PREAMBLE
The Victorian Certificate of Education Policy has been written to ensure that there is a common understanding on issue relating to the VCE certificate. It aims to cover issues such as submission of work, successful completion of outcomes, attendance, satisfactory completion of work, processes that are available to appeal the result of an outcome, authentication rules, and criteria for satisfactory/unsatisfactory completion of outcomes. It also informs students of the special provision arrangements within the VCE.

PRINCIPLES
1. All students should have a very clear understanding of the Victorian Curriculum and Assessment Authority and Parade College rules that apply in the conduct of the VCE certificate.
2. As a matter of justice, it is critical to have a common set of rules that apply to all students in all VCE studies.
3. All students should be aware of the attendance requirements for VCE students.
4. Students should be aware of the procedures that apply in the event of illness or disability.

POLICY
Students studying any VCE unit should:
1. Be aware of the requirements required for successful completion of an Outcome.
2. Be provided with details of each Outcome.
3. Attend the Trial exams in the third term holidays for each Unit 3/4 subject being studied.

IMPLEMENTATION
1. At the beginning of each new unit of work, students are to be provided with a course outline, clearly indicating the material to be covered, the criteria required for successful completion of the Unit, the times that the Outcome will be tested and a marking scheme.
2. VCE Year level assemblies will be used to brief the students on matters pertaining to the VCE.
3. Students are expected to attend all classes. Failure to do so may result in an N for the unit. In the event of absence from class parents should follow the procedures outlined in the College Attendance Policy for Notification of Lateness or Absence from School. It is a requirement that parents / guardians notify the College between 8-9.30am if their son is to be absent from Tutor Group on that day, and a note sent upon return to school. Absence from assessment of VCE outcomes requires a medical certificate.
4. Students need to be aware that it is their responsibility to ensure that the teacher has no difficulty in authenticating their work. They should understand that teachers cannot authenticate work about which they have doubts, until further evidence is provided. Under VCCA rules it is students who must prove originality of their work.
5. Students must ensure that all unacknowledged work submitted for coursework assessment is genuinely their own work.
6. Students must acknowledge all resources used. This includes:
   (a) text, visual and source material
   (b) the name(s) and status of any person(s) who provided assistance and the type of assistance provided.

7. Students must not receive undue assistance from any other person in the preparation and submission of work.
   Acceptable levels of assistance include:
   (a) the incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note-taking) but which has been significantly transformed by the student and used in a new context;
   (b) prompting and general advice from another person or source which leads to refinements and/or self-correction.
   Unacceptable forms of assistance include:
   (a) use of, or copying of, another person's work or other resources without acknowledgement;
   (b) actual corrections or improvements made or dictated by another person.

8. Students must sign a Declaration of Authenticity only for those coursework tasks that include work done outside of class. This declaration states that all unacknowledged work is the student's own.

9. Students who knowingly assist other students in a Breach of Rules will be penalised.

10. To Satisfactorily Complete the VCE
    The VCAA advises that for: Satisfactory completion of the VCE, students will be required to satisfactorily complete sixteen units of study, including:
        • three units of English, English Language, or Literature; and
        • three sequences of Units 3 and 4 studies other than English.

11. Deadlines & Timelines
    College policy is that all work must be submitted by the due date. Each teacher will distribute a full list of due dates for his/her subject and also the criteria for assessment. Absence on the due date must be verified by a medical certificate and the task submitted on the first day of returning to school.

12. The VCE Progress Panel
    This Panel will convene whenever the need arises. The membership of the Panel will normally include some of the Assistant Principal (Teaching & Learning), Director of Teaching and Learning, House Leader and the subject teacher. The Panel will hear cases involving:
        • Suspected plagiarism
        • Issues relating to authentication
        • Student issues relating to the award of an 'N'.
    Students who want to request an appointment to attend the VCE Progress Panel will need to put their reasons in writing on the appropriate form available from the Assistant Principal (Teaching & Learning)’s Secretary.

13. Special Provision in the VCE
    The purpose of Special Provision in VCE is to assist students in defined circumstances to complete the VCE.
There are four forms of Special Provision:

• Student Programs
• School-Based assessment
• Special Examination Arrangements
• Derived Examination Score

A student is eligible to apply to the VCAA for Special Provision and Special Examination Arrangements if, at any time while studying for the VCE, he is adversely affected in a significant way by:

• Illness (physical or psychological)
• Any factors relating to personal environments
• Other serious causes, or
• An impairment or disability, including learning disabilities.

The circumstance affecting the student does not include matters or situations of the student's own choosing, for example, involvement in social or sporting activities, employment or school events.

All Applications and enquiries go to the Year 11 & 12 Additional Needs Coordinator.

14. Examinations and Outcome Assessments

VCE examinations occur at the middle and the end of the year and Outcome assessments occur during the year. Students must attend all exams and designated outcome assessment as there is no provision to re-sit VCAA tasks.

Students who are absent for an outcome must obtain a medical certificate in order to re-sit the outcome. Failure to do so will result in a zero score, a Teaching and Learning Detention and a parental interview with the VCE Progress Panel. Failure to re-sit the task will result in an “N” for the outcome (which would automatically mean an “N” for the unit).

15. Achievement of Outcomes (Satisfactory Completion)

For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for the unit that are specified in the study design. This decision will be based on the teacher's judgment of the student's performance on assessment tasks designated for the unit. The key knowledge and skills and the Advice for Teachers included in the study design will assist teachers in making this judgment. The school will develop courses that will provide opportunities for students to demonstrate achievement of the outcomes and to satisfactorily complete the units of their VCE studies. The judgment of satisfactory completion is a school responsibility.

Achievement of an outcome means:

• the work meets the required standard as described in the outcomes;
• the work was submitted on time;
• the work is clearly the student's own;
• there has been no substantive breach of rules.

If all outcomes are achieved, the student receives S (Satisfactory) for the unit. A student may not be granted satisfactory completion if:

• the work is not of the required standard as described in the outcomes;
• 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; or
• there has been a substantive breach of rules including school attendance rules.

If any one of the outcomes is not achieved, the student receives N (Not Satisfactory) for the entire unit.
Where a student has completed work but there has been a substantive breach of class attendance (i.e. below 90% attendance at scheduled classes), the student may be awarded N.

The teacher or student who has lost work, or has had work stolen or damaged, must make a written statement of the circumstances. The statement must be signed and dated. Schools must keep a record of the loss or damage, but should not report them to the VCAA. The Principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student.
Technology-related excuses are never accepted as reason for failure to complete / submit work.
It is the student's responsibility to keep all work backed-up to allow for unforeseen events such as these.

16. Reporting Achievement of Outcomes

There are two symbols for reporting achievement of outcomes: S means the outcome has been achieved; N means the outcome has not been achieved.
In Unit 3&4 studies, teachers will provide written feedback and a raw score for the task.
It is important to understand that this score can and will change as a result of VCAA Statistical Moderation.

17. Submission and Satisfactory Completion of Work

Students are to submit all work for assessment to the subject teacher at the time specified by the teacher of that subject. In the event that the class does not take place on the day the work is due, alternative arrangements will be made by the teacher. Learning Area Leaders will determine the process for cross marking of samples of work.
Students are to refer to the Teaching and Learning Policy for VCE Outcomes for details.

18. Unsatisfactory Completion of an Outcome

Students are to refer to the teaching and Learning Policy for VCE Outcomes for details.
Parents will be notified where a student is deemed to have not satisfactorily completed an outcome. It is important to note that while VCAA rules allow for re-sitting to demonstrate an ‘S’, raw scores and grades cannot be changed.

19. ESL Status

As the satisfactory completion of an English Study is a compulsory requirement of achieving the VCE, students who are unfamiliar with the English language because they are from non-English speaking backgrounds or are hearing impaired may have access to enrolment in English as a Second Language.

Please note that to be considered for ESL status:

• The applicant has to have been a resident in Australia or other predominately English speaking country for no more than seven years.
• English has been the student's major language of instruction for a total period of not more than seven years over the period of his education.
Teaching & Learning Policy:  
**VCE Outcomes** (Units 1 - 4)