



MONTMORENCY  
SECONDARY COLLEGE

# SENIOR SCHOOL POLICY

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2024

PRIDE IN ACHIEVEMENT

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# 2024 Senior School Contacts

<b><i>Principal</i></b>	Ms Fran Ibbott
<b><i>Assistant Principal</i></b>	Ms Clara Di Biase
<b><i>Assistant Principal</i></b>	Mr Mark Lohrey
<b><i>Year 12 Leader</i></b>	Ms Jessica Spiteri
<b><i>Year 12 Coordinators</i></b>	Mr Joshua Perez and Ms Georgia Price
<b><i>Year 11 Leader</i></b>	Mr Matt Pickett
<b><i>Year 11 Coordinators</i></b>	Mr Matt Bennett and Ms Hayley Davies
<b><i>Year 10 Leader</i></b>	Mr Tay Luckman
<b><i>Year 10 Coordinators</i></b>	Ms Mary Curran and Ms Caitlin Hoad
<b><i>Careers Coordinator</i></b>	Mr Michael Weeding
<b><i>Senior School Administration</i></b>	Ms Leora Levacic
<b><i>Business Manager</i></b>	Ms Lisa Ball

MONTMORENCY  
SECONDARY COLLEGE  
Para Road Montmorency VIC 3094  
Tel 9422 1500  
Email [montmorency.sc@education.vic.gov.au](mailto:montmorency.sc@education.vic.gov.au)

# Year 10 Structure

## *Preparing for the Completion of VCE*

Year 10 students are transitioning to the Senior School, where the requirements, expectations, and policies aim to closely mirror those of VCE. This aims to provide a clear and concise process for preparing students for the VCE, while also allowing for flexibility as they adjust to the challenges of Senior School.

### ***Year 10 Structure and Subject Load***

The Year 10 program is divided into two parts: Core Subjects and Elective Learning Units. English, Maths, Humanities, Science and VCE Industry & Enterprise form part of the core.

Students are able to select up to 6 Learning Units, depending on their choice of science, whether they choose to continue with their language studies and whether they choose to accelerate into a VCE subject or VET. Each Unit runs for 4 periods per week.

## *Year 10 Minimum Requirements*

Year 10 Students must demonstrate the required standards, habits and knowledge to progress into VCE or VCE VM.

To satisfactorily complete Year 10 a student needs to attain an 'S' in at least 8 out of 12 units, including an 'S' in:

- At least one Unit of English
- At least one Unit of Mathematics

Failure to complete the required unit expectations in Year 10 can put a student at risk of not moving into VCE or VCE VM the following year. This decision is made at the Year Level Leader's discretion in consultation with the Principal Team.

Students that have successfully passed Year 10, however, have failed to pass a bridging subject into the VCE equivalent may be told that they can not complete the VCE subject the following year. An example of this would be a student receiving an N result for Year 10 Law and Order, which could prevent the student from participating in Year 11 Legal Studies.

# VCE Structure

The VCE is a well-recognised qualification achieved by senior secondary school students. Successful completion provides students with an opportunity to seek access to tertiary institutions as well as providing information to employers about a student's ability to cope with a wide range of complex tasks, meet deadlines and apply knowledge and skills to various problems.

While the VCAA has overall responsibility for the regulations relating to the VCE, Montmorency Secondary College is responsible for developing policies and procedures by which students and teachers are guided. Further to this, it is important to realise that the VCAA's policies and regulations are fixed and Montmorency Secondary College is obliged to set its rules within the framework of the VCAA structure. The VCAA will always support the school in upholding school-based rules.

## *VCE Certificate Minimum Requirements*

The minimum VCE requirement, excluding the VCE VM, is satisfactory completion of 16 units, which must include:

- three units from the English group, including a Unit 3–4 sequence
- three Unit 3–4 sequences, which can include further sequences from the English group

## *VCE and ATAR Minimum Requirements*

In addition to the above requirements, VCE students must complete end of year examinations for their enrolled Unit 3-4 subject to be eligible for an ATAR.

## *VCE-VM Certificate Minimum Requirements*

The minimum VCE VM requirement is satisfactory completion of 16 units, which must include:

- three VCE VM Literacy or VCE English units (including a Unit 3–4 sequence)
- two VCE VM Numeracy or VCE Mathematics units
- two VCE VM Work Related Skills units
- two VCE VM Personal Development Skills units
- a minimum of three additional Unit 3–4 sequences, which can include other VCE or VCE VET studies
- a minimum of 180 nominal (successfully completed) hours of VET at Certificate II level or above

## *Three-Year VCE*

Students who are not on track to meet the minimum requirements for their VCE or VCE VM Certificate, may be required to undergo a three-year VCE to attain their certificate or alternatively, undergo careers counselling to investigate pathway options. This counselling process will commence in Year 11 if insufficient units are obtained throughout the first year of VCE and will include the student and clear communication with the parent or carer.

# Subject Load

## **VCE Subject Load**

In Year 11 students must complete a course of six Unit 1 and six Unit 2 units.

In Year 12 students must complete a course of five Unit 3 and 4 subjects.

## **VCE Accelerant Subject Load**

The school offers capable Year 11 students the opportunity to study one Year 12 subject as well as completing five Year 11 subjects. This acceleration opportunity begins in Year 10, where these students commence one Year 11 subject as part of their subject load. Students who undertake accelerated learning in VCE and/or VET subjects are exposed to learning at a higher level that prepares them for expectations and demands of future learning and study. Students who take a Unit 3 & 4 acceleration subject in Year 11 have six rather than five Unit 3 & 4 subjects used for the calculation of their Australian Tertiary Admission Rank (ATAR).

### **Usual Senior School Student Subject Load (VCE Pathway):**

Year 10					
Year 10 Subject 1	Year 10 Subject 2	Year 10 Subject 3	Year 10 Subject 4	Year 10 Subject 5	Year 10 Subject 6
Year 11					
Year 11 Subject 1	Year 11 Subject 2	Year 11 Subject 3	Year 11 Subject 4	Year 11 Subject 5	Year 11 Subject 6
Year 12					
Year 12 Subject 1	Year 12 Subject 2	Year 12 Subject 3	Year 12 Subject 4	Year 12 Subject 5	Student drops one subject from year 11 to gain a block of study periods.

### **Accelerant Senior School Student Subject Load (VCE Pathway):**

Year 10					
Year 10 Subject 1	Year 10 Subject 2	Year 10 Subject 3	Year 10 Subject 4	Year 10 Subject 5	Year 11 VCE or VET Subject
Year 11					
Year 11 Subject 1	Year 11 Subject 2	Year 11 Subject 3	Year 11 Subject 4	Year 11 Subject 5	Year 12 VCE or VET Subject
Year 12					
Year 12 Subject 1	Year 12 Subject 2	Year 12 Subject 3	Year 12 Subject 4	Year 12 Subject 5	Student finishes their accelerated subject to gain study periods.

### **VCE-VM Subject Load**

In Year 11 Students must complete a course of four Unit 1 and 2 subjects as well as Certificate II or above in a VET Course.

In Year 12 Students must complete a course of four Unit 3 and 4 subjects as well as the second year of the Certificate II or above of a VET course.

### **VCE-VM Accelerant Subject Load**

The school offers capable Year 11 VCE-VM students the opportunity to commence their VET course early and complete it throughout Year 10 and 11 rather than Year 11 and 12. This allows driven Year 12 VCE-VM students the time in their Year 12 subject load to take on additional careers based work including an SBAT (School Based Apprenticeship or Traineeship) to prepare for life beyond school.

### **Usual Senior School Student Subject Load (VCE-VM Pathway):**

Year 10					
Year 10 Subject 1	Year 10 Subject 2	Year 10 Subject 3	Year 10 Subject 4	Year 10 Subject 5	Year 10 Subject 6
Year 11					
Year 11 Literacy/English	Year 11 Numeracy/Maths	Year 11 Work Related Skills	Year 11 Personal Development	Year 11 VET Course	<b>*Optional:</b> Year 11 VCE Subject or SBAT
Year 12					
Year 12 Literacy/English	Year 12 Numeracy/Maths	Year 12 Work Related Skills	Year 12 Personal Development	Year 12 VET Course	<b>*Optional:</b> Year 12 VCE Subject or SBAT

### **Accelerant Senior School Student Subject Load (VCE-VM Pathway):**

Year 10					
Year 10 Subject 1	Year 10 Subject 2	Year 10 Subject 3	Year 10 Subject 4	Year 10 Subject 5	Year 11 VET Course
Year 11					
Year 11 Literacy/English	Year 11 Numeracy/Maths	Year 11 Work Related Skills	Year 11 Personal Development	Year 12 VET Course	<b>*Optional:</b> Year 11 VCE Subject or SBAT
Year 12					
Year 12 Literacy/English	Year 12 Numeracy/Maths	Year 12 Work Related Skills	Year 12 Personal Development	<b>*Optional:</b> Year 12 VCE Subject or SBAT	Student finishes their accelerated VET Course to gain a block of study periods.

**\*Optional** VET, SBATs and VCE subjects can only be undertaken if these do not clash with core VCE-VM subjects. VET providers may change their days and times from year to year, preventing students from completing their VET course and this is out of Montmorency Secondary College's control.

# Attendance

**VCE students** must attend a minimum of **90%** of scheduled class time for each VCE unit. Students who do not attend at least 90% of scheduled classes are at risk of receiving an N for the unit (an 'N' being an unsatisfactory unit of VCE).

Students who are at risk of not meeting the minimum **90%** requirement due to extreme circumstances such as a period of illness, may be provided the opportunity to meet with the Year Level Coordination Team and develop an Attendance Redemption Plan. This is to support this student in making up attendance to increase their likelihood of meeting the 90% requirement for satisfactory completion.

**Year 10 students** are expected to attend a minimum of 90% of scheduled class time for each subject. The Year Level Coordination team will follow the Montmorency Secondary School Attendance Policy for students that are below the 80% threshold, in a bid to re-engage the student.

Year 10 students that do not reach the 80% attendance expectation will be provided with an opportunity to make up the required time at school during the exam period and post orientation period, to reach the attendance standard. Throughout the year, students may also be placed into compulsory Homework Club appointments in a bid to make up the required time. Students that fail to reach the attendance standards may also be at risk of moving into VCE or VCE VM.

## *VCE SAC Attendance Requirements*

To ensure fairness, VCAA requires all students undergoing a subject to complete SACs at the same time. Due to this, subjects with multiple classes will often need to undergo SACs after school. Students and parents are required to understand what constitutes VCE Approved and Unapproved absences as outlined in the table below. To have an 'Approved Absence' from a SAC, Students must submit the appropriate documentation outlined in the table below to approve their absence to the Senior School Administrator the day they return to school.



<b><i>SAC Approved Absences</i></b>	<b><i>SAC Unapproved Absences</i></b>
<ul style="list-style-type: none"> <li>● Illness (medical certificate required issued from a GP or Specialist)</li> <li>● Funeral (funeral notice required)</li> <li>● Job interview (letter from employer required)</li> <li>● Medical/dental appointments (medical certificate required)</li> <li>● State/National representation in sport (letter from coach is required)</li> <li>● Licence testing (one attempt only and receipt required)</li> <li>● Year 12 Examinations</li> <li>● School excursion and interschool sport</li> </ul>	<p>Anything not considered as an 'Approved Absence' or lack of timely submission of the required supporting documentation is considered an 'Unapproved Absence'. Examples:</p> <ul style="list-style-type: none"> <li>● Part time work commitments</li> <li>● Family Holiday</li> <li>● Non-medical appointments</li> <li>● Driving lessons</li> <li>● Personal issues</li> <li>● Family commitments</li> <li>● SAC / SAT preparation or completion of work due in other subjects</li> <li>● Sleeping in, forgetting, timetable mix up</li> <li>● Transportation issues</li> <li>● Supporting upset friends</li> </ul> <p>Statutory Declaration forms are not an accepted document to support absences.</p>

- ***Approved SAC/SAT Absence*** - The appropriate documentation (e.g. a Medical Certificate) is mandatory if a student misses a scheduled SAC/SAT. This must be provided to the Senior School attendance manager the day the student returns to school post absence for this to be accepted in order for the student to reschedule the SAC for a score.
- ***Unapproved SAC/SAT Absence*** - A zero score will be recorded for a missed SAC/SAT if no Medical Certificate is provided on the day the student returns to school after their absence. The student will still be required to sit the SAC at a later date in an attempt to achieve a Satisfactory result.

### ***SAC Resit/Reschedule Attendance***

- If a student receives an 'Unsatisfactory' result on a SAC/SAT, or misses a SAC/SAT (with or without a Medical Certificate), the student must be available to resit/reschedule in the following SAC Resit/Reschedule session. These run every **Monday and Wednesday at 3.30pm in R5&6**. Usual SAC/SAT attendance requirements stand for resits and reschedules, these dates and times are set by the school and will not be arranged around student commitments.
- Students are provided with four opportunities (prior to the SAC, during the original SAC date, followed by two resits) to demonstrate satisfactory skills and knowledge of each outcome. Students lose an opportunity if they are absent for an unapproved reason throughout the SAC and resit process.

## *Lateness*

A student who is late to class may be permitted to enter the class at the discretion of the teacher, but will be recorded as 'late' and this lateness will be counted as an unapproved absence for the time missed. Time will accumulate.

## *Study Period Attendance*

**Year 11 Students** may have blank spaces (study periods) in their timetable if they are completing an external VET subject or a subject via distance education. Study periods must be spent in the library. If students are not in the library during these periods it will be treated as truancy and consequences will follow accordingly. All Year 11 students are required to be present at school for Home Group each day and remain on school premises at all times until at least the end of Period 4, regardless of when these study periods occur. If there is no scheduled class for Period 5 in a day the student may leave school at the start of lunchtime.

**Year 12 students** will have one block of study periods in their timetable. Students are required to remain on college grounds between their first and last scheduled class each day. Students are not to leave college premises at any time during the day. Study periods may be spent in: the Year 12 study centre or the library. Students are to sign in at the Senior School attendance window within the first 5 minutes of their study periods. Students who do not sign in will be considered truant and students who go to the attendance window late, will be marked as late to class, impacting their attendance percentage.

## *Wednesday Period 5 Attendance*

**Year 10 Students participate** in a compulsory additional VCE subject, Industry and Enterprise. This subject is run throughout the year and is assessed by their individual teacher. Passing Industry and Enterprise in Year 10 is a mandatory step towards passing Year 10 and will result in a completed VCE unit.

### **Year 11 VCE students**

Despite no timetabled subjects, Year 11 students will have compulsory commitments on some Wednesday afternoons and therefore should remain available at this time. Students should not arrange work commitments early on Wednesday afternoons. An unapproved absence from a Wednesday period 5 requirement is considered truancy.

### **Year 12 VCE students**

Despite no timetabled subjects, Year 11 and 12 students will have compulsory commitments most Wednesday afternoons and therefore should not arrange work commitments early Wednesday afternoons. An unapproved absence from a Wednesday period 5 requirement is considered truancy. Year 12 VCE students participate in a compulsory Year 12 Lecture Series every second Wednesday period 5. This is in lieu of Homegroup that students participate in from years 7 to 11. This program rotates through a series of year level assemblies, incursions, workshops and mentor teacher sessions that will support student careers investigation and promote their wellbeing and academic achievement. The alternative Wednesday period 5 sessions will be utilised for year 12 SACs.

# Assessments

## *VCE School Assessed Coursework (SACs)*

SACs are the assessments that teachers use to assess whether a student has met the outcomes they need in order to satisfactorily complete the unit of study. All SACs are assessed by the subject teachers within VCAA guidelines. During Year 10 and units 1-4 VCE SACs contribute to a student's ability to successfully complete (pass) the unit. In units 3 and 4 VCE specifically, these scores contribute to the subject's study score and eventually contribute to the student's ATAR score.

100% participation in SACs is critical for a student to successfully complete VCE. Please see the Attendance section of the policy for details regarding SAC absences. Students are provided with four opportunities to demonstrate satisfactory skills and knowledge of each outcome being:

- Prior to the SAC through tasks decided by the teacher
- During the original SAC
- First SAC resit
- Final SAC resit

If a student has not achieved an S prior to the SAC, they must achieve a minimum of 40% on the SAC or following resits in order to satisfy the outcome. If students have not demonstrated satisfactory skills and knowledge by the completion of these multiple opportunities, they will receive an N (a 'non-satisfactory' result) for the unit.

Despite students being provided multiple opportunities to satisfy the outcome, the mark achieved in the first SAC still stands. At year 12, this is the mark that will contribute to the student's ATAR.

Please be familiar with the 'SAC Attendance Requirements' section of this document to ensure no opportunities to achieve a Satisfactory result are missed.

## *Year 10 Assessment - Satisfactory Completion Requirements*

All Year 10 Semester Subject Reports will include an S/N statement.

### ***Satisfactory Completion:***

A student who receives an 'S' is deemed to have satisfactorily completed the course meaning they have met all of the required outcomes, to standard. The quality of the presented content has been assessed to a sufficient standard. The student has demonstrated that they have developed the required knowledge and skills associated with the outcomes. A student may demonstrate sufficient knowledge in an assessment, coursework or in an exam setting.

### ***Unsatisfactory Completion:***

A student who receives an N for any outcome has not satisfactorily completed the course. Year 10 teachers will assess a student's competence in the designated outcomes by observing the student's performance across all tasks set during the semester. It is the expectation of the College that, barring exceptional circumstances, students will attempt and submit all set work to a sufficient standard. Failure to hand in all set work and/or sit all exams may jeopardise a student's ability to demonstrate competence in all of the required outcomes, leading to a student receiving an 'N' for the subject.

### ***Multiple Opportunities to Achieve an S in Year 10:***

A student may be required to repeat coursework, or undertake an additional task in order to demonstrate the required knowledge or skill in order to change a student's outcome from an N to an S. A student may be asked to submit an additional task, sit with a teacher to prove understanding or repeat an assessment/exam based on teacher discretion. Students may be placed into compulsory Homework Club appointments in a bid to complete set work and demonstrate required outcomes.

### ***Exceptional Circumstances:***

The Year 10 Level Coordinator will have the option of adapting, modifying or waiving subject-specific requirements, if, after consultation with the classroom teacher concerned, they believe that exceptional circumstances prevail in a particular S/N judgement.

### ***VCE SAC Completion Conditions***

Students must attend SAC's with only permitted material. Permitted material differs between subjects however students should develop the habit of bringing the following material into the classroom for SACs:

- Stationary in a clear snaplock bag or transparent pencil case
- A clear, transparent water bottle with no label

Students are not to bring the following items into the classroom for SACs:

- Pencil cases.
- School bags or laptop bags.
- Any electronic devices (phones, tablets or smart watches).
- Whiteout.

Students must abide by the following SAC Conditions:

- Students should be on time to the correct room with all permitted material.
- Students must not communicate verbally or non-verbally with other students
- Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by the supervising teacher that writing may commence.
- A student is to raise their hand if they wish to communicate with the supervising teacher
- It is the student's responsibility to use the bathroom prior to the SAC and should therefore not need to use the bathroom in short duration SACs.
- Students must stay in the classroom silently until the duration of the allocated SAC time is complete.

### ***VCE School Assessed Tasks (SATs)***

More practical studies such as Media and Art, for example, along with VCE-VM coursework include assessments that are often completed through the duration of the unit. These assessment items are often called 'Folios' or 'projects'. These tasks are set by the VCAA and assessed by teachers in accordance with published criteria. Task grades are subject to review by a panel appointed by the VCAA. Like SACs, SATs contribute equally to a student's ability to successfully complete the unit. In

units 3 and 4 VCE, these scores also contribute to the subject's study score and eventually contribute to the student's ATAR score.

### ***SAT Submission***

In order to satisfactorily complete a unit, students must satisfactorily demonstrate achievement of the learning outcomes assessed by the SAT.

Achievement of an outcome means:

- The work meets the required 'standard' as described in the outcome
- The work is submitted on time, by 4 pm on the due day
- The work is clearly the student's own and has been regularly verified
- There has been no breach of VCAA and College rules

A medical certificate for illness/injury on the submission date of a SAT will not suffice. It is the responsibility of the student to organise delivery of the work by the set date. In the case of an emergency, students should contact the Year Level Coordinator or Leader for assistance if there are any issues.

### ***Non submission of a SAT (folio or project)***

If a student fails to submit a SAT by the due date a score of 0 will be awarded for the entire task or alternatively, the component due on that day. A one week grace period will be provided for students to submit their SAT late for a 0 yet a satisfactory result. The student will be notified of a rescheduled submission time of one week. This is an opportunity for the student to submit the work in order to achieve a satisfactory result. SATs will not be accepted after this one week grace period which will result in a student receiving an N (a 'non-satisfactory' result) for the unit.

### ***SAT Extension Applications***

Extension time is interpreted as the granting of extra time beyond that normally allocated to the SAT. Unlike redemption, the work completed in extension time is marked. Extra time is only granted in cases of significant hardship. In very exceptional circumstances a student may be granted an extension of time to complete their SAT.

Procedure:

- Students complete an 'extension' form obtained from the Senior School Administrator
- Applications must be made in writing at least three days before the SAT due date
- The application will be processed and the student will be informed of the result
- No more than three days extension will be granted

### ***Authentication***

- A student must ensure that all unacknowledged work submitted for assessment is genuinely their own.
- A student must acknowledge all resources used, including:
  - text, websites and source material
  - The name/s and status of any person/s that provided assistance and the type of assistance provided.
  - A student must not receive undue assistance from any other person in the preparation and submission of work.
- Acceptable levels of assistance include:
  - the incorporation of ideas or material derived from other sources (for example, 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
  - corrections or improvements made or dictated by another person
- A student must not submit the same piece of work for assessment in more than one study.
- A student who knowingly assists other students in a breach of rules may be penalised.
- A student must sign an authentication record for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.
- Where a SAC/SAT is not completed entirely within class time, students must ensure that these authentication requirements are satisfied. Failure to meet these will result in the non-assessment of the task;

#### ***Authentication Investigation Process:***

- The teacher may ask the student to provide evidence that supports the authenticity of the work, for example preparation notes, exercises or drafts. Preparation shown to the teacher for the first time after the due date of the piece of work will not be considered.
- If the authentication of the work is still in question, the student will be required to attend a VCE Breach of Rules meeting. The student will be notified of the meeting at least 24 hours in advance. The meeting will be attended by the student, the Year Level Leader and a Year Level Coordinator. The students can bring a support person of their choice (generally a parent or guardian) to the meeting however they are unable to take part in the interview.
- The student will be asked to demonstrate their understanding of the piece of work in the meeting. The student may be presented with evidence challenging the authenticity.
- If the work is deemed to be that of the student's, no further action will take place.
- If a breach of the VCE rules has been determined, there are a number of consequences which may be implemented. They include, but are not limited to, a mark of zero for the task, an N for the Outcome and therefore Unit. The level of consequence will be proportional to the breach of rules.
- If the student's work is not accepted as authentic, the student will be notified by the Year Level Leader. Students have the right of appeal, only if preparation notes and drafts of the work have been sighted by the teacher, during when the task was being undertaken.
- Students may be required to complete the work or an alternative task again.

### ***Examinations***

**Year 10 exams** will be held for all Year 10 subjects each semester. Most exams will be 90 minutes in duration with 10 minutes reading time. English exams will be of a longer duration. All content taught throughout the semester is accessible at the end of semester examination. It is expected that every student will sit exams for all subjects.

**Unit 1 & 2 exams** will be held for all Year 11 subjects each semester. Most exams will be 90 minutes in duration with 10 minutes reading time. English exams will be of a longer duration. All content taught throughout the semester is assessable on the end of semester examination. They will replicate the structure of the Year 12 subject examination as closely as possible

**The General Achievement Test (GAT)** is a compulsory pen-and-paper test of general knowledge and skills taken by all students in Victoria who are in the course of completing a Unit 3 & 4 VCE subject, or their Year 12 VCE-VM studies. The GAT plays an important role in the quality assurance of VCE assessments. For students undergoing a VCAL or VCE-VM program, it provides students with an opportunity to demonstrate that they meet the Victorian Literacy and Numeracy Standards expected

at a senior secondary level. The Certificate of Completion and results students will be provided from the GAT can open future TAFE and Traineeship opportunities. For students undergoing a VCE program, GAT results may also play a part in determining the final score for a VCE external assessment if a student requires a derived examination score.

**Units 3 & 4 practice exams** will run in the first week of the September school holidays. These are compulsory practice examinations for all Year 12 VCE students. These will closely replicate the end of Year 12 examinations and will be supervised by external supervisors and assessed by external examiners. The feedback from these examinations is a valuable learning tool to ensure students excel in their end of year examinations.

**Units 3 & 4 exams** will be held as scheduled by VCAA. They are externally supervised and may be held at venues outside as well as in the school. VCAA regulations strictly apply to the conduct of these exams. These examinations contribute approximately 50% to a student's ATAR score.

NOTE: Students are to remain in the examination room for the entire duration of all SACs, examinations and the GAT. Students are to wear full Montmorency Secondary College uniform to all SACs, examinations and the GAT with the exception of the end of Year 12 examinations at which time the students have already graduated secondary school and can therefore wear casual clothes.

## Additional Support

### *Special Provisions*

Special Examination Arrangements (SEA) may be approved for students with significant disabilities, illnesses or other circumstances that affect their ability to access a VCE external assessment. There are a wide variety of SEAs ranging from rest breaks to a separate room depending on the students needs in order to make the examination experience equitable. Parents should contact the Year Level Leader to seek further information about the application process and to obtain a list of these arrangements if applicable for their child.

**At Year 12**, SEAs can only be approved externally, by VCAA. There is a rigorous application process for these applications with extensive supportive documents required from medical specialists for these applications to be successful. Once approved, the school can replicate the approved arrangements for internal assessments such as SACs throughout the year.

**Year 10 and 11** SEAs are approved internally, by the school. However, an application process that replicates the VCAA process at Year 12 is followed to ensure students are only provided with these arrangements in Year 10 and 11 if we are confident that the arrangements will be approved by VCAA when the student gets to year 12.

**SEAs are only approved by VCAA in Year 12 if the school has evidence that the child has attempted previous years' SACs and examinations without provisions first.** We require school-based evidence of student achievement pre and post intervention for VCAA to approve applications. **Therefore, special provisions will not be provided for any student until Term 3 of Year 10 so that evidence to support the child's Year 12 application can be collected during the Year 10 Semester 1 Examination**

**Period.** Exceptions to this will only be made for extreme and acute medical conditions that will not be relevant to the Child's Year 12 SEAs application.

## Student Expectations

### *Coursework Completion*

All coursework and homework is required to be completed on time and to a satisfactory standard. Students who do not submit adequate and timely coursework and homework are at risk of receiving an unsatisfactory unit of Year 10, VCE and are at risk of not receiving their VCE or VCE VM certificate regardless of their assessment results.

### *Home Study*

Senior School students are expected to complete regular home study and revision as part of keeping up with, and completing the requirements of each of their studies. The amount of time spent per night on study should be a minimum of:

- Year 10 - 1.5 hours
- Year 11 - 2.0 hours
- Year 12 - 3.0 hours

Parents can assist by:

- Providing a designated space for study that is quiet, free from electronic devices with a desk/table and a dining/office chair
- Assisting with the development of weekly study timetable and to do lists
- Taking an interest in homework
- Checking COMPASS regularly for their child's attendance, learning tasks, timetables, upcoming SACs, events and News Feed items.

### *Academic Catch Up*

Students who fall behind in coursework and homework will be required to attend compulsory academic catch up after school until 4.00pm on Mondays and Wednesdays to finish incomplete work. Year 12 students will be required to attend this in the Study Centre whilst Year 10 and 11 students will be required to complete this in the Resource Centre as part of the Homework Club Initiative. They are a mandatory support strategy to ensure senior school students catch up in a timely manner to promote academic success and decrease long-term stress.

### *Broader School Policies*

This document outlines requirements specific to the academic completion of Year 10, and Year 11 and 12 VCE. All other school wide policies including but not limited to the electronic device policy, uniform policy and bullying policy are to be abided by all students at all times.



## Glossary of Terms

Australian Tertiary Admissions Rank	ATAR	The overall ranking on a scale of 0.00 to 99.95 which represents a student's rank in comparison with other students completing VCE in that same year. The ATAR is calculated by the VTAC and used by universities and TAFE institutes to select students for courses.
Authentication		The process of ensuring that the work submitted by students for assessment is their own.
Breach of rules		Students are expected to abide by both College VCE policies and VCAA rules. If the policies and rules are not adhered to, a variety of penalties are applied, depending on the situation.
External Examinations		External assessments are set by the VCAA. All VCE Units 3 & 4 studies have at least one examination. Most written examinations are held in October and November. Oral and performance examinations are held in October.
General Achievement Test	GAT	All students enrolled in one or more Units 3 & 4 sequence must sit the GAT. This is a general knowledge test used by the VCAA to check the accuracy of school-based and external assessments. The GAT score itself does not contribute towards a student's VCE results, but it is an important part of the moderation process. The GAT is also considered when calculating Derived Exam Scores.
Outcomes		Descriptions of the work (skills and knowledge) that students must complete or achieve in order to satisfactorily complete a unit as specified in the VCE Study Design.
Prerequisites		Subjects which must be completed for admission into tertiary courses.
Redemption		Students will have the opportunity to complete further assessment in an area where their performance was previously unsatisfactory.

Satisfactory Completion		The decision made by the College that a student has demonstrated achievement of outcomes for a unit. If this is the case, the student will receive an 'S'. If a unit is not satisfactorily completed, an 'N' will appear. A 'J' result is used when the student is no longer attending classes and has not submitted work for assessment. Where a student receives 'N' or 'J' for one or both Units 3 & 4 sequence, the student will not receive a study score for the study. VTAC policy is that the study will not contribute to the student's ATAR.
School-assessed Coursework	SAC	The tasks or activities that teachers use to assess whether a student has met the outcomes they need in order to satisfactorily complete the unit of study. All SACs are assessed by the subject teachers within VCAA guidelines. These scores contribute to the subject (or study) score and eventually contribute to the student's ATAR score.
Special Provisions  (Also known as Special Examination Arrangements)	SEA	Special arrangements are made to allow students who are experiencing significant hardship the maximum opportunity to demonstrate the required knowledge and skills for a unit of study.
School-assessed Tasks	SAT	More practical studies such as Media, Art, Systems Engineering, for example, include assessments that are often completed through the duration of the unit. These tasks are set by the VCAA and assessed by teachers in accordance with published criteria. Task grades are subject to review by a panel appointed by the VCAA. Failure to meet the school's deadlines will adversely affect a student's final mark and it may mean failing the unit.
Study Design		The prescribed document published by the VCAA that contains the curriculum information for the subject (Units 1 – 4). Available online at <a href="http://www.vcaa.vic.edu.au/Pages/vce/studies/index.aspx">www.vcaa.vic.edu.au/Pages/vce/studies/index.aspx</a> Schools, and other VCE providers, must adhere to the requirements in the Study Designs.
Study Score		The rank from zero to 50 that provides an indication of how well the student performed in a Units 3 & 4 study, relative to all students enrolled in the same subject. It is based on a student's results in school-based assessments and external examinations.

Unit (s)		The part(s) of a study. There are usually four units in a study, Units 1, 2, 3 and 4.
Victorian Certificate of Education	VCE	The qualification achieved by students in Victorian schools who satisfactorily complete at least 16 units of study including at least three of English, and three sequences of Units 3 & 4 other than English. The VCE provides diverse pathways of further study or training at university or TAFE and to employment.
Victorian Curriculum and Assessment Authority	VCAA	The statutory body responsible for providing curriculum and assessment for Victorian students, including the Victorian Certificate of Education.
Vocational Education and Training	VET	VET certificate courses that are nationally recognised and integrated into the VCE.
Victorian Tertiary Admissions Centre	VTAC	The organisation responsible for managing the offering of tertiary courses to students based on their ATAR.