



SENIOR SCHOOL STUDENT COURSE AND ASSESSMENT POLICY – YEARS 11 & 12

This policy has been informed by requirements of the Department of Education, the Victorian Curriculum and Assessment Authority (VCAA) and college expectations. The policy should be read in conjunction with the Senior Certificate Student and VCE Subject Handbooks which contains further detail and supporting documents.

Aim:

- To inform students and families about the processes and expectations for Senior School Students regarding course structure, satisfactory completion of a unit of VCE or VM (Vocational Major), attendance and promotion.
- To ensure success, fairness and equity for all students in the Senior School, whilst promoting a culture of high expectations.
- To create a safe environment for all students and members of the school community.

COURSE LOADS

Year 11

Students in Year 11 are required to take **six** VCE subjects or their equivalent (such as one VET subject) at the college or **three** VM, **one** VET and **two** VCE subjects.

Year 12

Students in Year 12 are required to take **five** subjects at the college. This is considered a full Year 12 course load. Students completing the VM pathway will complete **four** VM/VCE subjects, **one** VET and a structured work placement.

Course Load Conditions

Students may be permitted to undertake a reduced course load if one or more of the following conditions are met:

- there is *significant* medical or environmental conditions that makes five subjects onerous for a Year 12 student. Documentation from the most relevant supporting specialist professional is required for consideration i.e. for mental health related conditions, a letter from a psychologist or psychiatrist rather than a General Practitioner is required.
- the student is undertaking a 3-year VCE and will not qualify for the VCE in a 2-year period

*****Please note – students completing a VCE language study outside of MWSC, do so with the understanding that this will be completed on top of the above course load requirements.***

Final day for Course Changes

Course/subject changes outside of the official course selection process, will only be made up until the dates specified for each Year Level within the Senior School Student Handbook.

Students wanting to change their subjects, must complete the *Course Change Application form* **before** the final dates stated in the Senior School Student Handbook and submit this at the Senior School Office. Students will not be permitted to change their subjects after this advertised date. Applications can be found within the handbook or available from the Senior School Office.



PROMOTIONS

Mount Waverley Secondary College has high expectations for student performance. Students are promoted to the next year level and provided with a program that meets their individual pathways, careers aspirations and that provides them the best opportunity to experience success. Students are required to have demonstrated a capacity for such future success through their achievement in the previous learning.

Year 11 promotion to Year 12 (VCE)

Year 11 VCE students study a total of 12 Units over the year. To have access to a full Year 12 course a student must:

- satisfactorily complete a minimum of **ten (10)** 1 and 2 units including one Unit of English
- meet the 90% 'VCE %' (Compass) attendance requirement

Year 11 promotion to Year 12 (VM)

Year 11 VM students must satisfactorily complete a minimum of **eight (8)** units including one unit of English and their VET course.

Year 10 promotion to Year 11

Year 10 students study a total of 14 Units over the year. English, Maths, Languages, VCE and VET subjects are counted as two Units.

Year 10 'Satisfactory Semester Result' and automatic promotion into Year 11

'Satisfactory Semester Result' in a minimum of 10 Units

'Satisfactory Semester Result' in both English Units

'Satisfactory Semester Result' in both Mathematics Units

'Satisfactory Semester Result' in 7-9 Units - Course Options

- Year 10 & 11 combined course
- Alternative pathways and settings available
- Restricted VCE course may be offered

'Satisfactory Semester Result' in 6 Units or less – Course/Pathway Options

- Year 10 Repeat
- Combined Year 10 & 11 course
- Alternative pathways and settings available

** Where a student receives an 'N' for a Unit One study, the college will determine if the student will be permitted to continue with this study at a Unit Two level or be required to commence an alternate one where they may experience increased success.

ACCELERATION STUDIES

Mount Waverley Secondary College has high expectations for student performance and achievement. To maximise performance in the Senior Certificate, students are encouraged to accelerate within a study, however academic **benchmarks** must be met to ensure student capacity to cope with the additional challenge and to ensure the likelihood of success. Acceleration would normally commence in Year 10 within a Year 11 VCE study.



Acceleration within One VCE Study only – minimum requirement

- 'Satisfactory Semester Result' in all Year 9 subjects
- 'At Standard' in English
- A 'B' end of semester average CAT result or higher, within the Year 9 subject most aligned to the Year 11 VCE subject students wish to accelerate
- Demonstrated outstanding learning behaviours

Northern Hemisphere Timetable (NHT) VCE

- By application, students can complete a VCE unit through the NHT.
- A limited number of VCE studies are offered at MWSC
- Students will complete their Unit 4 NHT VCAA exam in May to June, reducing their course load for the remainder of their Year 12 year to four studies.

Continuing to Accelerate

Students are required to apply to **Continue to Accelerate** within a study each year. Acceleration is not automatic and is determined each year based on a student's overall academic performance. To be permitted to 'Continue to Accelerate', students must have met VCE Attendance requirements, and passed all SACs and exams at least to a C standard. Students wishing to continue acceleration will also be required to obtain a signed recommendation from their classroom teacher as part of the subject selection process. If an accelerated Year 10 student is unable to maintain the grade average above, they will not be permitted to continue with the Unit 3 and 4 sequence in Year 11.

SATISFACTORY COMPLETION OF STUDIES

To gain a satisfactory pass, students must:

- complete the assigned coursework to an acceptable standard prior to scheduled assessments
- demonstrate the required Learning Outcomes (specific Key Knowledge and Skills) on designated school assessed coursework (SACs), school assessed tasks (SATs) or via a work requirement or through assessment activities (Applied Learning in the VM)
- complete homework, as a significant amount of the required time to complete work for each unit is designed to be spent out of class time
- meet attendance requirements (as above)

A student who **does not** demonstrate a satisfactory level of understanding on an assessment task:

- will have an opportunity to complete a Resit task as set by the teacher to gain a satisfactory result for the outcome. Resit tasks may be either:
 - a. the original task. This should only include the parts where the student did not demonstrate the required level of understanding
 - b. a new task that requires the student to demonstrate the specific key knowledge and skills related to that outcome
- will keep their original letter/numerical grade from the initial assessment task, with students now attempting to gain an 'S' for the Outcome in their second effort
- must complete the Resit task within one week of the student being made aware of a 'UG' result for a task
- will be able to attempt only one Resit task per outcome



- can apply to appeal an unsuccessful Resit task through application (please see the Head of Senior School for more information). Appeals will be considered by the VCE Sub-School Team who may allow a student a further opportunity to attempt to demonstrate the required knowledge and redeem the outcome. The Senior Sub-School Team will inform both the student and relevant teacher on the outcome of the appeal

If any Outcome is not satisfactorily completed by a student, then the result for that Outcome and the Unit will be an 'N'.

Note – students completing subjects within the Vocational Major Pathway will be assessed through 'Applied Learning' activities which will be completed mainly in class and will be ongoing. See the Vocational Major section in the handbook for further information.

ATTENDANCE

Senior School students are expected to attend all timetabled classes, including Mentoring, excursions, assemblies and other college activities. Students are expected to be punctual. For an absence to be considered 'school approved', a medical certificate or equivalent must be received. Any other absence will not be deemed 'school approved', even if it has been approved by a parent/guardian. Absence for School Assessed Coursework (SACs) has more stringent approval requirements to maintain fairness and equity for all assessments undertaken.

Students must maintain a Senior Certificate Attendance Rate (accessible via Compass) of at least 90% for each VCE/VM unit. The Senior School will monitor student attendance closely, and communicate with students, parents/carers and teaching staff, students whose attendance is of concern. The college has a staged response to support student attendance. The Senior School Team may be required to meet with the student and parent/guardian to explain the absences and to discuss the consequences of unapproved absences. At the end of a Unit, attendance below 90% may result in an 'N' result, as teachers may be deemed unable to authenticate student's work.

In meeting the VCE Attendance Policy requirements the following will be used in conjunction with Compass:

- Eight or more 'unapproved' absences in a unit of study may result in an 'N' result for the unit. Please note that missing a double lesson will count as two absences.
- Fifteen or more absences in total (i.e. approved/unapproved) may result in an 'N' result for the unit. This excludes legitimate college activities, such as sport or excursions, as well as extended illness approved by the Head of School (e.g. time in hospital).
- Documentation to support an approved absence must be submitted **within five days of the return** to school or the absence will be recorded as unapproved.
- Arriving late to class counts as half a lesson of unapproved absence.

An approved absence may be:

- an illness which requires medical treatment and for which there is a valid medical certificate
- an approved college excursion or sporting event or;
- a serious problem which the Head of Senior School has been notified, and which can be shown to have resulted in the student suffering significant hardship
- religious/cultural observations with a letter provided by the relevant religious institution/leader

An unapproved absence may include the following (this list is non-exhaustive):



- family holidays
- sports training's, competitions, or games
- part-time/casual work
- license tests

Medical Certificates:

- If a student is absent from school, the student must submit a valid medical certificate from a doctor or the relevant Department of Health reporting regarding COVID to the VCE Centre.
- If a student is absent from school on the day of a SAC the student **must** produce a valid medical certificate from a doctor for the absence to be approved and undertake the SAC for a scored result. Students enrolled in the VM Pathway must also have medical or other evidence to support absences from assessment activities or tasks.
- The Medical Certificate must be dated **for the day of the absence and cannot be backdated**, unless extenuating circumstances are explained.
- Students should submit a hardcopy version as a matter of preference. However, if an electronic version must be provided then parents should forward the original email from the healthcare provider.

ABSENCE FROM SACs – ALTERNATES AND RESITS

If a student is absent from a SAC/Assessment Task/Alternate or Resit task, they **must** produce a medical certificate (or equivalent) upon their return to the Senior School.

Students must attend all classes prior to the SAC (i.e. Period 1 & 2, prior to a SAC during Period 3 & 4). If a student does not attend any class on the day of the SAC, they will complete the SAC for S/N only. A grade will not be provided.

Alternates

The student will be required to sit the SAC during the next Alternate Session (Wednesday Period 5 & 6) or Resit Session (Wednesday 3:15 – 4:45pm).

Students with multiple Alternates will be required to sit these at the earliest opportunity available, as deemed by the Subschool. This may include the earliest free periods, or during the SAC's class in agreement with the teacher. Students with an approved absence during an Alternate will have their Alternate rescheduled. This should take place within a one-week period, unless an alternate arrangement is approved in consultation with the Subschool.

If a student fails to attend an Alternate, or fails to make a genuine attempt, they will not be given the opportunity for a Resit task.

If **no medical certificate** is provided, an 'N' result will be issued for the SAC.

Resits

If a student scores below 40% during VCE/VM assessment, students will be provided an opportunity to complete a final Resit attempt. Resits will assess the key skills and knowledge not shown in the original SAC.

Alternates and Resits will only be rescheduled on the basis of medical advice.

If **no valid medical certificate** is provided, an 'N' result will be issued for the SAC/VM assessment activity or task or for the Unit if it was a Resit that was missed.



Students Meeting Deadlines

If students do not submit their work by the deadline and they have not been provided an extension, penalties may apply. The student may be required to attend a meeting with the Senior Subschool to decide the consequences.

If a student has a School Approved absence for the above, then the task or a replacement task can be completed through the Alternate SAC process. If the absence was not approved, then the student scores zero for the task, but will be granted a further opportunity to demonstrate the Outcome via the Resit process.

Extensions

A student may apply for an extension of time at the school level to complete assessment tasks, SACs or SATs by using the *Application for Assessment Task Extension* form (found in the Senior School Student Handbook). An extension will only be granted based on a medical certificate or other evidence of a significant reason, such as a death in the family, other family crisis, or having to represent the school or alternative body at an event. Wherever possible, the extension request should be made prior to the due date. All results must be finalised by the VCAA/VASS deadlines.

Authentication of Work – plagiarism and cheating

All students are required to complete their own work. The School follows VCAA examination conditions during assessment. Any breach of these conditions may be subject to penalties below. Teachers who suspect a student/s of either copying, plagiarising or accessing non-approved resources during assessment in their class need to notify the Head of Senior School. The Senior School Team will meet, and students will be allowed to express their position in relation to the issue. If students are found to have submitted work that is plagiarised, copied, or that has been completed with the assistance of non-approved resources, teachers will not be able to authenticate their work and the following penalties may apply.

On the first offence, students will be required to complete a Resit Task for S/N only to meet the Outcome. If the first offence occurs during a Resit, the student will be graded zero for the Assessment Task and receive an N for the Outcome and the Unit.

On the second offence during the year, students will receive an N for the Outcome in which the offence was detected, whether that unit is the same one as for the first offence or a different unit of study.

SPECIAL PROVISION

Special Provision is designed to allow students who suffer from medical conditions or who have experienced hardship that has impacted their ability to demonstrate the key skills and knowledge.

*****Please note –Special Provision will not be applied in VCE without prior authorisation from either the Senior Sub-School Leader or Head of Senior School.***

There are three forms of provision:

1. Curriculum Delivery and Student Programs / School Based Assessment
2. Special Examination Arrangements/External Assessment
3. Derived Examination Scores



In each case there are specific VCAA eligibility requirements that apply. For the first category of Special Provision, the school determines what is suitable, while the school applies to the VCAA for the second two forms.

In considering any ongoing Special Provision, the college has a responsibility to only grant Special Provision where there is significant documented evidence, and that there is a strong likelihood of success of any application to be approved by the VCAA for Special Examination Arrangements. The likelihood of success is determined by the guidelines for Special Provision from VCAA.

Grounds for claiming Special Provision include where the student is:

- Significantly adversely affected by illness (physical or psychological), personal environment or other serious cause.
- Disadvantaged by disability or impairment, including a learning disability and hearing or vision impaired.

Special Provision arrangements used in VCAA exams may include:

- Rest breaks
- Provision of a scribe, reader, computer, separate room and/or magnifier
- Permission to stand and stretch
- Permission to bring in medication/food and drink into an examination room
- Extra writing time

Special Provision arrangements used in SACs/SATs to enable students to address their issues may include:

- Rest breaks
- Provision of a scribe
- Allowing the student extra writing time
- Access to a separate room
- Setting a substitute task of the same type/challenge
- Replacing a task with a different type of task
- Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended
- Using technology, aides or other special arrangements to undertake assessment tasks
- Flexibility with assessment/coursework schedules

For students completing Unit 3 & 4 studies, Special Examination Arrangements can be requested if the condition would disadvantage the student in exams. Please note, the deadline for applications is in March of that year, so eligible students need to be identified early. Families will be prompted to consider if Special Provision is applicable during the VCE Information presentations.

School-based applications for all coursework and Unit 1 & 2 exams will be dealt with by the Senior School and, if approved, the student's teachers will be notified of the strategies that should be applied as part of this consideration. This can be used as part of a formal application to the VCAA.

External applications for Special Examination Arrangements and Derived Examination Scores (for Special Provision) will be completed by the student and Senior Sub-School Leader and then forwarded to the VCAA.

VIRTUAL SCHOOLS VICTORIA (VSV)



Mount Waverley Secondary College offers a broad range of VCE study options in all learning areas. Mount Waverley Secondary College may allow a student to undertake a VCE study with Virtual Schools Victoria if all of the following conditions are met;

The student achieved a 'Satisfactory Semester/Unit Result' in all Year 10 / Year 11 English units

- The subject is offered at MWSC but clashes with another study in their pathway plan
- There is a teacher at the college that can support the student with their learning

Virtual Schools Victoria is a potential option for Year 11 and 12 students only.

Any student wishing to complete a VCE study with VSV must complete a Virtual Schools Victoria enrolment (collected from Senior Centre) and submit this during the course selection process to the Senior School Leader. Course selection is to be completed with the understanding that any application to study with VSV may not be successful so other informed study selections should be made.

All VCE students at Mount Waverley Secondary College enrol in the VCE with the understanding that they will be required to undertake exams for each Unit 3 and 4 sequence. In extenuating circumstances there may be the option for a Year 12 Non-scored VCE on an application basis with the Senior Subschool Team, see Head of Senior School for further information.

EXAMINATIONS

The setting of Unit 1 & 2 examinations in all subjects in Year 11 is a college policy. The Year 12 exams are set and administered by VCAA at the end of Unit 4 between October and December (May and June for Northern Hemisphere Timetable units). At Year 11, the Semester 1 exam assesses skills and knowledge across all outcomes in Unit 1. In Semester 2, the Year 11 exam will draw upon outcomes covered in both Units 1 & 2.

Attendance at examinations is an expectation for all students at the college. Parents/carers should contact the Year Level Coordinator or Senior Subschool Leader or Head of Senior School if there are issues regarding student attendance in the examination period. Special consideration will be given on medical or compassionate grounds when formal documentation is provided. Family holidays are not an acceptable reason for non-attendance at examinations and considered to be an unapproved absence.

Formal documentation includes medical certificates or certificates of attendance from other authorised organisations for exceptional circumstances.

Attendance in examination periods

Year 11 students studying a VCE subject are expected to attend school for exams only during the exam period. Students enrolled in the VM program will complete a work placement.

Students who are absent for an examination

The school will not provide alternative times for students to sit exams (unless an exam is rescheduled due to an exam timetable clash). Students who are absent have to provide the school with a medical certificate or official notification providing a reason for absence. Students who are absent from an exam with an approved absence will be awarded an NA. For an unapproved absence, students will be given an NS.

**Students with Special Provision**

Examinations may be modified according to individual student requirements based on approved Special Examination Arrangements. Modifications may include such things as adjusting content, allowing rest breaks, providing assistance with writing, use of a laptop, breaks, separate room etc.

Students enrolled during the semester

Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete the exam. Students who are enrolled 5-10 weeks before the exam are expected to sit the examination; however, teachers should modify the expectations according to the areas of study that the student has covered.

Students who are enrolled less than four weeks prior to the exam will be expected to complete an alternative task (set by the classroom teacher) during the examination time.

Reporting on examinations

Examination results for Year 11 are reported as a separate item on the mid and end of year reports. Year 11 examinations are separate to School Assessed Coursework (SAC) (please refer to Assessment and Reporting Policy).

REVIEW CYCLE

Reviewed by Senior School and College Council

The policy was last reviewed November 2022 and is scheduled for review November 2024.