

Senior School Policy

Lake Bolac College provides a supportive and engaging learning environment for all students. At Lake Bolac College, a variety of VCE, VET and VCAL subjects are delivered through face-to-face and virtual learning options.

Lake Bolac College values:

- > Achievement
- > Respect
- > Resilience

Our school values underpin the learning environment for students and the delivery of teaching and learning from our outstanding specialist teaching staff in the senior years.

The purpose of this document is to ensure the correct and fair delivery of the Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL) and Vocational Education and Training (VET) courses. This document references best practice as advised by the Victorian Curriculum and Assessment Authority (VCAA) and the Department of Education and Training (DET).

Information on subject selections, minimum course and unit requirements and subject offerings is available in the relevant VCE or VCAL subject selection handbook.

2022 SENIOR SCHOOL WELLBEING TEAM

Casey Potter – *Year 11 and 12 Homegroup Teacher*

Shane Hoffman – *Assistant Principal*

Giselle Allgood – *Principal*

Laura McDougall – *School Nurse/Mental Health Practitioner*

ATTENDANCE

Students at Lake Bolac College must attend a minimum of 80% of classes to be awarded a Satisfactory (S) result in **any senior school subject**. The VCAA stipulate that VCE units require approximately 50 hours of class time per area of study. Selective absences from classes are not tolerated.

If a student has completed work, but there has been a breach of the 80% class attendance rule, the subject teacher can issue an 'N' (Not Satisfactory) overall result. The decision to award an N result for a unit should be made in collaboration with the Senior School Wellbeing team. Where possible, students will be offered the opportunity to redeem attendance following a Student Support Group (SSG) meeting with their family and members of the Senior School Wellbeing team, where a plan of action is developed to support increased attendance at school.

Where a student is absent from school for prolonged periods or has been unable to complete all assessment tasks due to illness or other circumstances, the Wellbeing Team may grant Special Provision for School-Based Assessment. This process requires an SSG, with supporting evidence required to be documented on Compass. For unit 3 and 4 subject students, the VCAA Special Provision process is followed externally.

The decision to award an N due to attendance is not the subject of an appeal to the VCAA. A student may lodge an appeal against an N decision due to attendance with the Principal, who will liaise with the Wellbeing Team and review the decision.



STUDENTS ABSENT FOR A SAC/SAT

When a student is absent from a SAC or SAT, the subject teacher will immediately contact the Wellbeing Team.

Where there is an approved absence from the SAC or SAT, the student will be provided with a rescheduled time to complete the assessment, with a numerical grade awarded. The student will be given one opportunity to complete the task, within a reasonable timeline (up to 5 school days) after the original assessment date.

School related absences:

- > Excursions
- > College approved sports or events
- > Instrumental music
- > Appointments facilitated through the College.
- > VET (if this cannot be avoided)

Non-school related absences:

- > Illness
- > Medical emergency
- > Family or personal reasons

Unapproved reasons for absence from SACs and SATs, but not limited to:

- > Driving lesson
- > Personal issues without further explanation or documentation such as a medical certificate
- > Family commitments
- > Truancy
- > Family holidays
- > Employment during school hours
- > Sleeping in or missing the bus
- > Car or bike breakdown
- > Timetable mix ups
- > Notes from parents and guardians that are not medical certificates signed by a doctor.

The onus is on students to obtain and submit the required medical certificates and supporting documentation to the College office staff (Sally Kinley and Jennifer Lloyd), who will enter this documentation into Compass and notify the subject teacher and Wellbeing Team. A statutory declaration can be used as an accepted form of documentation in the event a medical certificate is unable to be obtained.

MONITORING OF ATTENDANCE

Teachers will monitor attendance of students in class, maintaining records of VCE attendance as per VCAA requirements. The College informs students and parents of absences through the usual absence notification procedures in place through the College office. The College requires parents/guardians to contact the College by phone or email before 8.30am on days where their child is absent.

When a student is reaching the 80% attendance threshold, the subject teacher will notify the Wellbeing Team in writing of their concern. The homegroup teacher, with the support of the Wellbeing Team, will follow up these concerns with contact home. The Wellbeing Team may send a letter home, warning families of a possible breach to attendance and at risk of unit failure.



CONSEQUENCES OF UNAPPROVED SAC OR SAT ABSENCE

Where documentation cannot be produced and the above process cannot be followed, the student will be awarded a 0 (zero) towards their study score for the assessment coursework and will be required to sit a supplementary task to achieve an S for the unit. If the student does not complete the supplementary task, the student may be at risk or receiving an N for the outcome and therefore, the unit.

ASSESSMENT SCHEDULE

Subject teachers will provide an assessment schedule to all students at the beginning of each semester. The schedule will detail the weeks in which each area of study will be taught, and the weeks school assessed work is scheduled for completion. The assessment schedules will be made available to students within the first two weeks of semesters one and two.

AT RISK STUDENTS

If a classroom teacher believes that a student is at risk of not successfully completing a task, the teacher should take immediate steps to rectify the issue. Contacting the student's parent/guardians and/or meeting with the student should be the first step. Following this, escalation to the Wellbeing Team may be required. The classroom teacher will monitor at risk students and escalate issues in a timely manner.

If a staff member believes a student's wellbeing to be at risk, the Wellbeing Team will be engaged in supporting the student. Reviewing the student's timetable, study schedule, assessment schedule and progress in subjects may be required. Adjustments to a student's timetable are made as a last resort only and in consultation with Principal class staff.

At risk students could be classified (be not limited to) as:

- > Students not meeting the minimum attendance requirements.
- > Students that display significant wellbeing issues, affecting their schooling.
- > Students consistently receiving low or no academic progress in classes.
- > Students deemed at risk of not satisfactorily completing an area of study or a unit.
- > Students that submit work that cannot be authenticated.
- > Students that commit a serious breach of the VCAA Assessment guidelines.
- > Students that miss or do not sit a SAC/SAT and the redemption task.

AUTHENTICATION

All students will be required to comply with the VCAA Assessment Guidelines, located in the VCAA Administrative Handbook. Teachers are to ensure work is authenticated to the best of their ability. All teachers will use the Lake Bolac College SAC Authentication sheet for every SAC/SAT and retain for their own records.

Teachers should not accept work for assessment purposes unless the student has signed the authentication form AND the teacher is satisfied there is sufficient evidence to suggest the work is the student's own.

Apart from reference to and/or incorporation of appropriate texts and source material, no part of a student's work may be copied from any other person's work. A student must sign an authentication record for work completed outside of class at the time of submitting the completed task, in addition to any assessment completed in class.

Teachers will consider if the work:

- > Is in line/similar to other work produced by the student.
- > Is consistent with the teacher's knowledge of the student's ability.
- > All material is acknowledged.



- > Has been sighted and monitored by the teacher during the development of the work.
- > Has been declared as the student's own in the signed authentication form.

Procedure for breach of authentication:

- > School-assessed coursework tasks will be conducted mainly during class time, where possible.
- > The classroom teacher will handle minor cases of a breach to the authentication rules and note on Compass, in addition to notifying the Wellbeing Team.
- > If the matter is considered to be more serious, it must be referred to the Wellbeing Team.
- > The Wellbeing Team, including a Principal class member, will determine the action to be taken.
- > In authentication issues, the procedures that will be followed and actions taken will be guided by the rules set out in the 'VCE Administrative Handbook' for the relevant year of study.
- > In all authentication cases, Lake Bolac College will retain all documentation, including originals and copies of the student work in question.
- > Parents/Guardians will be informed of the outcome.

EXAMINATIONS

End of semester examinations promote excellence in learning and encourage students to consolidate their knowledge. Written examinations help prepare students for formal examinations and assessments at Year 12 level and beyond. Year 11 and 12 students will participate in the mid-year and end of year examinations program at Lake Bolac College.

Preparation

The Assistant Principal is responsible for ensuring:

- > Subject teachers are aware of the timeline for producing exams.
- > Developing the exam supervision timetable and distributing to staff.
- > Support the staff members responsible for producing exams.
- > Distributing the exam coversheet to staff to be completed.
- > Subject teachers are aware of modifications in place for students with special provision.

The VCE subject teachers are responsible for ensuring:

- > Students complete the content in the relevant semester of study.
- > Students are aware of the expectations of the exam- reading time, writing time, equipment allowed/not allowed.
- > Students with special provision have modified examination work, if required.
- > Correct and moderate (if required) completed exams.
- > All marks for each question are clearly indicated on the exam.
- > Providing results from exams to students in a timely manner.

Student Examination Expectations

All students are expected to adhere to normal school rules in examinations. If a student does not comply with the rules, expectations, and directions on the examination or by the session supervisor, they should immediately be referred to the Wellbeing Team for further follow up.

EXTENSIONS

For all work related to outcomes, students must apply for a possible extension to be granted. Teachers may grant extensions for up to one week.

Subject teachers can only grant extensions for their subject. Longer extensions and extensions across multiple subjects can be granted by the Assistant Principal or Principal.

SAC RESULTS

When school-assessed work is completed, this will be returned to students in a timely manner, usually within two weeks of sitting the assessment. Lake Bolac College will provide students and parents/guardians with verbal progress reports through the ILP process every semester. The reports, results and statements from SACs/SATs are the property of Lake Bolac College and will remain confidential. Lake Bolac College will not forward the information regarding school-based assessments to individuals or organisations other than VCAA, without the student's written consent.

SATISFACTORY ACHIEVEMENT OF A VCE UNIT

For satisfactory completion of a VCE unit, students must demonstrate their achievement of the set outcomes as specified in subject study designs. Students should familiarise themselves with the study design for each VCE subject they elect to study.

The decision about satisfactory completion of outcomes is based on the teacher's assessment of the student's overall performance with a combination of set work and assessment tools. The overall S/N for each area of study is determined by whether or not students have demonstrated sufficient key knowledge and skills to meet the outcome and satisfied the attendance requirement.

Students receive an S for a unit if their subject teacher determines that all of the following is met. The student must:

- > Produce work that demonstrates achievement of the outcomes.
- > Submit work on time that is clearly their own and authenticated.
- > Observe the rules of the VCAA and Lake Bolac College.
- > Meet the Lake Bolac College attendance requirements for senior school students.

VCAA clearly state that students should be given the opportunity to demonstrate outcomes in a variety of ways, if needed.

SPECIAL PROVISION

Special provision is designed to allow students who are experiencing significant hardship to demonstrate both what they know (content) and what they can do to maximise their opportunities to complete VCE or VET subjects. The objective of the provisions is to remove barriers to a student demonstrating their capabilities in a particular subject. Special provision is available to students who experience a permanent or temporary hardship, which affects their schoolwork.

Students are eligible for special provision for SACs if their ability to demonstrate achievement is affected by:

- > Acute or chronic illness
- > Long term impairment (multiple forms)
- > Personal circumstances

Special provision at unit 1 and 2 level is managed by the school, using VCAA guidelines. All processes and documentation for special provision for units 1 and 2 should follow the VCAA guidelines set for units 3 and 4. Principal class members will approve special provision for unit 1 and 2 students in conjunction with the Wellbeing Team, and the student's parents/guardians.



Unacceptable Criteria

- > Students that have been absent for prolonged periods of time and have therefore been unable to satisfactorily complete the coursework, unless the absence is deemed to have been caused by severe hardship, as determined by the Principal.
- > Teacher absence during the year or teacher-related difficulties
- > Not being familiar with College or VCAA policies
- > Misreading instructions or examination timetables
- > Being absent from a SAC or SAT

Procedure for Special Provision

- > Student with the support from their parents/guardians contacts the Wellbeing Team and outlines reasons why special provision may apply.
- > Wellbeing Team assess the case and assess against the College and VCAA policies and procedures.
- > If in units 1 and 2, a decision is made by Principal class.
- > If in units 3 and 4, the VCAA give a recommendation to the Principal, who decides the final outcome.

VASS REPORTING

All students are required to confirm their personal details and VCE/VET/VCAL enrolment that is recorded in VASS as correct each year.

Teachers are required to check and sign off on VCE/VET/VCAL class lists to confirm student enrolments.

STUDY UNITS

Study units are allocated to students in Year 12, and on occasion in Year 11. These units are for private and independent study. Students must work independently during this period, revising over work and completing work that could not be completed in class. Students are required to remain supervised on site for all study units. No exceptions are made to this.

TEACHER EXPECTATIONS AND RESPONSIBILITIES

VCE assessment is integral to the successful running of senior school pathways. When administering tasks at Lake Bolac College, teachers will follow the expectations below.

PREPARING SCHOOL-ASSESSED WORK

Students must be given formal notification of the date, time, conditions, assessment, and weighting of SACs/SATs at least one week prior to the task. Teachers must ensure the SAC/SAT meets the VCE Assessment Principles set out by VCAA in the relevant subject study design. Teachers should not administer the same SAC/SAT year-on-year, nor should they provide students with a SAC/SAT from an external source without review and modification.

SACs/SATs will be presented to students with the Lake Bolac College generic coversheet, with as much information as practical filled out.

FEEDBACK

Feedback from SACs/SATs will be given to students within two weeks of the task being completed.

RECORD KEEPING

Teachers must record all SAC/SAT results and pass onto the VASS coordinator when required.

VIRTUAL SCHOOL VICTORIA (VSV) SUBJECTS

Lake Bolac College offers students the opportunity to study subjects via Virtual School Victoria. Lake Bolac College is not responsible for the assessment of these subjects. Lake Bolac College is not required to supply a teacher or staff member to teach VSV students, as VSV are required to provide a teacher and relevant support for students. However, Lake Bolac College will attempt where practical to provide VSV students with a teacher point of contact on site to assist with managing the workload and clarifying questions with VSV students. It is not the responsibility of Lake Bolac College VSV support teachers to teach any content to students.

VSV Student Expectations

- > Complete coursework in a timely manner
- > Use study times/scheduled VSV lessons effectively.
- > Ask for assistance; first from the VSV class portal > secondly from the VSV class teacher> thirdly from a Lake Bolac College teacher
- > Attend all online classes.
- > Submit all assessments on time.
- > Review extra resources.

VSV Lake Bolac College Expectations

- > Provide study time for students to complete a VSV class.
- > Provide regular check-ins with students to review progress and management of workload.
- > Ensure VSV teachers are communicating with students and providing students with feedback on their work.
- > Administer assessments and provide space for assessments to be undertaken.

VSV Lake Bolac College Supervisor Expectations

- > Regular check ins with students to ensure they are up to date with work requirements.
- > Ensure students are completing VSV work in VSV study lessons.
- > Support students with technology
- > Support students with content if a VSV teacher is not able to
- > Notify the Wellbeing Team of any student concerns.

REVIEW CYCLE

This policy was last updated in January 2022 and is scheduled for review in November 2022.



SCHOOL ASSESSED COURSEWORK, 2021

ASSESSED BY:

MODERATED BY:

Victorian Certificate of Education 2021

STUDENT NAME:

Date:

VCE **SUBJECT**, Unit **#** – Outcome **#** Date, 2021

Reading time: **##** minutes

Writing time: **##** minutes

SAC TASK SHEET

<i>Number of questions</i>	<i>Number of questions to be answered</i>	<i>Number of marks</i>
#	#	#

- Students are permitted to bring into the assessment room:

Type here

Materials supplied

- Question/answer booklet.

• Type here

Instructions

- All written responses must be in English

Type additional instructions here

Students are NOT permitted to bring mobile phones and/or any other unauthorised electronic devices into the assessment room.

VCE SAC Authentication

Student Declaration

I declare that the work submitted for my VCE SAC was produced solely by me.

I am aware that I must not circulate or publish written work that is being submitted for assessment in this study, in the year of enrolment.

I declare that all resource materials and assistance used have been acknowledged and that all unacknowledged work is my own.

I declare that the content used in this SAC is not being submitted for any other VCE assessment purpose and has not been submitted previously.

I am aware that I must adhere to the SAC conditions located on the SAC task sheet.

Student name

VCAA Student Number

Signature

Date

Supervising Teacher Declaration

I declare that, to the best of my knowledge, the work submitted was produced solely by this student.

If I cannot declare that the work submitted for the VCE SAC was produced solely by the student I must contact the VCAA on 9225 2357 prior to submitting the Unit results.

Teacher name

Type here

School

Lake Bolac College

Signature

Date

Form sighted by

Principal/Asst.

Principal/delegate:

Has a plagiarism checker/detector been used by the school prior to submission? **Yes/No**

If **yes**, what software has been used? _____

The similarity/originality report produced by the plagiarism checker/detector is to be submitted with this declaration.

This declaration must be submitted to the VCAA as a separate file if requested for audit.

A copy of this declaration must be retained by the school and be available for audit purposes.