

## VCE Information for Parents – Units 1 & 2

### STRUCTURE OF THE VCE

- At GSC each student undertakes 6 studies (subjects) in Year 11 and 5 studies in Year 12.
- Studies are divided into UNITS. Each Unit takes one semester to complete. Typically at GSC a student therefore completes 22 or 24 Units.
- Units 1 & 2 are generally undertaken by students in Year 11 and Units 3 & 4 are generally undertaken in Year 12.

### HOW DO YOU PASS THE VCE?

- A student must satisfactorily complete 16 Units.
- Three of those Units must be from the English group: English, Literature, English Language or ESL (English as a Second Language), at least one of these three need to be a Unit 3 or 4.
- A student must satisfactorily complete four 3-4 sequences.
- For determination of an ATAR one of the 3-4 sequences must be from the English Group.

### STRUCTURE OF THE STUDIES

- Each study (subject) has a course description which has been accredited by VCAA, the Victorian Curriculum and Assessment Authority.
- Teachers are required to present the course to the students as outlined in the Study Design for each subject.
- The Study Design describes the outcomes (skills and knowledge) a student must demonstrate in each Unit.
- Teachers make professional judgement on whether a student has achieved outcomes (passed) based on tasks completed by the student.

### ASSESSMENT

- Many of the tasks set by teachers will be graded to establish the level of achievement. These assessment tasks are called SACs (School Assessed Coursework).
- SACs are set and marked by the classroom teacher. Across the state the SACs follow the same guidelines but they are not identical from school to school.
- Grades for Unit 1&2 Assessment Tasks are not reported to VCAA. VCAA is only interested in whether a student has satisfactorily completed the Unit at this level.

### **Assessment Procedures**

- The College has the responsibility to administer assessment in a way that is fair to all.
- Whilst it is most important the students are responsible and accountable for themselves at this level, sometimes some friendly reminders are in order.
- Students should use diaries to record dates of assessment tasks and be available to do the task.
- A student must have a legitimate reason for missing an assessment task.
  - Illness.
  - Extreme personal circumstance.
  - School excursion or sporting commitment.

### **Absence from a SAC**

- If your child is unable to attend on the day of the assessment task due to illness:
  - Ring the subject teacher and inform them of your child's absence in the morning of the SAC.
  - Remind your child that they must talk to their teacher to negotiate sitting the missed SAC within 3 days of their return to school.
  - Student must provide an acceptable medical certificate when attending the rescheduled SAC.
  - The task will then be graded without penalty.

- Failure to sit the SAC within that time frame and the inability to provide an acceptable medical certificate will mean the task is not graded and redemption procedures (if applicable) will be initiated.
- The same procedure applies if the student is absent during times of **extreme personal circumstance**. An example of extenuating circumstance would be a death in the family. It does not include family holidays, even overseas ones, or going for a driver's licence. In this case, parents are requested to inform the Senior School Leader to discuss their child's options.
- If the absence is due to an **excursion** or a **sporting commitment** (senior levels of competition only), students must see their subject teacher prior to their absence to reschedule the SAC.
- Teachers will generally try to avoid clashes of this nature but it is not always possible.

### Extension for Time to Complete a SAC

- If a student has been ill, or had extenuating personal circumstances **PRIOR** to the assessment task date, they may apply for an extension to complete the task.
- Extensions must be approved by the Senior School Leader and the Subject teacher. They must be applied for **prior** to the due date.

### Redemption

- Should a student submit the task on time but it does not demonstrate achievement of the outcome they will have the opportunity to redeem their work within 7 days. The task may be altered in some way for the redemption. **A completed redemption can only be awarded with an 'S' or and 'N'. It will not be graded for a score.**
- Following submission, if the SAC is still not considered satisfactory or if it is not resubmitted within the 3 days the result will be an 'N' for the outcome and hence an 'N' for the Unit.
- If a redemption task cannot be organised during a suitable time, Thursday nights afterschool have been scheduled as a time for students to complete redemptions.
- Parents will be informed of these developments should they arise.

### Authentication of Work

- Students need to be made aware of the consequences of plagiarism: submitting work obtained from another source as their own.
- It has become increasingly easy for a students to access and use material which is not their own.
- You can support your child by helping them distinguish between research and plagiarism.
- Plagiarised work will not be accepted and could result in an 'ungraded' score.
- For School-assessed Coursework undertaken outside class time (for example, student folios), 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 of these sightings. It is the students responsibility to ensure their work is regularly sighted.

### EXAMS

- Most Unit 1 & 2 Units will have exams set and marked by the teacher and reported to you on the end of Unit report. Unit 1 & 2 exam marks are not reported to VCAA and do not contribute to the ATAR score.

### ATTENDANCE

- Students must have 85% attendance in a study to pass that study.
- If your child is absent, it is imperative that a note be sent with them upon their return to school to their mentor teacher. Illness, dental appointments etc are approved absences and will not count against the 85% attendance, unless the total absence rate (approved or not) is greater than 85%.

### HOW CAN YOU SUPPORT YOUR CHILD?

#### Amount of Study

- In Year 11 studies, up 2 ½ to 3 hours per study per week is reasonable.
- Having a study plan in which these times can be planned into a week allows guilt-free time for work, sport, music, internet and other recreation.

#### Casual Work

- Part time work can be very beneficial for a number of reasons.

- However, work that interrupts time that would be used for study will affect the ability of your child to do their best at school.
- More than 6-8 hours a week is likely to have a significant impact.

### **Keep them Healthy**

- Encourage appropriate amounts of sleep (8 hours is still good), exercise and healthy food.
- But let us know if any issues arise so we can help manage their circumstances.

### **KEY SCHOOL PERSONNEL FOR YEAR 11 SUPPORT**

<b>Principal (Acting)</b>	<b>Jon Morley</b>	<a href="mailto:morley.jon.j@edumail.vic.gov.au">morley.jon.j@edumail.vic.gov.au</a>
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<b>Year 11 Coordinator</b>	<b>Chau Pham</b>	<a href="mailto:pham.chau.c@edumail.vic.gov.au">pham.chau.c@edumail.vic.gov.au</a>
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<b>Student Wellbeing</b>	<b>Belinda O'Meara</b>	<a href="mailto:O'meara.belinda.b@edumail.vic.gov.au">O'meara.belinda.b@edumail.vic.gov.au</a>

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