



**KAMBRYA**  
COLLEGE



# VCE POLICIES AND PROCEDURES

---

## STUDENT HANDBOOK

2018-2020

\*Policies and procedures have been informed by the VCAA VCE and VCAL Administrative Handbook 2017. Any change to policies and procedures will be advised on the College website

Policies and procedures have been developed in alignment with the Kambrya College's strategic intent of *'Maximising the potential of each student'* and the College values of: *Integrity, Achievement, Respect* and *Compassion*.

# Contents

VCE ELIGIBILITY AND ENROLMENT INFORMATION .....	2
Eligibility for award of the VCE.....	2
Typical VCE Enrolment at Kambrya .....	2
Atypical VCE Enrolment at Kambrya .....	2
Acceleration into VCE subjects .....	3
VET enrolment .....	3
VCE Attendance Policy .....	4
Early Leaving & Late Arrival.....	5
Participation in a College based activity .....	6
VCE School-Based Assessment Policy .....	7
Rationale.....	7
1.1 School-assessed Coursework .....	7
1.2 School-assessed Tasks.....	7
2.1 Scheduling assessment tasks.....	7
2.2 Rescheduling assessment tasks for an entire class .....	8
2.3 Rescheduling an assessment task for an individual student due to unexpected absence	8
2.4 Rescheduling an assessment task for an individual student due to expected absence	8
2.5 Rescheduling an assessment task for an individual student due to an extension	9
3.1 Reporting .....	9
VCE Breaches of School-based Assessment Rules Policy.....	9
Rationale.....	9
Implementation .....	10
COLLEGE BASED ARRANGEMENTS .....	14
Use of the VCE Study Centre.....	14
Use of electronic devices .....	14
Careers Office.....	14
Student Private Cars.....	15

## VCE ELIGIBILITY AND ENROLMENT INFORMATION

### Eligibility for award of the VCE

The VCE is awarded on the basis of satisfactory completion of units according to VCE program requirements.

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

- three units from the English Group, two of which must be at Unit 3-4 level.
- at least three sequences of Unit 3-4 studies other than English

Please note that the VCE is a scored pathway meaning that students are required to sit assessments under conditions specified by the VCAA.

### Typical VCE Enrolment at Kambrya

Students in year 11 are required to be enrolled in six subjects (12 units) which may include a combination of Units 1/2 & Units 3/4. Year 11 students will not have timetabled study periods unless they undertake a VET subject that runs one full day a week or they are studying a subject via Distance Education.

Students in year 12 are required to be enrolled in five subjects (10 units). All Year 12 students will have five study periods per week.

### Atypical VCE Enrolment at Kambrya

Students with medical conditions that may affect their ability to study a full academic load may be eligible to complete an atypical VCE enrolment, which may include a reduced subject load or completing the VCE certificate over 3 years instead of 2 years. The VCE leader will consider atypical enrolments on a case-by case basis and students who wish to apply for an atypical enrolment should make an appointment to discuss this with the VCE leader. Please note that appropriate medical documentation will need to be provided.

## **Acceleration into VCE subjects**

Year 10 students who are accepted into VCE subjects are expected to maintain an 80% average in assessment for the VCE subject. Failure to do so may result in the student not being able to study the subject at Units 3-4 level in Year 11.

Year 11 students who are undertaking two subjects at Unit 3-4 level will only be eligible to study a reduced load of subjects in Year 12 if the VCAA study scores achieved in these subjects average to 35. If this requirement is not met, students will need to enrol in five Unit 3-4 studies in year 12.

## **VET enrolment**

Students who are enrolled in a VET subject that runs outside of the normal College timetable (e.g. all day on a Wednesday) are required to catch up on all work that was missed during their VCE classes on that day. Students have timetabled study periods each week to give them time to catch up. It is the student's responsibility to find out from each teacher what work needs to be completed.

Students who are absent from VET subjects that run at Kambrya should notify the school as soon as possible and provide medical documentation the next day.

Students who are absent from their external VET for medical reasons must contact the institution and the VET coordinator at Kambrya prior to the start time of the class and must provide medical documentation the following week.

## VCE Attendance Policy

In order to meet the required number of classroom instruction hours specified by the Victorian Curriculum and Assessment Authority (VCAA), students in the VCE program are required to attend at least 90% of all classes. This is to ensure that subject teachers are able to authenticate work submitted for each outcome. Failure to meet the attendance requirement may result in a student receiving a non-satisfactory result for the relevant outcomes.

Approved absences include those

- covered by a medical certificate stating the student is unfit for school
- specialist medical appointments where a certificate of attendance can be provided
- due to bereavement
- due to school based events such as camps and excursions

**Note:** students who will miss a SAC due to absences known in advance must complete the SAC in advance of the absence in order to be eligible for a score

Non-approved absences include but are not limited to

- medical absence not covered by a medical certificate
- family holidays
- non-medical appointments such as driver licence tests

Students are expected to cover all absences with written explanations from parents or with medical certificates.

On resumption of study following an absence, a note of explanation from the student's parents, together with other relevant documents (medical certificates etc.) must be brought to the study centre supervisor.

## Early Leaving & Late Arrival

Students are not to leave the College grounds during the school day; however, Year 11 and 12 VCE students may leave at the end of their last timetabled period when their study periods fall during periods 5/6 for the purpose of doing their private study at home with permission from Senior School Leadership and their parents. Students will be assumed to be under the care of their parents during this time. This can only occur after the Senior School student commitment form has been returned.

Being granted permission to leave early is a **privilege and not a right**. The purpose of this is to give students some independence in preparation for tertiary learning environments when they leave Kambrya College. This will help them develop the necessary habits and skills to succeed in a less structured environment. The Year Level Manager or VCE Leader can also revoke this privilege at any time as a consequence for breaching any school rule, or not meeting the criteria below.

To be granted early leaver permission students must meet the following criteria:

1. They have parental permission and understand that this privilege can be taken away from them at any time.
2. Their VCE approved attendance is above the expected minimum of 90%
3. They have not received a coursework detention in the current semester and have no late or overdue work submissions (including SACs & Resits) on Compass Learning Tasks
4. They demonstrate impeccable behaviour at school and on the way to and from school by not behaving in any way that may damage the reputation of the College in the wider community.
5. Maintain a LAB report average of at least 3.0

Students who have permission to leave early must sign out with the study centre supervisor. Students who arrive late to school must sign in with the study centre supervisor and present a signed note from their parents to explain their lateness otherwise a lunchtime detention will be issued.

**NOTE:** Students need to be available from 8.50am and up until 5.15 pm on any school day for missed SAC catch up sessions, excursions, detentions, catch up/extension classes etc. and should not make employment arrangements, which could interfere with this obligation.

## **Participation in a College based activity**

For a student to participate in any optional College based activity that involves missing class, they must receive permission from the teacher of every class that will be missed and the Year Level Manager. Such activities may be sporting teams, coaching, leadership excursions etc.

A "Permission to Participate in a College Based Activity" form (available from the Study Centre) must be completed, signed and returned to the teacher in charge of the activity. If the form is not returned, or is incomplete, the student will not be permitted to participate in the activity. Teachers may refuse permission to participate in a College based activity if the student is behind in work, if their attendance is unsatisfactory, or if a SAC is being conducted during the period the student would be away. If a subject excursion has been approved by the College, students do not have to obtain permission to miss other classes.

Absences due to College-based activities are VCE approved absence.

## VCE School-Based Assessment Policy

### Rationale

The School-based assessments, i.e. School-assessed Coursework and School-assessed Tasks are used to assess each student's level of achievement in outcomes as specified in the study design. All school processes and procedures relating to the School-based Assessment must be communicated to students and parents at the beginning of the academic year or when a student enrolls in any VCE unit at the school. This policy outlines all school procedures including conditions and rules that students are required to adhere to.

### Implementation

#### 1 Authentication

Students must ensure that all unacknowledged work submitted for assessment is genuinely their own. Teachers may consider it appropriate to ask students to demonstrate their understanding of the task at, or about the time of, submission of the work. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules.

##### 1.1 School-assessed Coursework

Students will be clearly informed of the timelines and the conditions under which assessment tasks are to be conducted, including whether any resources are permitted.

##### 1.2 School-assessed Tasks

Teachers must monitor and record each student's development of work, from planning and drafting through to completion, in the study-specific School-assessed Task Authentication Record form. Observations of individual work done in class should be recorded and the teacher and student must sign each recorded observation.

#### 2.1 Scheduling assessment tasks

Teachers will give students the dates for completion of assessment tasks at least two weeks in advance.



### 2.2 Rescheduling assessment tasks for an entire class

An extension of time for all students in a class may be given by the teacher on the condition that all students are given adequate notice and that no student in the class or in another class is advantaged or disadvantaged.

### 2.3 Rescheduling an assessment task for an individual student due to unexpected absence

Students who miss an assessment task due to an unexpected absence must come prepared to complete the assessment task after school on the first day of their return. Students will only receive a score for the missed assessment if they have been absent due to health reasons whereby a doctor has provided a medical certificate stating that the student was unfit for school on the date of the assessment task and any subsequent days the student was absent. Backdated medical certificates **will not be accepted** as approved documentation. Students who have unexpected absence due to personal circumstances such as bereavement, may be granted a reschedule on a case by case basis at the discretion of the Principal in consultation with the VCE Leader.

Students who miss an assessment task and who do not complete it on the first day of their return to school and/or do not provide approved documentation will not be assessed for a score. They will still be required to complete the task to demonstrate satisfactory understanding towards an outcome.

### 2.4 Rescheduling an assessment task for an individual student due to expected absence

Students may apply to reschedule an assessment task if they know in advance they will be absent on the date of the assessment. Students are required to complete an Application for Rescheduled Assessment form, which is available from the VCE Office and submit it to the VCE Leader at least one week in advance.

Approved reasons for rescheduling an assessment task include

- Specialist medical appointments that cannot be changed. Students will be required to provide a certificate of attendance from the specialist upon their return to school.
- Attendance at a funeral
- School excursions and approved school activities.

Students who are granted approval on their request for a rescheduled assessment will be required to complete the assessment task afterschool either prior to the scheduled assessment date or on the following day. This is at the discretion of the VCE Leader. Students who are absent from an assessment due to a holiday will not be granted approval to reschedule an assessment task to be eligible for a score.

### **2.5 Rescheduling an assessment task for an individual student due to an extension**

Students may apply for an extension on an assessment task, which may be granted by the VCE Leader only in exceptional circumstances. Students who wish to apply for an extension should complete an Application for Rescheduled Assessment form, which is available from the VCE Office and discuss it with the VCE Sub-School Leader.

### **3.1 Reporting**

Results for School Assessed Coursework will be expressed as a percentage. Unit 3 & 4 School Assessed Coursework scores are an indicative score only and may be subject to statistical moderation by the VCAA.

## **VCE Breaches of School-based Assessment Rules Policy**

### **Rationale**

The School-based assessments, i.e. School-assessed Coursework and School-assessed Tasks are used to assess each student's level of achievement in outcomes as specified in the study design. All school processes and procedures relating to the School-based Assessment must be communicated to students and parents at the beginning of the academic year or when a student enrolls in any VCE unit at the school. This policy outlines the VCAA examination rules which apply to students undertaking assessment under test conditions and rules for authentication of School-based Assessment in addition to school procedures for dealing with allegations that students have breached rules.

## Implementation

### 1 VCAA examination rules

Students are required to observe the following rules for the conduct of School-based Assessment under test conditions.

1. Students must not cheat or assist other students to cheat.
2. Students must not take any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.
3. Students must not allow, induce or assist any other person to present for a VCE assessment in their place.
4. Students must not present for a VCE assessment in another student's place.
5. Students must not present for a VCE assessment under the influence of alcohol or drugs.
6. Students must obey and observe all proper instructions or directions given by their supervisor.
7. Students attending a VCE assessment may bring only materials and equipment approved for that external assessment into the examination room.
8. Students must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during a VCE assessment.
9. Students detected with any device defined in Rule 8 must, upon the discretion of a supervisor, surrender that device for inspection. Any confiscated device will be retained, pending any investigation into an alleged breach of VCAA rules.
10. Students must not bring into or possess in the examination room any drinks or food except under special circumstances as approved and directed by the VCAA. Bottled water is permitted in the examination room under approved conditions.
11. Students must not communicate with any other student while the VCE assessment is being conducted.
12. Students must not cause any nuisance, annoyance or interference to any other student during a VCE external assessment.
13. Students must not remove or tear out any part of a bound reference, question/task book, question and answer book or answer book, except where permitted, for example formula sheets.
14. Students must not remove any response material, used or unused from the examination room.
15. Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.

16. Students must raise their hand if they wish to communicate with a supervisor.
17. Students must not leave their place until permitted by a supervisor
18. Students must cease writing when instructed to do so by a supervisor
19. Students must remain silent and seated in their place at the end of the VCE external assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.

## *2 VCAA rules for authentication of School-based Assessment*

Students must observe and apply the following rules for the authentication of School-based assessment. Students must sign an authentication record for work done outside class when they submit the completed task.

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely their own
2. A student must acknowledge all resources used, including:
  - Texts, websites and other source material
  - The name and status of any person who provided assistance and the type of assistance provided
3. A student must not receive undue assistance from another person in the preparation and submission of work including:
  - Use of, or copying, another person's work or other resources without acknowledgement
  - Corrections or improvements made or dictated by another person
4. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
5. A student must not circulate or publish written work that is being submitted for assessment in a study in the academic year of enrolment.
6. A student must not knowingly assist another student in a breach of rules.

### **3 Procedures for dealing with allegations that students have breached the rules**

#### ***3.1 Reporting alleged breaches of rules in School-based Assessment***

Allegations regarding a student breaching School-based Assessment rules may be made by any person with information that suggests rules have been breached, for example, a teacher, a student, a parent or an external party such as a tutor. All allegations regarding a breach of rules should be reported to the VCE Leader who will assess the allegation, and conduct a preliminary investigation to determine if there is any substance to the allegation. On receipt of an allegation, the student work will not be accepted for assessment, pending the conduct of an investigation. The original of the final version of the work is to be retained by the school and the student should be given a copy of the work.

#### ***3.2 Preliminary investigations***

The purpose of the investigation is to determine whether there is any substance to an allegation that the student has breached VCAA School-based Assessment rules – if so, the evidence should be put to the VCE Leader for determination whether the allegations are supported, or not supported. The investigation may include discussions with the study teacher supervising the assessment and any other witnesses, including other students. If the investigation suggests there is any substance to any allegation, the student will be informed in writing of the nature of the allegation and be invited to attend a meeting to respond to the allegation. The student's parents or guardians will be advised of the nature of the allegations via email.

#### ***3.3 Panel meeting***

If the preliminary investigation suggests there is any substance to any allegation, the student will be informed in writing of the nature of the allegation and be invited to attend a meeting to respond to the allegation. The meeting will be held at the school with the VCE Assistant Principal, VCE Leader and classroom teacher of the study in which the alleged breach has occurred. The student will be given at least 24 hours' notice of the meeting and will have the opportunity to bring a support person to the meeting. The support person is there not to represent the student or to speak on their behalf, but to provide moral support. At the meeting, the VCE Leader will explain the purpose of the meeting to the student, and confirm the allegation/s against the student and the possible outcomes. The student will be given the opportunity at the meeting to respond to the evidence against them and to ask questions of any witnesses present at the meeting. The VCE Assistant Principal and VCE Leader may also ask questions of the student.

### *3.4 Decision-making*

The VCE Assistant Principal will consider all evidence carefully, including the student's response and whether the allegations are supported by evidence that is relevant and credible. The VCE Assistant Principal must decide on the balance of probabilities whether any allegation is proven – the allegation does not have to be proven beyond a reasonable doubt. In relation to any allegations against a student found to be proven, the VCE Assistant Principal will decide whether a penalty should be imposed and, if so, what penalty is appropriate. Possible penalties include:

- a verbal or written warning
- detention or suspension
- refusal to consider the student's work, but giving the student the opportunity to re-submit the work in order to meet the outcome, if there is sufficient time before the due date for submission of results according to the VCAA schedule
- refusal to accept part of the student's work found to have been completed in contravention of VCAA rules and determination of the appropriate result for the relevant outcome forming part of the VCE unit
- refusal to accept any part of the work, awarding an N for the outcome

The VCE Assistant Principal will inform the student of the decision and any penalty to be imposed at the meeting and of the student's capacity to appeal the decision to the VCAA. After the meeting, the school must write to the student to confirm

- the findings of the VCE Assistant Principal in relation to any allegation against the student
- the reasons for the decision on each allegation, and the supporting evidence
- the penalty that will be imposed
- information about the student's right to appeal to the VCAA

### *3.5 Student appeals against school decisions about breaches of VCAA rules*

Information about the student's right to appeal to the VCAA will be included in the letter given to the student following the panel meeting. Any appeal must be lodged in writing to the Chief Executive Officer of the VCAA not later than 14 days after the student receives written notice of the decision from the school.

## COLLEGE BASED ARRANGEMENTS

### Use of the VCE Study Centre

Later Years students have the use of the VCE Study Centre during study periods. The purpose of the Centre is to provide VCE students with a quiet study area. As the Centre is primarily a teaching and study area, food and drink are not permitted and it is not a place for general socialising. The VCE Study Centre is supervised during class hours and lunchtime and is available for students to use before and after school.

### Use of electronic devices

Students are permitted to use personal electronic devices during their designated study periods only with explicit permission from the Study Centre Supervisor. Students are permitted to listen to music while working in their study periods provided they do not disturb others around them, do not share earphones, and are working as well or better with the earphones as they did without. Inappropriate use of electronic devices will result in the device being confiscated.

### Careers Office

Kambrya College provides comprehensive careers counselling for all students, whether they are just starting to explore future possibilities, investigating apprenticeships, or selecting their first preferences for tertiary entrance. Located in LY-Block, the Careers Office provides a huge variety of information and support for students. To access this space, it is **essential** that students make an appointment in advance. Parents are welcome to attend these appointments. All appointments must be made during recess/lunch, before/after school or in study periods. Note that the Careers Office is exceptionally busy and in high demand, so students **MUST** ensure that they listen carefully and use their time productively.

**Students should first consult the VCE Leader if they are considering subject/pathway changes or atypical enrolments.**

## Student Private Cars

Once you obtain your licence and start driving to school, it is important that you provide the College with your registration number.

- Students **must not** transport any other Kambrya College student whilst on route to or from school. The exception to this rule is when Probationary licensed students are transporting siblings, however students and parents must sign the notification form (available from the Later Years office) and submit it via the Later Years office.
- Students with Learner Permits may drive to school under the instruction of a fully licensed adult, and they may transport siblings, but parents are strongly discouraged from transporting other students.
- Students **must not** park their vehicle in the Kambrya College Staff Car Park at any time. Instead, the students should park in **Bemersyde Drive** or in **St Boswells Avenue / Marlesford Crescent** (behind the College). Students should be mindful not to obstruct driveways or park in front of bins on collection days.