

Carwatha College P-12

V3

VCE Senior Years Procedures and Policies Handbook

2017



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Welcome to V3

Carwatha College P-12 has a very good record of success at the VCE and VCAL level.

Our teaching staff are committed to assisting students to achieve success in all areas of their life.

Some important qualities required from our students:

- A **desire** to do one's best
- A **commitment** to their studies
- **Determination** and **perseverance** when things become difficult
- **Dedication** to their studies and academic achievement
- **Discipline** both at school and at home
- A **balance** of school, personal and paid work commitments

V3 is a program allowing students to undertake the Victorian Certificate of Education over 3 years. Students from years 10 – 12 will complete units 1 – 4 of their chosen studies over 3 years. Our V3 program allows students to progress and deepen their understanding of the learning outcomes required to be met in their studies. At Carwatha College P-12 each student's own VCE programme is individually developed to best suit their career pathways and personal interests in such a way as to maximise their performance in each study.

At Carwatha College P-12 students are offered VET units of study and encouraged to undertake Language units. Please be aware that these studies take place at other venues but are considered part of their VCE program.

This Procedures and Policies Handbook is designed to provide students and their families with some of the practises and procedures to do with VCE.

STAFF WHO CAN ASSIST YOU

Who?	Position	How These People can Help	Contact details
Patrick Mulcahy	Principal	Leads and oversees all aspects of the College.	Mulcahy.patrick.n@edumail.vic.gov.au
Rosanna Spina	Assistant Principal	College expectations, coping strategies, general information regarding life at school. Manages the Senior school Years 10-12.	spina.rosanna.a@edumail.vic.gov.au
Sally Ross	Senior School Leader Years 10-12	Oversees the learning progress of students in Years 10-12. Manages VCE administration, course selection, exam timetables and supports students meeting the requirements of VCE.	ross.sally.j@edumail.vic.gov.au
Kevin Fahey	Junior School Leader Years 7-9	Oversees the learning progress of students in Years 7-9 to ensure their success is maximised. Manages the transition into the senior school.	fahey.kevin.j@edumail.vic.gov.au
Sally Ross	VCAL/VETiS/VASS Coordinator	Responsible for the VCAL & VET program.	ross.sally.j@edumail.vic.gov.au
Jodie Mc Carthy	Careers/Pathways Coordinator	Support with choosing tertiary pathways and transitioning from secondary school to tertiary settings or work.	mccarthy.jodie.n@edumail.vic.gov.au
Lambrini Christopher	Yr 12 Coordinator	Day to day support of students, absences, VCE regulations, and coping mechanisms.	christopher.lambrini.l@edumail.vic.gov.au
Ipshita Bawa	Yr 11 Coordinator	Day to day support of students, absences, VCE regulations, and coping mechanisms.	bawa.ipshita.i@edumail.vic.gov.au
Joe Haddad	Yr 10 Coordinator	Day to day support of students, absences, VCE regulations, and coping mechanisms.	haddad.joe.j@edumail.vic.gov.au
Catherine Dunn	Wellbeing Coordinator	Provides wellbeing support, counselling and referral service. Assistance with financial matters.	dunn.catherine.m@edumail.vic.gov.au

How does the VCE work?

The Victorian Certificate of Education (VCE) is the senior secondary certificate in Victoria and acknowledges the successful completion of secondary education. It is made up of a series of 'studies' (rather than subjects) each of which is divided into semester long 'units'. Each study is conducted according to the Victorian Curriculum and Assessment Authority's (known as the VCAA) accredited "Study Design". Each study has its own relevant Study Design.

Satisfactory completion of the VCE requires a minimum of 16 units to be successfully completed, which must include:

- An approved combination of at least 3 units from the English studies
- At least 3 pairs of Units 3 & 4, other than English

English Requirements

Three units of English studies are required to receive the VCE. You must complete a 3 & 4 sequence in English. These units may be selected from

- English
- English as an Additional Language (EAL)
- Literature

The V3 program at Carwatha College P-12 allows students from Year 10 – 12 to complete VCE over 3 years. Year 10 students will complete Units 1 and/or 2 of their chosen subjects. Year 11 students will complete a combination of Units 1 – 4 and Year 12 students will complete Units 3 and 4, which must be completed as a sequence.

Key Areas of VCE

Learning Outcomes

In VCE each unit of study has clearly designated Learning Outcomes set by the VCAA, which can be found in the Study Design. Each of these Learning Outcomes must be satisfactorily demonstrated by the student to achieve an 'S' for that unit therefore indicating satisfactory completion. Each Learning Outcome will involve students demonstrating key knowledge and key skills. The subject teacher commonly determines the format of these tasks, although the Study Design sometimes states the tasks required to be undertaken.

Units 1 and 2 School Based Assessment

Units 1 and 2 may be undertaken separately or as a pair. To satisfactorily complete a unit, students must be able to demonstrate achievement of the set Learning Outcomes. Assessment tasks may include research activities, tests, classroom presentations, essays, comprehension questions etc. At Carwatha College P-12 all units of study will include an end of semester exam. Students will be informed of the assessment tasks at the beginning of each semester. All assessment tasks will have a clearly set due date. Failure to meet this due date may result in an 'N' being awarded for the Learning Outcome. These assessment tasks will be completed during class time, with the exception of some studies with a practical component.

Carwatha College P-12 will assess the standard of completion or demonstration by providing a percentage or graded score. Marks for Unit 1 and 2 studies are an internal measure of the standard completion by a student and are not moderated against other schools. The VCAA require an 'S' (satisfactorily demonstrated the Learning Outcome) or an 'N' (does not demonstrate the Learning Outcome) only to be given for each Learning Outcome.

Reporting for Units 1 & 2.

Throughout the units' progress constant monitoring of student achievement is completed and communicated to parents, if there is concern for the student's progress or requested by the parent. All student reports will be provided on Compass.

Formal reporting of student assessment takes place in;

Term 1 & 3 – Interim reports are completed and Parent/Teacher interviews take place to inform parents and students of the students' progress for Units 1 to 2.

Term 2 & 4 – End of semester reports are completed informing parents and students of the satisfactory/unsatisfactory completion of Unit 1 and 2 studies, including grades for designated assessment tasks.

Units 3 and 4 School Based Assessment

Units 3 and 4 of all studies must be undertaken as a sequence. Unit 3 must be offered in Semester 1 and Unit 4 must be offered in Semester 2. For VCE Units 3 and 4, evidence of achievement is collected by the teacher through a range of tasks, which include School-based Assessments that are designated for the study, and external assessments (including examinations and performances) which are set and assessed by the VCAA. Each School-based Assessment represents both satisfactory completion of the unit and a component of the total school based mark for that study. These results are given to the VCAA and are used in the calculation of the Study Score for the subject.

In addition to the above:

- School-based Assessments are outlined in the Study Designs and Assessment Guides.
 - **SACs** – School Assessed Coursework tasks that must be completed to demonstrate the Learning Outcomes.
 - **SATs** – School Assessed Tasks - occur in studies where products and models are assessed.

The following VCE studies have School-assessed Tasks:

- Design and Technology
- Media
- Studio Arts
- Visual Communication and Design
- **EATs** - The Externally-assessed Tasks, which is specific to Music Style and Composition and Extended Investigation.
 - SACs or SATs are required to be graded and completed by the set date.
 - Students are not permitted to re-do SACs, SATs or EATs in order to gain a high score (scores cannot be changed). Students may be able to re-do work if it has an impact on whether an outcome will receive an S or an N.
 - The VCAA prescribes the structure of the assessment tasks to be used to assess each outcome. The weighting to be given to each scored assessment task is also prescribed. (refer to Study Design or VCAA website for further information)
 - In all VCE studies, an examination is conducted at the end of Unit 4.

Please note that all students will receive a Carwatha College Unit 3 school based and interim report on Compass. Students will not receive a Unit 4 interim report but will not receive a Unit 4 semester report as they will receive their results from VCAA.

Can students redeem an N result for an Assessment task?

The term 'redeem' means that a student has the opportunity to complete further assessment tasks in an area where their performance was unsatisfactory. If, in the judgment of the teacher, work submitted by a student for the assessment of a Learning Outcome does not demonstrate the required knowledge or skills, the teacher may consider work previously submitted or set a redemption task. A student may only submit further work, or resubmit a SAC, to redeem an 'S' for the outcome. They cannot resubmit work to improve a score.

A student may **NOT** be granted satisfactory completion if:

- the work does not demonstrate achievement of 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;
- the work cannot be authenticated;
- there has been a substantive breach of rules including school attendance rules.

If a student is no longer attending the College, but they have not officially withdrawn by signing an exit form the symbol J is included on VASS. The 'J' result will be used if the student:

- is no longer attending class
- has not submitted work for assessment.

The J result is recorded on the VCAA database, but is not reported on the student's Statement of Results. Units with a J result are made available to the Victorian Tertiary Admissions Centre (VTAC) and are treated as equivalent to those with an N result.

Due Dates for School Based Course Work.

All School Based Course work must be submitted directly to the classroom teacher on the due date. The teacher will make due dates clearly known, provide sufficient time for the tasks to be completed and monitor the tasks in progress. It is the responsibility of the student to ensure that all assigned classwork is completed/submitted by the due date.

The General Achievement Test

All students completing Units 3 and 4 must undertake the General Achievement Test (GAT). The GAT examines students' knowledge and skills in written communication, mathematics, science and technology, humanities, the arts and social sciences. The GAT plays an important role in checking that School-based and External Assessments have been assessed accurately. GAT results are used in the calculation of the Derived Examination Score (DES). The GAT examination is held in June. For Further information regarding the GAT please refer to the VCAA website.

Lost, stolen or damaged work

If work has been lost, stolen or damaged, a written statement of the circumstances regarding the situation and relevant VCAA forms and procedures must be undertaken. The statement must be signed and dated. The principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student. This result may be altered at a review process.

Note: This does not apply to work lost or damaged due to computer misuse or malfunction.

Use of computers in VCE

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- there is a substitute system available for producing required work, in case of computer or printer failure or unavailability.
- regular hard copies of the work being undertaken are produced
- backup files are saved on an alternative storage device every time the work is changed.

Please be aware that computer malfunction or unavailability does not merit an extension of time or any other form of Special Consideration.

VCE Results

At the completion of Year 12, students receive three pieces of information

- **Letter Grades**

Letter grades will be awarded for each of the School Assessed Coursework, School Assessed Task or examinations from A+ to E, UG (Ungraded) and NA (Not Assessed). Most studies have 3 assessment components (2 internal and 1 external).

- **VCE Study Score**

A study score is a number out of 50 that provides an indication of how well the student has completed the subject compared with all other students who were enrolled in that subject in the VCE. It is calculated using the moderated SACs, SATs and Examination results. Moderation is required to account for any difference in assessment from school to school. The Unit Examination is the only assessment that is common to all VCE students.

For every Unit 3 and 4 study that has been graded a study score will be calculated. To calculate the study score, the total for each student for all graded assessments in a study is ranked, and the rank is converted into a whole number score. The conversion spreads out scores so that the top mark becomes 50 and the average mark (across the state is 30). Scores above 40 represent high achievement by students in specific studies. The 3 graded assessments for each VCE study contribute towards the study score and these scores are then used to calculate the students ATAR. Please be aware that scored VCE VET studies have 2 graded assessments for each Unit 3 and 4 sequence. Refer to the VCAA website for further information regarding the study score.

- **Australian Tertiary Admission Rank (ATAR).** This is a number from 0.00 to 99.95, that compares and ranks students in comparison with other students completing the VCE in that same year. It is calculated using the student's Units 3 and 4 scaled study score results. In order for a student to be awarded an ATAR, they must satisfactorily complete;

- Units 3&4 of English (any)
- At least 3 other sequences of Units 3&4
- Obtain a study score in all these units.

The ATAR is calculated as follows:

- The student's English score; plus
- The scores of their next best 3 permissible studies; plus
- 10% of the scores for any 5th and 6th study, which they have completed
- This total is then ranked with other students completing VCE

If a student has completed more than 6 studies, the 6 scores that give the highest ATAR are used.

The calculation of the ATAR is separate to the satisfactory completion of the VCE.

For further information regarding scaling and the calculation of the ATAR refer to the VCAA website

<http://www.vcaa.vic.edu.au>

VCE Documentation

At the commencement of the year all students will be required to check and complete the following documentation.

- VASS enrolment forms
- Release of student results

Collection of VCE Results

Students will be able to receive their unit 3 & 4 results by text message, letter or on the VCAA website. To receive their results via text students will need to register for this service in December.

Attendance / Absence from School

The purpose of our attendance policy is to ensure that all students have the greatest possible opportunity to achieve their best outcome through maximum exposure to learning. Students **must** attend **sufficient** class time to undertake the coursework, demonstrate achievement of outcomes and complete associated SACs or SATs. As all coursework will be done in class it is imperative that students are present and complete assigned class-work in order for teachers to be able to authenticate a work and prepare students for SACs and SATs.

Carwatha College P-12 has a minimum requirement of 80% attendance for all timetabled classes.

What do to when you are absent from school.

If students are aware of pending absences they must speak to all of their teachers to find out about:

- a) any work they will be missing;
- b) any SATs to be issued;
- c) any dates for SACs.

Upon returning to school after an absence, students must speak to all of their teachers to find out about:

- a) all work missed;
- b) any SATs that were issued;
- c) any dates for SACs

Students cannot claim to have been disadvantaged if they have not followed this procedure.

What parents/guardians need to do if their son or daughter is absent.

If it is known that students will be absent for more than two days,

- Parents/guardians should contact the school, speak to the relevant Year Level Co-ordinator (YLC) and inform him/her of the reason for, and length of, the absence.
- The YLC will inform the relevant teachers and may organise work for the student to complete. Work should be collected by the parent/guardian from the college.
- **It is essential that parents/guardians approve student absences on Compass and provide documentation where necessary.**

Instructions for Extension of School-Assessed Coursework & School-Assessed Tasks Due Dates.

All students who are absent on a SAC or SAT date must complete the task immediately upon returning to school and a SAC/SAT Due Date Extension Application Form (a copy is attached to this handbook). Students must report to their YLC immediately on returning to school to collect this application. Failure to complete this form may result in your grade being withheld.

Applications will only be granted under exceptional circumstances.

- a) Illness which is supported by documentary evidence (**Medical Certificate**).
- b) Personal/Social problems which are supported by documentary evidence.
- c) Other circumstances which the YLC accepts as exceptional.

NB: Lack of organisation/planning or forgetfulness do not constitute exceptional circumstances.

Special Provision

Special Provision provides students with the opportunity to participate in and complete the VCE. It includes;

- Students who are affected by illness (physical or psychological),
- Students who have a disability or impairment (including learning disabilities)
- If students have factors relating to personal circumstances

It is the responsibility of the student to notify the Senior School Leader and Year Level Coordinator of the circumstances relating to the application for Special Provisions, obtain the required application forms and collect the necessary documentation to support their application. Appropriate and current documentation, might include medical certificates, medical reports or reports from social workers, youth workers or other professionals.

Students must notify the College as early as possible to ensure the application is processed in order to receive the fairest treatment possible and before the VCAA deadlines. These dates are published on the VCAA Website along with a complete description of the VCAA Special Provisions Policy.

There are four forms of Special Provision:

1.Special Examination Arrangements:

Students may apply to the VCAA, for special arrangements for examinations because of illness, disability or personal circumstances, if they are unable to complete their VCE examinations in the same way or under the same conditions as other students. Application forms can be collected from the Senior Learning Leader and must be completed and returned with the required evidence. Decisions of Special Examination Arrangements are determined by the VCAA. For further details regarding this special provision refer to the VCAA Website.

2. Derived Examination Score (DES)

A derived examination score may be used if a student can demonstrate that an illness, personal trauma or other circumstances occurring immediately before or during an examination has affected their attendance or performance in the examination. Students must complete the VCAA application form for a Derived Examination Score and provide independent professional evidence to support the application.

An application form is available from the Senior Learning Leader. It must be submitted within ***seven days of the student's final exam in the relevant exam period***. The decision regarding granting of DES is made by the VCAA. For further details regarding this special provision refer to the VCAA Website.

3. Student Programs:

For students in certain defined circumstances, the school may provide a special program or vary the program to meet their needs. This mainly applies to students with some form of illness, disability or impairment. Modification of the program could include changes to the delivery of the program, assistance from technology, aide or support group.

4. School-Based Assessment:

Subject to eligibility, students may be allowed special provision or arrangements for completion and submission of outcomes, SATs or SACs. Applications must be made to the relevant Year Level Coordinator.

Special provision or arrangements might take various forms, including:

- re-scheduled tasks
- additional time to complete a task
- setting a substitute task
- using technology, aides or other special arrangements
- sitting in an alternative venue

Eligibility:

- chronic illness
- impairment
- personal circumstances

Authentication of Student Work

There is one straightforward principle which underlies the VCAA's procedures on authentication. It is that students must submit for assessment only work that is their own. In addition, all assistance received by the student in producing the work must be acknowledged and obvious to the assessors. The onus is on the student to provide evidence that the work submitted is their own and was completed in accordance with the VCAA's requirements.

Teachers are responsible for the authentication of a student's work. A teacher must be confident that the work is the student's own, and the student must be able to provide evidence to substantiate this. It is the **student's responsibility** to ensure that each teacher has the opportunity to authenticate work, hence the importance of regular attendance, completion of assigned coursework and work undertaken in class.

For both School-Assessed Coursework (SACs) and School-Assessed Tasks (SATs):

Students must ensure:

- 1 That all unacknowledged work submitted by them is genuinely their own work.
- 2 They have completed a satisfactory amount of class-work to be eligible for a grading of assessment tasks.
- 3 Acknowledge all resources used, including:
 - text, websites and source material
 - the name(s) and status of the person(s) who provided assistance, and the type of assistance received.
- 4 They do not accept undue assistance from any other person in the planning and submission of work.

Acceptable levels of assistance include:

- the incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note-taking) but which has been transformed by the student and used in a new context
- prompting and general advice from another person or source which leads to refinements and or self-correction.

Unacceptable forms of assistance include:

- use of, or copying of, another person's work or other resources without acknowledgment
 - actual corrections or improvements made by another person.
 - dictating or directing a student to insert particular text.
- 5 They do not submit the same piece of work for assessment more than once.
 - 6 They do not knowingly assist another student in a breach of rules may be penalised.
 - 7 They do not pass on work that is being submitted for assessment in a study.
 - 8 Students may be asked to sign the Declaration of Authenticity at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.

Students must complete work in class, as well as all assigned coursework to demonstrate their achievement of outcomes. **The teacher may not be able to authenticate and grade work, including SATs and SACs, unless satisfied that the student has demonstrated, in class, the ability to independently complete that work.**

Final assessment and awarding of students' grades

For submitted work, the student's assessment is dependent upon the student completing the following;

- submitting work that satisfactorily demonstrates the Learning Outcome
- validating that work submitted is the student's own, by:
 - working regularly in class;
 - completing set class and homework tasks;
 - meeting reasonable deadlines *and not attempting to submit the assigned coursework at the end of the semester*;
- has demonstrated all the Learning Outcomes of the unit.

For School-Assessed Tasks:

Students:

All assistance received by the student in producing the work must be acknowledged and be obvious to the assessor. All changes made in the various stages of development must represent the student's own work

For SATs students must also:

- 1 Produce suitable evidence of the development of the work, from planning and drafting, through to the ultimate piece of work.
- 2 Submit evidence of the development of each SAT, for example a draft. Written comments must have been provided by the teacher on the evidence. The evidence is to be dated and signed by the teacher and student.

Monitoring & Authenticating SATs:

Students need to be aware that it is their responsibility to ensure that the teacher has no difficulty in authenticating their work. The **only** way of doing this is to undertake work in class and regularly submit assigned coursework. They should understand that teachers cannot authenticate work about which they have doubts, until further evidence is provided.

Procedures for Suspected or Possible Breaches of Authentication:

There will be instances where the authenticity of student work needs to be checked. In particular, teachers must satisfy themselves about the authenticity of any student work that:

- is not typical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability and student's work produced in class.
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

In order to obtain the necessary evidence, students may be required to:

- provide evidence of the development of the work, for example, drafts which may not have been sighted by the teacher
- discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task related to the original task
- complete, under supervision, a reasonable amount of regular classwork
- attend an interview or complete a test to demonstrate his or her understanding of the work.

Procedures Following the Determination of a Breach of Rules

Following the breach of rules investigation process, refer to VCAA website, and the student has been found in breach of the rules the Principal has the power to apply the following outcomes of unit outcomes, SACs or SATs, and will inform the student in writing.

- I. Reprimand a student.
 - II. Give the student the opportunity to resubmit work if it occurs within the dates designated by the VCAA.
 - III. Refuse to accept that part of the work which infringes the rules.
 - IV. Refuse to accept any of the work if the infringement is judged by the Principal to merit such action.
- **It is the responsibility of the student to ensure that all work is submitted by the deadline.**
 - **Work which is not submitted on time and has not been granted special consideration will not be graded and may result in the student failing to demonstrate appropriate learning outcomes.**
 - **Failure to demonstrate even one learning outcome will result in the loss of that whole unit.**

Appeals

Students have the right to appeal about decisions made regarding a Breach of Rules concerning Authenticity. A student's intention to appeal must be received in writing at the VCAA within 14 days of the Principal's written notification to the student. Correspondence must be addressed to the Secretary of the VCAA.

Students also have the right to appeal decisions about:

- Non Satisfactory Completion
- Special Provision
- Extensions
- Redemptions
- Other breaches of rules

Please speak to your Senior Learning Leader or refer to the VCAA website for further information regarding this.

Examinations

The following rules apply for students sitting for senior years examinations at Carwatha College P-12.

Every student is to:

1. arrive at the examination venue at least 10 minutes prior to the commencement of reading time;
2. enter and leave the room in a quiet and orderly manner, as instructed by the examination supervisors;
3. remain at his/her assigned desk throughout the period of the examination; no student will be permitted to leave early;
4. remain silent throughout the examination; if assistance or materials are required, he/she is to raise his/her hand and wait until attended by a supervisor;
5. have all necessary and permitted equipment.
 - Electronic devices, other than prescribed calculators in specific examinations, are not permitted
 - Toilet breaks are permitted only in case of emergency. If a genuine need arises, the student must wait until a supervisor arranges to have him/her escorted to an appropriate facility.

During Term 2, all students entitled to sit for Unit 3 and 4 examinations will be issued with a booklet, **VCE Exams Navigator**. This booklet, published by the VCAA, details VCAA rules and guidelines for examinations.

Students will be issued with individual examination timetables as soon as they become available, prior to each examination period. It is the student's responsibility to check these timetables carefully, ensuring that all examinations for which they are enrolled are included and noting the date, time and venue of each examination. **Particular care must be taken for noting the examinations venues, as not all exams are held at Carwatha College P-12.**

Breaches of examination rules

VCAA Examinations

Breaches of rules in VCAA examinations will be reported to the Authority and dealt with according to their procedures. These can take several months and consequences range from reduction of grades to cancellation of the VCE certificate or criminal charges, depending on the severity of the offence.

College Examinations

Breaches of examination rules will be reported to the Senior School Leader who will consult and determine the consequences.

Students Driving Cars to School

Any student of legal driving age, who intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to park outside of the school grounds.

To protect the welfare of all students:

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Students may not drive other students to/from school without the written permission of the passenger's and driver's parents/guardians.
3. Students may not drive other students to/from school programs and functions without appropriate written permission.

Study Periods

Study periods have been offered as a privilege to students in order to receive extra tuition and support from a mentor teacher. Students who have a study session that falls on a period 4 will be permitted to leave school at this time, however this will be continuously reviewed based on academic performance, attendance and effort.

Student expectations:

- Follow the 5 classroom rules at all times.
- Come prepared with work to complete
- Make effective use of their study session teacher
- Come to class with your charged device as students will not be permitted to go to the library for computer use.
- No use of phone is permitted during this session. Head phone are only permitted through your device – with permission from the teacher.
- To be productive with class time – at all times.
- You will not be permitted to leave early on period 4 class days if you have a referral from a teacher for late work or too many unapproved absences.
- SAC extensions may be implemented at this time.
- Participate in any wellbeing, pathways or study skills programs that are delivered in these sessions.

Collection of VCE and VCAL Certificates

Students will need to collect their VCE and VCAL certificate from the main office at the college once the results have been distributed. It is the students responsibility to come and collect this document. It will not be mailed home.

Edrolo

Edrolo is an essential learning tool that students in V3 will be required to use in their classes. All students are required to bring a charged device to their lesson in order to use this program. Phones are not considered a device in this context. The URL for this program is edrolo.com.au/carwatha-p-12. Enter your surname and create your account. Please speak to the Senior School Leader for any questions regarding Edrolo.

BYOD – Bring Your Own Device

Students in years 10, 11 and 12 will be required to provide their own computer to support their learning in the senior years.

Provided that devices meet our minimum specifications, which are outlined below, you can provide any computer of your choice. Students will have the opportunity to download all the necessary educational software at school, free of charge. This will be able to be used for as long as they are a student at this school.

Minimum specifications	
Hardware	Software
4 GB RAM 128 GB SSD or HDD Intel HD Graphics 1x USB Ports 1x Headphone/Speaker jack with mic N3150 processor 1X VGA/HDMI or Mini Display port (if have Mini or Standard HDMI or MDP you will need an adapter that converts to VGA if you need to connect to a school monitor) Intel Dual Band Wireless-N 7260 AC (2.4/5.0Ghz) Battery life 6 hours Windows 10 Operating system	Browser - Any Adobe Reader Anti-virus / anti malware software eg Windows Defender. (This comes with the operating system)

Parents who have financial difficulties, which may impact on their capacity to provide a device for their son or daughter, should contact the school as soon as possible to discuss any assistance that may be available.

Students are required to bring take their device to Ms Grub, the IT Coordinator, who will organise to format the device to the college's network.

Acronyms Used in this Document

ATAR	Australian Tertiary Admissions Rank (formerly ENTER)
DES	Derived Examination Score
EAL	English as an Additional Language
GAT	General Achievement Test
LOTE	Language/s Other Than English
N	Not achieved (fail)
NA	Not Assessed
S	Satisfactory achievement (pass)
SAC	School-Assessed Coursework
SAT	School-Assessed Task
VCAA	Victorian Curriculum & Assessment Authority
VCE	Victorian Certificate of Education
VET	Vocational Education and Training
VTAC	Victorian Tertiary Admissions Centre
YLC	Year-Level Co-ordinator

**CARWATHA COLLEGE P-12
V3 SENIOR YEARS**

SAC/SAT Due Date Extension Application Form

1. You are required to complete the SAC or SAT immediately upon your return to school.
2. This form must be submitted to your Year Level Coordinator prior to the SAC (should you know in advance if you are going to be absent) or immediately after you have missed a SAC.
3. You need to attach any documented evidence (medical certificate) which supports your case.
4. You will be informed of the outcome of your submission by your YLC and your teacher will release the relevant feedback.

Student name: _____

Date of Application Submission: _____

Subject: _____

Teacher: _____

SAC to be completed: _____

Date of original SAC: _____

Eligible Categories	Tick category you are applying for	Medical Certificate (Circle)	Brief detail
Illness		Yes / No	
Personal Circumstances		Yes / No	

If you have a medical certificate, please attach it with your application.

Medical Certificate attached (circle) **Yes** **No**

Any additional comments you may like to add to support your application

If your application is approved, your feedback will be released once you have completed the SAC. If your application is NOT approved, you are still expected to sit for your SAC, but your grade may be withheld.

Student signature: _____ **Parent Signature:** _____

Outcome of Application

Student Name: _____ **Subject:** _____

Change of date for SAC approved **Yes** **No**

Year Level Coordinator Signature: _____ **Date:** _____