2025

