

VCE ASSESSMENT
AND ATTENDANCE
POLICY

2020 - 2021



FOUNTAIN GATE
SECONDARY COLLEGE

Student Handbook

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R A T I O N A L E



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Rationale

Fountain Gate Secondary College Assessment Policy is designed to ensure that all students have access to fair and equal opportunities in their VCE.

The result of the completion of a unit will either be 'S' (Satisfactory), 'N' (Not Satisfactory) or 'J' (did not complete unit due to attendance or withdrawal from subject).

In order for students to achieve a satisfactory result, they must satisfy the requirements set out in the VCAA Study Design.

Fountain Gate Secondary College believes that in order to maximise students' potential and achievement in the VCE, students must be punctual and attend all timetabled classes. In accordance with the Victorian Curriculum Assessment Authority (VCAA) requirements, Fountain Gate Secondary College believes students should attend all timetabled and pre-arranged classes. We believe that this will allow students sufficient class time to successfully complete set class work, School Assessed Tasks (SAT's) and School Assessed Coursework (SAC's).

Student attendance/absence falls under the following main categories in accordance with VCAA: Not Present (school explained), Not Present (parent explained), and Not Present (unexplained). In addition to these categories, the attendance will either be documented as 'VCE compliant', or not. In order for the absence to be 'VCE Compliant' certain legal documentation including original medical certificate, funeral notice or court notice needs to be provided.

Aim

The Fountain Gate Secondary College Assessment Policy aims to ensure that:

- All students have the opportunity to complete VCE to the very best of their ability.
- All students, teachers and school community are aware of the rules and expectations outlined by VCAA.
- All students are treated fairly and in a consistent manner.
- All students have access to clear and consistent assessment practices.
- All students are supported with their learning.
- All students completing a VCE program attend school and all timetabled classes regularly.

VCAA GUIDELINES



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Victorian Curriculum Assessment Authority Expectations

1.1 VCAA requirements for 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.

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.

1.2 Fountain Gate Secondary College requirements for satisfactory completion of the VCE

At Fountain Gate Secondary College students are 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 (or other combination within);

In Year 12 students are generally required to study 10 units (five subjects)

- 5 Unit 3 and 4 studies.

If students are successful in receiving an S for each of their units, then they will have a total of 22 units towards their VCE.

Students enrolled in studies external to Fountain Gate Secondary College are expected to comply with these requirements. Any variation to this must be approved by the Head of Senior School and be related to the specific needs of the individual student.

All Fountain Gate Secondary College VCE students are permitted to choose between a scored or unscored pathway.

VCAA GUIDELINES



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Study scores and ATAR calculations

1.3 VCE Study Score

When completing Unit 3 and 4 subjects, students are working towards a Study Score for each of their subjects. The Study Score is a score out of 50, and is a ranking of all the students completing the subject within Australia. The score for the student's class work and exams are summed, and then ranked. For example, if there are 1500 students completing English, then students will be ranked from 1500 down to 1. If 3 students get the top mark, then they will get the ranking of 1500, and the next student will be ranked 1497 and so on.

The study scores for these subjects are normally distributed with a mean of 30 and a standard deviation of around 7. This means that whilst it is possible for students to get scores in the 40's, 95% of students will score between 16 and 44. Very few students get a score below 16 or a score above 44.

Students are then allocated Study Scores from this ranking, distributed as per the table below:

STUDY SCORE	> 45	> 40	> 35	> 30	> 25	> 20
% OF STUDENTS	2%	9%	26%	53%	78%	93%

1.4 Australian Tertiary Admittance 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 their 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 all students studying Year 12 or equivalent in a given year.

1.5 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, EAL, English Language or Literature.
- 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 gives the highest ATAR is used.

VCAA REQUIREMENTS



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Student expectations for the satisfactory completion of the VCE

Students at Fountain Gate 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

Fountain Gate students need to be committed to achieving their personal best and will:

- Complete holiday homework
- Keep up to date with set tasks
- Submit work (including homework and SAC preparation) on time
- Complete scheduled SACs when required (including after school hours)
- Attend before and after school academic support sessions relevant to studies
- Document SAC and SAT progress for authentication purposes

Students are required to demonstrate that they can take on the responsibilities associated with the privileges that are afforded to them, so they need to:

- Abide by the school VCE Attendance and VCE Assessment Policy
- Abide by the School Uniform Policy
- Attend all scheduled classes in a timely manner for each of the subjects enrolled in
- Not leave the school grounds during the school day
- Conduct themselves in an appropriate manner in the VCE Study Centre including the VCE kitchen and classrooms
- Complete all set required coursework, SATs, SACs and examinations.

Students will be required to sign a 'Statement of Commitment' contract that acknowledges their understanding of the VCAA expectations, Fountain Gate Secondary College expectations and the Assessment and Attendance Policy requirements.

VCE ASSESSMENT POLICY



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Assessment: Satisfactory completion of units

2.1 Satisfactory VCE Unit Result

For Satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set outcomes as specified in the study design. The student will receive an 'S' (satisfactory) for a unit if the teacher determines that the student has:

- Achieved a minimum overall assessment mark of 50% to receive an 'S' result for the outcome.
- Completed at least 80% of the set course work in addition to passing an assessment task to receive an 'S' result for the overall unit of study.
- Submit work that is clearly their own and can be authenticated by the classroom teacher.
- Adhere to the final deadline set by the classroom teacher for all course work.
- Observe the school policy and VCAA rules in regards to assessment, submission of work and attendance.

2.2 Not Satisfactory VCE Unit Result

The student will receive an 'N' (not satisfactory) for the unit when one or more of the following occurs:

- The student has not met the minimum overall assessment mark of 50% for School Assessed Coursework (SAC/SAT).
- The student has failed to adhere to set deadlines including if an extension of time has been granted for any reason, including Special Provision.
- The work cannot be authenticated or there has been a substantial breach of rules (*refer to plagiarism, cheating and colluding*).
- The student was absent for the assessment task (SAC/SAT) or did not submit final work requirements by the due date and did not provide appropriate documentation (medical certificate, funeral/court notice).

Redeeming Outcomes

3.1 Eligibility and process for redemption

If the student receives an 'N' result for the SAC due to not achieving the 50% benchmark, or by not addressing all criteria, but completed 80% or above of the course work, the student will automatically qualify for a redemption.

If the student did not complete 80% of the coursework, the student must still sit the SAC on the set date. The student will be required to submit an application to the classroom teacher to seek a redemption that will involve an extension of time to complete the outstanding coursework to achieve an 'S' for the unit of study.

3.2 Style of redemption task

Students are still required to meet the overall 50% benchmark and demonstrate an understanding of each assessment criteria through the redemption task. To redeem, students may be asked to: re-do the original task, complete an additional task or submit further evidence to demonstrate their understanding of the outcome.

3.3 Student absences

Students who are absent for the redemption must provide appropriate documentation to the VCE Attendance Officer within 24 hours of returning to school. If the student is not able to provide appropriate documentation they will not be provided with an opportunity to complete the redemption task. In this case, students will receive their original score and an overall 'N' for the Unit.

3.4 Satisfactory and Not Satisfactory result upon redemption

If a student passes a redemption successfully, the score achieved on the original SAC will remain the same but the student will receive an 'S' instead of an 'N' for the Unit of Study. The student will also receive an 'SR' (satisfactory by redemption) on the Semester Report.

VCE ASSESSMENT POLICY



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School Assessment: School Based Assessment

School Assessed Coursework (SACs)

4.1 SAC/SAT Authentication

Students must ensure that all unacknowledged work submitted for an assessment task is their own. Teachers may ask students to further demonstrate their understanding of the task during the unit or upon submission of the work. If any part of the task cannot be authenticated the matter must be dealt with as a breach of rules (see *Cheating, Plagiarism and Colluding*).

4.2 School Assessed Coursework completed outside of class

Students must sign a VCAA provided authentication record for work done outside class when they submit the completed task. If a SAC/SAT is due outside of class time, teachers will provide an alternate due date. This due date must be between Monday-Friday with 5pm being the latest deadline permitted.

4.3 Extension of assessment deadline application

Students wishing to apply for an extension of time must collect, complete and submit an application form to Senior Sub-School a minimum of 24 hours prior to the assessment. Students granted an extension of time must complete an equivalent SAC within a week of the original assessment date under the supervision of the Subject Teacher. To be granted an extension of time, the Head of Senior School may conduct an interview with the student and request evidence of work requirements/preparation completed prior to the assessment.

Plagiarism, Cheating and Colluding

5.1 VCAA Guidelines

It is important to state in this policy that at the VCE level all cases of plagiarism, collusion or cheating may be very different in nature and that the process outlined below for incidents is a guide for students and parents. The Head of Senior School will assess each case individually and will decide on the appropriate course of action. If a student is undertaking an assessment under test conditions as a SAC they must comply with VCAA examination rules. A student must ensure that all unacknowledged work submitted for assessment is genuinely their own. If required, a teacher may ask the student to demonstrate their understanding of the task.

5.2 Incident of plagiarism, cheating or colluding

If a student is suspected of or has been found to have cheated/colluded on an assessment task or plagiarised the work of another, the student may be required to submit further evidence in order to demonstrate their knowledge and understanding of the task. Students may be required to:

- Provide evidence of the development of their work.
- Discuss the content of the work with the teacher and answer questions and/or verbally demonstrate their degree of understanding.
- Provide samples of other work completed that demonstrate understanding of the original task.
- Complete, under supervision, a supplementary assessment task related to the original task.

The student can still earn the right of redemption for cheating/colluding or plagiarising a SAC/SAT. If the student is allowed to resubmit or resit the SAC/SAT they will receive an official mark of 'UG' (Ungraded) for the SAC/SAT. The student can still achieve an 'S' result for the Unit if the minimum 50% benchmark is reached and the student has demonstrated understanding for each assessment criteria.

If a student has plagiarised, cheated or colluded part of/all their work or SAC from another student then the student who created the original work and willingly shared this may incur the same penalty as the student who plagiarised the work.

SPECIAL PROVISIONS



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Special Provisions within the VCE

VCAA Special Provision aims to provide students in defined circumstances with the opportunity to participate in and complete their VCE. Special Provision is available to students completing the VCE for classroom learning, school based assessment and VCE external assessments. Specific eligibility requirements apply for each type of Special Provision.

6.1 Internal and External Special Provision

Fountain Gate Secondary College has a set process to follow for putting in place Special Provisions for classroom learning and School Based Assessment.

For VCE external assessments, the VCAA is responsible for determining eligibility and for granting provisions in the form of Special Examination arrangements and the Derived Examination Score. Students who have not previously received internal provisions may still apply for external provisions with VCAA.

6.2 Eligibility for Special Provision

Students may be eligible for Special Provision if at any time they are affected in a significant way by:

- An acute or chronic physical or mental illness.
- Factors relating to personal circumstance.
- An impairment or disability, including a learning disorder.

If a student is granted either internal or external Special Provisions, teachers will be notified by Senior Sub-School or the Inclusion Team of appropriate modifications that need to be made to student learning.

6.3 Derived Examination scores

During the examination period, students may apply, to VCAA through the Head of Senior School, for a derived examination score. Students eligible for a derived examination score would include but is not limited to:

- Those significantly affected by illness during the examination period.
- Those significantly impacted by factor relating to their personal circumstances and environment.

Students wishing to apply for a derived exam score will need to provide documentation from an appropriate professional (e.g. doctor) that supports their claim.

6.4 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 responsible for ensuring their application is submitted with all necessary evidence by the VTAC deadline.

UNSCORED PATHWAY



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Unscored Pathway

7.1 Unscored Pathway

Students who wish to obtain their VCE Certificate but do not wish to acquire an ATAR for entrance into tertiary education, may choose to undertake an 'unscored' VCE pathway.

If a student completes an unscored pathway they will not be required to sit the end of year exams. They will not receive an ATAR or a study score for any of their subjects.

Once a student is entered into an unscored VCE pathway, they are not able to change back to a scored VCE.

7.2 Eligibility for an unscored pathway

A Year 12 student who would like to complete an unscored pathway must undergo a careers counselling process with the Pathways Team. Once careers counselling has concluded and it is deemed that the student has genuine reasons for pursuing an unscored pathway, both the student and parents will be required to attend a meeting with a member of Senior Sub-School. All parties must reach an agreement and sign the appropriate documents.

7.3 Not satisfactory result for units

In the event that a student has failed to meet the VCAA and Fountain Gate Secondary College's Assessment Policies, they may be required to enter into an Unscored Pathway or seek an alternative pathway such as TAFE, VCAL or employment.

7.4 Student expectations

Students must still meet the same requirements as scored students in order to obtain a satisfactory result for an outcome and the overall unit of study. If a student does not receive 50% on the original task, the same processes for redemption must be followed.

A student who does not meet these requirements will receive an 'N' result and may be ineligible to successfully complete their VCE.

VCE ATTENDANCE POLICY



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Attendance Requirements

All students enrolled in a VCE program in Senior School are required to attend at least 50 hours of scheduled classroom instruction unless reasonable and valid grounds exist for them to be absent.

At the discretion of the Principal, Assistant Principal, or Head of Senior School, there may be unique situations where attendance is approved outside of Fountain Gate Secondary College Attendance Policy.

Students will be required to attend regular academic support sessions afterschool until 4pm. School Assessed Coursework may also be scheduled to take place afterschool from 3.15-5.30pm. Students and parents will be notified of these sessions via Compass.

8.1 Attendance calculation

Students are expected to attend 90% of timetabled classes, including Period 0 and 6 (where applicable). This means students cannot have more than 10 unapproved periods per subject per unit (semester). If students accrue 10 or more unapproved periods, they will be at risk of receiving an 'N' result for the subject.

8.2 Parent and Guardian Expectations

Parents/Guardians of students who are absent are required to phone the school or log the details on Compass before 10.00am to explain their child's absence.

If a student is absent and the school has not been previously notified, a daily SMS message will be sent at recess (approx. 10:45am) in an attempt to contact parents. Parental approval notes are recorded as Not Present (parent explained), and is not an approved absence and therefore will count towards unapproved attendance.

8.3 Student expectations

It is the student's responsibility to catch up on any work missed as a result of an absence and should be done as soon as they return to school. The student should discuss work missed with the subject teacher and put in place a plan to complete this work.

Although the Attendance Officer supports students in monitoring their attendance, it is the student's responsibility to ensure they do not accrue more than 10 periods per subject, per unit.

8.4 Arriving late and leaving early

Students must arrive to school and class on-time. If students are late, they must sign in using the Compass Kiosk, located in the main office foyer or Literacy Centre. The Kiosk late pass is then to be provided to the classroom teacher. If students are late to school or class without a valid reason, they will receive consequences from the classroom teacher and Senior Sub-School.

The amount of time late will be recorded as absent. For example, if a total of 60 minutes of lateness is recorded over the unit of work, this will count as one period per 60 minutes missed and it will be counted as part of the attendance percentage. If students miss a double lesson, this will count as two periods missed or 120 minutes.

Students are not permitted to leave school grounds without permission regardless if they are 18 years of age and drive to school. Students who need to leave school early must provide a signed parent/guardian note, and where possible, evidence of the appointment. The students then must see one of the Sub School members and/or the Attendance Officer before they sign out at the front office. The student must have a signed note by the parent, and a Student Manager before exiting the school grounds. This will count as an unapproved absence.

Please note: any student that does drive to and from school must complete a 'Driving to School' form. These can be collected from the Senior Sub-School Office.

VCE ATTENDANCE POLICY



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Absences

For an absence to be 'school approved' students must provide the VCE Attendance Officer with the appropriate documentation within the approved timeframe. This includes a medical certificate, court notice or a funeral notice. Please note that statutory declarations are not accepted as sufficient evidence for missing a formal assessment.

8.5 Absences due to illness

Students who are absent due to illness must provide the original documentation to the VCE Attendance Officer within 48 hours of their return to school (normal school day, no formal assessment). Please note, scanned or emailed documents will not be accepted.

The Attendance Officer will review this documentation and if valid, will approve this on Compass. Students who submit documentation that is not approved, will be informed by the Attendance Officer.

8.6 Absences during a school-based assessment

If a student misses a SAC due to illness, they must provide the appropriate documentation (e.g. medical certificate) to the Attendance Officer 24 hours upon their return to school. The medical certificate must be obtained on the day of the assessment task. Backdated medical certificates will not be accepted for an assessment task.

If the provided documentation is approved, students will need to arrange a time with their teacher to complete the assessment. Students will be issued with an alternative SAC task and must be prepared to complete the SAC on the day of their return if requested by the teacher.

If a student misses a SAC and is not able to provide the appropriate documentation, they will receive an 'N' for both the outcome and the unit. If a student is absent on the day of a SAC catch-up or the Redemption and do not have appropriate documentation for this will receive an 'N' result for the outcome and unit.

8.7 Absences due to co-curricular activities

Students who attend sports days, co-curricular and student leadership meetings, wellbeing sessions or are out of class but with permission, must ensure they communicate with the classroom teacher and the VCE Attendance Officer in advance to notify them of this. The student may be asked to provide evidence of this to ensure their attendance is approved. Students must not miss a scheduled assessment task for any of the above outlined reasons unless approved prior by the Head of Senior School.

8.8 Absences due to a family holiday

Family holidays, extended family travel overseas and planned absences are not accepted during VCE studies. Wherever possible, holidays should be scheduled within the term breaks. Students and families are required to seek permission for a family holiday at least four weeks in advance of the proposed leave. This involves submitting an application for extended leave to Senior Sub-School. Approval for an extended absence is not automatic and parents should not assume approval will be granted. Absence without school approval will directly impact student attendance data. If an assessment task is scheduled to occur during this time, the student will not be granted permission to reschedule this SAC for a scored result.

If the student's application for leave is approved, the student must remain up to date with all course requirements and will be required to complete a study plan with the support of Senior Sub-School. This study plan must be signed by each subject teacher and returned to Senior Sub-School.

8.9 Absences due to cultural observances

There are 2 main cultural observances that are school approved. These are Eid Ul Fitr and Eid Al Adha. Students who participate in these cultural observances must bring a note from home explaining this. It must be provided to the VCE Attendance Officer prior to the holiday in order for it to be school approved. Any notes that are received upon the student's return to school will not be accepted.