The VCE requires students to undertake a number of tasks which vary in nature (tests, essays, oral performances, short answers etc) during the course of the semester. These tasks test a student’s ability to reach the stated outcomes of the course and are undertaken throughout the semester. It is vital that students attend class on a regular basis in order to familiarize themselves with the work and undertake the set tasks at a given time.

Absence
Parents/guardians should avoid withdrawing VCE students for lengthy periods for overseas/other trips, as a prolonged absence from school will affect the 95% attendance requirement as it will be an unapproved absence.

Approved absences include:
- An illness which required medical treatment and for which there is a valid medical certificate *(a valid medical certificate is one which is obtained from the doctor on the day/s of the absence and before the student’s return to school)*
- An approved college excursion or sporting event
- A serious problem which can be shown to have resulted in the student suffering significant hardship

Alternate tasks
If students are away on the day of a set task, they will be allowed to sit for an alternate task provided the absence falls into the approved absence category. The college recognises that there are times when a student will be unavoidably absent from class.

Prior to sitting for the alternate task, the student must obtain an approval form from the VCE Centre. Students with a medical certificate must present it to the VCE Centre, on the day of their return to school, to obtain the necessary approval.

If a student does not comply with the above, a NA (Not Assessed) will be awarded for the task which means that the student will fail the unit.

Re-sits
Students and their parents/guardians should be aware that if a student fails to meet the outcome for a task on the first attempt, the student will be allowed to ‘re-sit’ the task. If the task is one which is graded, the original grade cannot be altered, only the N (not satisfactory) can be changed to an S (satisfactory) if the student achieves the stated outcomes on the second attempt.

Mrs Judy Anderson
Head of Senior School