

VCE Information for Parents – Units 3 & 4

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 3 & 4 Assessment Tasks are reported to VCAA and are moderated against exam results so final SAC marks may be adjusted by VCAA. These results will contribute to the student's final study score.

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. If no one is available to answer your call leave a voicemail and the teacher will receive your message.
 - Remind your child that they must talk to their teacher to negotiate sitting the missed SAC within 7 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 **student's responsibility** to ensure their work is regularly sighted.

EXAMS

- All Unit 3-4 sequences have at least one external exam, set and marked externally by VCAA. Students sit the exam here at school but are supervised by independent supervisors, not school staff. These results do form a major part of your child's study score and hence final ATAR rank.
- All students doing a Unit 3-4 sequence are required to sit the GAT (General Achievement Test) in June. The GAT does not contribute directly to the ATAR.

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%.

SPECIAL PROVISION FOR EXAMS

- Rescheduled SACs and extensions are two of the processes we can put in place for your child should illness or disability affect their ability to perform. Other forms of Special Provision include:
 - Special Exam Arrangements: eg rest time in exams, permission to stand or stretch, extra writing time.

- Derived Exam Score: should a student become ill or have an extenuating personal circumstance just prior to or during the Unit 3-4 exams, it is possible to apply for an exam mark to be determined for your child using information from the GAT, teachers and SAC results.
- It is absolutely essential you contact the Senior School Leader as soon as a situation presents, if you think either of these provisions could apply to your child.

STUDY CENTRE USAGE

- The study centre is available to Year 12 students from 7:00am to 6:30pm for private study.
- The study centre is to be only used for private study and not social gatherings.
- Students are not permitted to eat meals (snacks permitted) in the study centre.
- Non – compliance of study centre expectations could result in student removal from the study centre and refusal for later entry.

DRIVING TO SCHOOL

- Students with a driver's license may drive to and from school provided they have completed and submitted the ***Permission for Students to Drive a Private Vehicle*** form (this is available from the Study Centre).
- Students are not to leave at any time in their vehicles during the school day unless they are signing out with parental permission and not returning for the day.
- Students are not to use staff carparks. They must park on Willowbank Road outside the school grounds.
- Students are not to carry passengers to and from school. Siblings are permitted as long as the ***Permission for Students to Drive a Private Vehicle*** form has been completed and submitted.

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.
- In Year 12 studies, we would anticipate 3 to 4 hours of homework and revision per subject per week, increasing prior to the exams.
- 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 12 SUPPORT

Principal (Acting)	Jon Morley	morley.jon.j@edumail.vic.gov.au
Assistant Principal	Tracey Summerton	summerton.tracey.a@edumail.vic.gov.au
Senior School Leader	Andy Flouris	flouris.andy.a@edumail.vic.gov.au
Year 12 Coordinator	Patrick Lynch	lynch.patrick.m@edumail.vic.gov.au
VCAL Coordinator	David Butler	butler.david.d@edumail.vic.gov.au
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Career Development Coordinator	Kerry Huke	huke.kerry.k@edumail.vic.gov.au
Student Wellbeing	Belinda O'Meara	o'meara.belinda.b@edumail.vic.gov.au

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