



FOUNTAIN GATE
SECONDARY COLLEGE

2023 VCE ASSESSMENT
& ATTENDANCE POLICY

STUDENT HANDBOOK

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*This Policy has been informed by the VCAA VCE Administrative Handbook.
This Policy was ratified by School Council on _____ and will be reviewed in November 2023.*

RATIONALE

The Fountain Gate Secondary College VCE Assessment and Attendance Policy is designed to ensure that all students have access to fair and equal opportunities in their VCE.

In order for students to achieve a satisfactory result, they must satisfy the requirements set out in the VCAA Study Design and this policy. The result for a unit will either be 'S' (Satisfactory), 'N' (Not Satisfactory) or 'J' (did not complete unit due to attendance or withdrawal from subject).

Fountain Gate Secondary College believes that in order to maximise students' potential and achievement in the VCE, students must be punctual and attend all timetabled classes. In accordance with the Victorian Curriculum Assessment Authority (VCAA) requirements, Fountain Gate Secondary College students should attend all timetabled and pre-arranged classes. This will allow students sufficient class time to develop the key skills and knowledge for their subject, and successfully complete set class work, School Assessed Tasks (SAT's), School Assessed Coursework (SAC's) and other school-based assessment.

Student attendance/absence falls under the following main categories in accordance with VCAA: Not Present (school explained), Not Present (parent explained), and Not Present (unexplained). In addition to these categories, the attendance will either be documented as 'VCE compliant', or not. For the absence to be 'VCE Compliant', documentation including original medical certificate, funeral notice or court notice needs to be provided.

AIM

The Fountain Gate Secondary College Assessment Policy aims to ensure that:

- All students have the opportunity to complete VCE to the very best of their ability.
- All students, teachers and school community are aware of the rules and expectations outlined by VCAA and Fountain Gate Secondary College.
- All students are treated fairly and consistently.
- All students have access to clear and consistent assessment practices.
- All students are supported with their learning.

VICTORIAN CURRICULUM ASSESSMENT AUTHORITY EXPECTATIONS

1.1 VCAA requirements for satisfactory completion of the VCE General

The minimum requirement for satisfactory completion of the Victorian Certificate of Education is 16 units which must include:

- Three units from the English group, including both Unit 3 and 4
- At least three sequences of Unit 3 and 4 studies other than English, which can include further sequences from the English group.

The Victorian Tertiary Admissions Centre (VTAC) advises that for the calculation of a student's Australian Tertiary Admission Rank (ATAR), satisfactory completion of both Units 3 and 4 of an English sequence is required.

1.2 VCAA requirements for satisfactory completion of the VCE Vocational Major

The minimum requirement for satisfactory completion of the Victorian Certificate of Education is 16 units which must include:

- 3 VCE VM Literacy or VCE English units (including a Unit 3-4 sequence)
- 2 VCE VM Numeracy or VCE Mathematics units
- 2 VCE VM Work Related Skills units
- 2 VCE VM Personal Development Skills units, and
- 2 VET credits at Certificate II level or above (180 nominal hours)

At least three sequences of Unit 3 and 4 studies This means 3 other full year studies at a year 12 level. You can do other VCE studies or VET.

1.3 Fountain Gate Secondary College requirements for VCE (including General and Vocational Major)

At Fountain Gate Secondary College students are required to study 12 units (six subjects) in Year 11 by either studying:

- 6 x Unit 1 and 2 studies; or
- 1 x Unit 3 and 4 study and 5 x Unit 1 and 2 studies (or other combination by approval).

In Year 12 students are generally required to study 10 units (five subjects)

- 5 x Unit 3 and 4 studies.

STUDY SCORES AND ATAR CALCULATIONS

1.4 VCE Study Score

When completing Unit 3 and 4 VCE General subjects, students are working towards a Study Score. The Study Score is a score out of 50 and is a ranking of all the students completing the subject statewide.

All VCE General students will complete Examinations and Scored Assessment.

Students in a VCE Vocational Major pathway who have elected to study in a VCE General unit will be required to complete all associated assessment tasks and will receive a study score for that subject. Section 2.1 will apply to these students.

1.5 Australian Tertiary Admission Rank (ATAR)

The ATAR is an overall measure of a student's achievement in their Year 12 studies in relation to that of other students. The ATAR allows tertiary institutions to compare students who have completed different combinations of VCE studies. It is calculated by VTAC solely for use by these institutions. The ATAR shows the position of a student relative to all students studying Year 12 or equivalent in a given year.

1.6 Calculation of the ATAR

Your ATAR is developed from an aggregate produced by adding your results for up to six studies as follows:

- The scaled study score in English, EAL, English Language or Literature.
- The next best three scaled study scores permissible (which together with the English study make the Primary Four).
- 10% of any fifth and/or sixth permissible scores that are available (these are called Increments)
- If you have more than six results, the six permissible results that gives the highest ATAR are used.

Additional aggregate points can also be available to students who complete university extension studies. Further information is provided as part of the application process for those studies.

Student expectations for the satisfactory completion of the VCE

Students at Fountain Gate are expected to make the most of the educational opportunities available to them, so students must:

- Abide by the college Code of Conduct and School Values
- Abide by VCAA and school rules governing all assessment tasks
- Always show respect to members of the College staff
- Never prevent others from achieving their personal best
- Accept the consequences if they breach rules

Fountain Gate students need to be committed to achieving their personal best and will:

- Complete all class work and homework
- Submit all hurdle tasks and/or VET Units of Competency when required
- Complete scheduled SACs, SATs and Exams when required (including after school hours)
- Attend before and after school academic support sessions relevant to studies
- Document SAC and SAT progress for authentication purposes

VCE students receive many privileges. These privileges come with responsibilities. VCE students are required to:

- Abide by the school VCE Attendance and VCE Assessment Policy
- Abide by the School Uniform Policy
- Attend all scheduled classes in a timely manner
- Not leave the school grounds during the school day, unless approved by the Senior Sub-School
- Conduct themselves in an appropriate manner in the VCE Study Centre including the VCE kitchen and classrooms
- Complete all required Hurdle Tasks, SATs, SACs, VET assessments, and examinations

Students will be required to sign a 'Statement of Commitment' that acknowledges their understanding of the VCAA expectations, Fountain Gate Secondary College expectations and the Assessment and Attendance Policy requirements (Appendix 1).

ASSESSMENT: SATISFACTORY COMPLETION OF UNITS

2.1 VCE General Unit Results

Satisfactory completion (S)

For Satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set outcomes as specified in the study design.

The student will receive an 'S' (satisfactory) for a unit if the teacher determines that the student can:

- Submit all hurdle tasks in a way that demonstrates an understanding of the key skills and knowledge for each Outcome.
- Complete the unit assessment task(s) (SAC/SAT) and demonstrate an understanding of the key skills and knowledge being addressed
- If required, satisfactorily completing redemption preparation tasks and redemption
- Submit work that is clearly their own and can be authenticated by the classroom teacher.
- Observe the school policy and VCAA rules in regard to assessment, submission of work and attendance.

Not Satisfactory completion (N)

The student will receive an 'N' (not satisfactory) for the unit when one or more of the following occurs:

- The student has not submitted a hurdle task within one week after the 'VCE At Risk of N Result' notification.
- The student's work cannot be authenticated or there has been a substantial breach of rules (refer to Breach of Rules: plagiarism, cheating and colluding).
- The student has not demonstrated an understanding of the key skills and knowledge on the hurdle tasks, SAC/SATs, redemption preparation tasks or redemption tasks despite the supports that have been provided.
- The student has been absent for more than 10% of classes without VCE approved documentation

2.2 VCE Vocational Major Unit Results

Satisfactory completion (S)

For Satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set outcomes as specified in the study design.

The student will receive an 'S' (satisfactory) for a unit if the teacher determines that the student can:

- Submit all hurdle tasks in a way that demonstrates an understanding of the key skills and knowledge for each Outcome.

- Submit work that is clearly their own and can be authenticated by the classroom teacher.
- Observe the school policy and VCAA rules regarding assessment, submission of work and attendance.

Not Satisfactory completion (N)

The student will receive an 'N' (not satisfactory) for the unit when one or more of the following occurs:

- The student has not submitted a hurdle task within one week after the 'VCE At Risk of N Result' notification.
- The student's work cannot be authenticated or there has been a substantial breach of rules (refer to Breach of Rules: plagiarism, cheating and colluding).
- The student has not demonstrated an understanding of the key skills and knowledge on the hurdle tasks despite the supports that have been provided.
- The student has been absent for more than 10% of classes without VCE approved documentation

2.3 Students at risk of a Not Satisfactory VCE Unit Result

A student may be determined 'At Risk of N' if they have not shown an understanding of the key skills and knowledge for a hurdle task or a SAT.

If a teacher believes a student is at risk of not being able to achieve a satisfactory result for an outcome, the student is required to:

1. Discuss the unsatisfactory result with their classroom teacher and clarify the new due date.
2. Attend a compulsory Academic Support Session. This is a time to work with the teacher to address the areas of concern from the original task. This can be done during class, at lunch time or afterschool.
3. Re-submit the required task to a satisfactory standard by the new due date.

A student may also be determined 'At Risk of N' if they have not shown an understanding of the key skills and knowledge for a SAC, or they have not achieved a result of 40% or higher in the SAC.

If a student is at risk of not being able to achieve a satisfactory result for an outcome for this reason, the student is required to:

1. Discuss the unsatisfactory result with their classroom teacher and clarify:
 - the redemption date
 - the requirements and due date of the redemption preparation task
2. Submit the redemption preparation task to a satisfactory standard by the due date and satisfactorily complete the redemption on the given date

2.4 VCE N Result

At the conclusion of the 'At Risk' process, if the student has still not achieved a satisfactory outcome, a 'VCE N Result' will be issued.

If a student receives an 'N' result for Unit 1 or 2, it is important that students maintain academic expectations for their own learning. Students must still complete all required assessments for the rest of the Unit. If a student receives an 'N' result for Unit 3 or 4, they may be removed from the subject and placed onto a study timetable.

See appendix 2 for the Process of N Result Flowchart.

REDEEMING OUTCOMES

3.1 Eligibility and process for a SAC redemption

If a student has not shown an understanding of the key skills and knowledge for a SAC, or scored less than 40%, then they are required to earn the opportunity for a redemption.

The student is required to:

- Discuss the assessment task with the teacher and the key skills and knowledge which they did not meet.
- Ensure they submit the redemption preparation task to a satisfactory standard by the due date.
- Satisfactorily complete the redemption task.

If a student does not satisfactorily submit the redemption preparation task by the due date, they will not be eligible for a redemption and will receive an N for the outcome.

If a student was absent for a SAC with or without VCE approved documentation, they do not need to complete a redemption preparation task prior to the Catch-Up SAC. For more information, see Section 5.

3.2 Style of redemption task

A redemption task assesses the key skills and knowledge which the student did not satisfactorily demonstrate on the original task. The student must independently demonstrate the key skills and knowledge which they did not demonstrate on the original task.

Redemption tasks are not scored. If a student is completing a redemption for a SAC, the student's score on the original SAC will not change, regardless of their result on the Redemption Task.

A redemption task could be adjusted to provide the student with the best opportunity to independently demonstrate the required skills and knowledge. This may be a different type of task – for example, a Redemption Task might be a short answer question, even though the original task was an essay.

A redemption task could be the original SAC. The style of redemption task is to be decided by the teacher.

3.3 Satisfactory and Not Satisfactory result upon redemption

If a student passes a redemption successfully for a SAC, the student will receive an 'SR' for the Outcome (satisfactory by redemption) on the Semester Report.

If a student is unable to independently demonstrate satisfactory understanding of the key skills and knowledge being assessed on the redemption task, or the student was absent from redemption without VCE-approved documentation, the student will receive an 'N Result' for the Unit.

FORMATIVE ASSESSMENT: HURDLE TASKS

Students will be required to independently complete a range of hurdle tasks throughout each unit of work. These formative tasks provide students with an opportunity to demonstrate their progressive understanding of the key skills and knowledge outlined in the study design.

Hurdle tasks are a requirement for the students' 'satisfactory' result for each outcome and unit. SATs and SACs will be used to determine students' Outcome Scores.

4.1 Hurdle Task Expectations

- Students must complete all assigned hurdle tasks.
- Hurdle tasks are a formative assessment and need to be completed throughout the study of the outcome, not at the end.
- Hurdle tasks need to be completed independently.

4.2 Extension of Hurdle Task deadline

Teachers may grant an extension of hurdle task deadline at their discretion. A new due date must be updated on Compass Learning Tasks for the student.

SUMMATIVE ASSESSMENT: SACs & SATs

5.1 School Assessed Coursework (SACs)

School-assessed Coursework (SACs), which consists of a set of assessment tasks that assesses each student's level of achievement in Unit outcomes as specified in the study design. For Units 3 and 4, the Victorian Curriculum and Assessment Authority (VCAA) aggregates these scores into a single total score for each student, which is then statistically moderated against the examination scores in the study.

5.2 School-assessed Tasks (SATs)

School-assessed Tasks (SATs) are set by the VCAA to assess specific sets of practical skills and knowledge. Teachers assess the student's level of achievement on the basis of a rating against criteria specified by the VCAA. Schools provide a score for each criterion. For Units 3 and 4, the VCAA aggregates these scores into a single total score for each student, which is then statistically moderated against the examination scores in the study.

5.3 SAC/SAT Authentication

Students are required to sign the provided cover sheet and declaration form for each SAC/SAT.

Students must ensure that all unacknowledged work submitted for an assessment task is their own. Teachers may ask students to further demonstrate their understanding of the task during the unit or upon submission of the work.

Any student who fails to sign this declaration may be subject to an investigation and become 'At Risk of N' result for the unit.

5.4 School Assessed Coursework completed outside of class

Students must sign a VCAA provided authentication record for work done outside class when they submit the completed task. This is available on the VCAA website.

Any student who fails to sign this declaration may be subject to an investigation and become 'At Risk of N' result for the unit.

5.5 Extension of SAC deadline application

An extension of time for an individual student to complete a SAC will be granted only in special circumstances. Students must submit an 'extension of deadline' application form (see Appendix 3) a minimum of 24 hours prior to the assessment date. This form is available outside the Senior Sub-School office.

To be granted an extension of time, the Head of Senior School may conduct an interview with the student and request evidence of work requirements/preparation completed prior to the assessment.

5.6 Extension of SAT deadline application

Students wishing to apply for an extension of time must submit an 'extension of deadline' application form to Senior Sub-School a minimum of 24 hours prior to the assessment due date.

To be granted an extension of time, the Head of Senior School may conduct an interview with the student and request evidence of work requirements/preparation completed prior to the assessment.

5.7 Student absent from a SAC

Students who are absent from a SAC must provide appropriate documentation to the VCE Attendance Officer within 24 hours of returning to school. The student must arrange an appropriate date and time to complete the task with their teacher.

If appropriate documentation was provided, the student should receive a variation from the original SAC and complete it under the same conditions as the original SAC at an appropriate alternate date.

If appropriate documentation was not provided, the student will be 'At Risk of N' (refer to Section 2.3). The student must still be given the opportunity to complete a SAC Catch-Up to achieve an 'S' result, however they will receive a 0 score. This task can be the same as the original SAC.

5.8 Student absent on the due date of a SAT

Students who are absent on the due date for a SAT are instructed to provide appropriate documentation to the VCE Attendance Officer within 24 hours of returning to school.

If appropriate documentation was provided, the student must submit the SAT on the day they return to school.

If appropriate documentation was not provided, the student will be assessed on what has already been sighted throughout the unit (this may include checkpoints or the authentication record). If the work sighted prior to the due date of the SAT does not demonstrate the key skills and knowledge being assessed, the student will be 'At Risk of N' (refer to Section 2.3).

VCE VOCATIONAL EDUCATION AND TRAINING (VET)

Students will receive a VCE unit credit for every 90 nominal hours of VET Units of Competency they satisfactorily complete. The VCAA Program Booklet for each VET study outlines which units of competency are compulsory/elective, and whether they provide credits for VCE Units 1 & 2 or 3 & 4.

6.1 Unit of Competency not satisfactorily completed

If a student does not satisfactorily complete a VET Unit of Competency by the due date, the student must:

- Generate a 'VCE VET: Unit of Competency not satisfactorily completed'
- Discuss the unsatisfactory result with classroom their teacher and:
- Identify whether the Unit of Competency is essential to achieving the VET qualification
- Identify whether the Unit of Competency is essential to completing 90 nominal hours this semester
- Clarify the new due date for the Unit of Competency to be satisfactorily completed.

If a student still has not satisfactorily completed the Unit of Competency by the new due date and this will prevent them from completing a minimum of 90 nominal hours this semester, the student will be issued a 'VCE N Result'.

Even if a student is no longer eligible to complete their VET qualification, they may be allowed to remain in the VET subject in order to attain VCE unit credits and Units of Competency.

6.2 Scored VET Assessments

Year 12 VET subjects will conduct scored assessments (SACs), which contribute towards the student's study score.

Students in a Vocational Major or unscored pathway will not be required to complete scored VET assessments unless those assessments are required for the Unit of Competency.

These SACs follow the process outlined in Section 5 of this policy. Catch-up VET SACs will only be available if the student's absence was VCE approved (otherwise, the student will receive a zero result for the SAC).

SPECIAL PROVISIONS WITHIN THE VCE

VCAA Special Provision aims to provide students in defined circumstances with the opportunity to participate in and complete their VCE. Special Provision is available to students completing the VCE for classroom learning, school-based assessment and VCE external assessments. Specific eligibility requirements apply for each type of Special Provision.

7.1 Internal and External Special Provision

Fountain Gate Secondary College has a set process to follow for putting in place Special Provisions for classroom learning and School Based Assessment.

Students who have been granted internal Special Provision will work with Senior Sub-School and the Inclusion Team to apply for external provisions. For VCE external assessments, the VCAA is responsible for determining eligibility and for granting provisions in the form of Special Examination arrangements and the Derived Examination Score.

Students who have not previously received internal provisions may still apply for external provisions with VCAA.

7.2 Eligibility for Special Provision

Students may be eligible for Special Provision if at any time they are affected in a significant way by:

- An acute or chronic physical or mental illness.
- Factors relating to personal circumstance.
- An impairment or disability, including a learning disorder.

If a student is granted either internal or external Special Provisions, teachers will be notified by Senior Sub-School or the Inclusion Team of appropriate modifications that need to be made to student learning.

7.3 Derived Examination scores

During the examination period, students may apply to VCAA through the Head of Senior School for a derived examination score. Students eligible for a derived examination score include but are not limited to:

- Those significantly affected by illness during the examination period.
- Those significantly impacted by factors relating to their personal circumstances and environment.

Students wishing to apply for a derived exam score will need to provide documentation from an appropriate professional (e.g. doctor) that supports their claim.

PLAGIARISM, CHEATING AND COLLUDING

8.1 VCAA Guidelines

At VCE level all cases of plagiarism, collusion or cheating may be very different in nature and that the process outlined below for incidents is a guide for students, teachers and parents. The Head of Senior School will assess each case individually and will decide on the appropriate course of action.

If a student is undertaking an assessment under test conditions, they must comply with VCAA examination rules. A student must ensure that all unacknowledged work submitted for assessment is genuinely their own. If required, a teacher may ask the student to demonstrate their understanding of the key skills and knowledge.

8.2 Suspected plagiarism, cheating or colluding

If a student is suspected of plagiarising, cheating or colluding on an assessment but the classroom teacher did not witness cheating or cannot prove plagiarism or collusion, the student may be required to submit further evidence in order to demonstrate the key skills and knowledge.

Students may be required to:

- Provide evidence of the development of their work.
- Discuss the content of the work with the teacher and answer questions and/or verbally demonstrate their degree of understanding.
- Provide samples of other work completed that demonstrate understanding of the original task.

- Complete, under supervision, a supplementary assessment task related to the original task.

If it is concluded that they did not plagiarise, the score on the original task will stand.

8.3 Confirmed plagiarism, cheating or colluding

If a student has been found to have plagiarised, cheated/colluded on an assessment, the classroom teacher is to discuss the matter with Senior Sub-School. Sub-School will then advise the student of the course of action which may include one or more of the below:

- Interview the student to understand the circumstances and post an 'At Risk of N' chronicle on Compass, with a 'Plagiarism Letter (VCE)' appended to it.
- Inform the parent/guardian.
- The student must re-submit the required task and ensure their work is their own.

The student can still earn the right of redemption for cheating/colluding or plagiarising an assessment. If the student is allowed to resubmit or resit a SAC/SAT they will receive a 'UG' (Ungraded) result. The student can still achieve an 'S' result for the Unit if they have demonstrated understanding for each assessment criteria.

If a student has plagiarised or cheated/colluded part of/all their work or SAC/SAT from another student, then the student who created the original work and willingly shared this may incur the same penalty as the student who plagiarised the work.

If a student has plagiarised on more than one occasion, the Head of Senior School may choose to issue an N result for the unit without providing the student the opportunity to re-sit or re-submit the task.

ATTENDANCE REQUIREMENTS

All students enrolled in a VCE program in Senior School are required to attend at least 90% of scheduled classroom instruction unless reasonable and valid grounds exist for them to be absent.

At the discretion of the Principal, Assistant Principal, or Head of Senior School, there may be unique situations where attendance is approved outside this Policy.

Students may be required to attend regular academic support sessions afterschool until 4pm. School Assessed Coursework (SACs) may also be scheduled to take place afterschool from 3.15-5.30pm. Students and parents will be notified of these sessions via Compass.

9.1 Attendance calculation

Students are expected to attend a minimum of 90% of timetabled classes, including Period 0 and 6 (where applicable). This means students cannot have more than 10 unapproved periods per subject per unit (semester). This includes transition periods.

If students do not adhere to the attendance requirements, they will receive an N result for the Unit.

9.2 Role of Attendance Officer

Classroom teachers and Senior Sub-School aim to keep students informed when their attendance is becoming a concern, however, the specific role of the VCE Attendance Officer is to support students in monitoring their attendance.

The Attendance Officer will enter all notes and certificates on Compass so that all records are available for classroom teachers and Sub-School to view.

VCE attendance is calculated in the following stages:

Stage 1: Attendance letter is generated and posted home when students have 5 periods of unapproved absences per unit.

Stage 2: Attendance letter is generated and posted home when students have 7 periods of unapproved absences per unit.

Stage 3: Final attendance letter is generated and posted home when students have 9 periods of unapproved absences per unit.

Stage 4: If approved, the Head of Senior School will notify the student of an 'N' result when they have reached 10 periods of unapproved absence for a subject.

- In some cases, students may move through the stages quickly due to many absences in a short period of time. The Attendance Officer will endeavour to contact parents/carers as soon as a student reaches a particular stage, however this may not always be possible. It is the responsibility of students and parents/carers to monitor their attendance via Compass, and ensure they are not at risk of receiving an 'N' result due to low attendance.
- In a similar way, students who provide medical certificates after many absences may find that their staged attendance will improve after they return to school and provide the medical certificates.

ATTENDANCE EXPECTATIONS

10.1 Parent and Guardian Expectations

Parents/Guardians of students who are absent are required to phone the school or log the details on Compass before 10.00am to explain their child's absence.

If a student is absent and the school has not been previously notified, a daily SMS message will be sent at recess (approx. 11:10am) to contact parents. Parental approval notes are recorded as Not Present (parent explained) and are not VCE approved absences.

10.2 Student expectations

All VCE students are expected to attend at least 90% of timetabled classes. Although the Attendance Officer supports students in monitoring their attendance, it is the student's responsibility to ensure they do not accrue more than 10 periods of unapproved absence per subject, per unit.

10.3 Arriving late and leaving early

Students must arrive to school and class on-time. If students are late and arrive after 8.55am, they must sign in using the Compass Kiosk, located in the main office foyer or Literacy Centre. The Kiosk late pass is then to be provided to the classroom teacher. If students are late to school or class without a valid reason, they will receive consequences from the classroom teacher and/or Senior Sub-School.

The amount of time late will be recorded as absent. For example, if a total of 60 minutes of lateness is recorded over the unit of work, this will count as one period per 60 minutes missed and it will be counted as part of the attendance percentage.

Students are not permitted to leave school grounds during the school day without permission, regardless of if they are 18 years of age and drive to school. Students who need to leave school early must be personally signed out at the front office by parent/guardian, and where possible, provide evidence of the appointment. The students must see one of the Sub School members and/or the Attendance Officer before they sign out at the front office. In cases where a student cannot be signed out by a parent, the student must have a signed note by the parent and have discussed this with Sub-School before exiting the school grounds. This will count as an unapproved absence, unless further supporting documentation is provided (see 'Approved Documentation').

Any student that drives to and from school must complete a 'Driving to School' form. These can be collected from the Senior Sub-School Office.

ABSENCES

11.1 School approved documentation

For an absence to be 'VCE approved', students must provide the VCE Attendance Officer with the appropriate documentation within the approved timeframe (please see section 11.2). This includes a medical certificate, COVID-19 testing results (official SMS notification), court notice or a funeral notice.

Statutory declarations are not accepted as sufficient evidence for missing a formal assessment.

Please note, email documents will be approved if the original sender's details have been provided. Scanned documents will not be accepted.

11.2 Absences due to illness

Students who are absent due to illness must provide the original documentation to the VCE Attendance Officer within 48 hours of their return to school (if it was a normal school day with no SAC/SAT). The Attendance Officer will review this documentation and if valid, will approve this on Compass.

If the absence took place on the day of a SAC/SAT, the student must provide the original documentation to the VCE Attendance Officer within 24 hours of their return to school (also see Sections 5.7 and 5.8)

When a student has been absent from school for prolonged periods or has been unable to complete all school-based assessment tasks because of illness or other special considerations, teachers in consultation with the Senior Sub-School may grant special provisions.

11.3 Absences due to co-curricular activities

Students who attend sports days, co-curricular and student leadership meetings, wellbeing sessions or are out of class but with permission, must ensure they communicate with the classroom teacher and the VCE Attendance Officer in advance to notify them of this. The student may be asked to provide evidence of this to ensure their attendance is approved.

Students must not miss a scheduled assessment task for any of the above outlined reasons unless approved prior by the Head of Senior School. Students wishing to apply for an extension of time must collect, complete, and submit an 'extension of deadline' application form to Senior Sub-School a minimum of 24 hours prior to the assessment due date. Approval for a SAC extension is not automatic, and students should not assume approval will be granted if they apply.

11.4 Absences due to a family holiday

Family holidays, extended family travel overseas and planned absences may not be accepted during VCE studies. Wherever possible, holidays should be scheduled within the term breaks. Students and families are required to seek permission for a family holiday at least four weeks in advance of the proposed leave. This involves submitting an 'extended leave' application form to Senior Sub-School (see appendix 4).

Approval for an extended absence is not automatic and parents should not assume approval will be granted. Absence without school approval will directly impact student attendance data. If an assessment task is scheduled to occur during this time, the student may not be granted permission to reschedule this SAC for a scored result.

If the student's application for leave is approved, the student must remain up to date with all course requirements and will be required to complete a study plan with the support of Senior Sub-School.

In unique circumstances, the Head of Senior School may provide exceptions to assessment requirements.

11.5 Absences due to cultural observances

The dates for cultural observances are difficult to predetermine as they vary between cultures/religions and from year to year.

Students who participate in these cultural observances must bring a note from home explaining this. It must be provided to the VCE Attendance Officer prior to the holiday for it to be school approved. Any notes that are received upon the student's return to school may not be accepted.

Students are generally allowed a maximum of 1 approved absence for cultural observance per year, however this may be extended at the discretion of the Senior Sub-School.

11.6 Absences due to bereavement

Students who are missing timetabled classes due to bereavement leave must notify the VCE Attendance Officer. Senior Sub-School will contact the family to discuss the duration of the leave and the approval process for the leave.

Senior Sub-School will then ensure a support plan is in place for this student upon their return to school.

UNSCORED PATHWAY

12.1 Unscored Pathway

An unscored pathway is a program choice only available to Year 12 students, and only in 2023. It will not be offered from 2024.

Year 12 students who wish to obtain their VCE Certificate but do not wish to acquire an ATAR for entrance into tertiary education, may apply to undertake an 'unscored' VCE pathway. The student is to approach the Head of Senior School to discuss this.

If a student completes an unscored pathway, they will not be required to sit the end of year exams and will not be required to sit SACs unless the SAC is necessary for the teacher to assess key skills and knowledge from the study design. Students on an unscored pathway will not receive an ATAR or a study score for any of their subjects.

In unique situations, a student completing an unscored pathway can be assessed outside of the Assessment Policy. Individual circumstances are to be discussed directly with the Head of Senior School.

Once a student is entered into an unscored VCE pathway, they are not able to transition back to a scored VCE.

12.2 Eligibility for an unscored pathway

The Head of Senior School is to ensure the below steps have been actioned before a student can move to an unscored pathway.

- Conduct an interview with the student to discuss the reasons for their unscored pathway.
- The Head of Senior School will determine whether this an appropriate pathway choice for the student.
- If so, the student will undergo careers counselling.
- The parent/guardian will be contacted by the Senior Sub-School to discuss the requirements and implications of an unscored pathway. All parties must reach agreement and sign the appropriate documents (see Appendix 5) which includes a 'Statement of Commitment'.

12.3 Student expectations

Students in an unscored pathway must still independently demonstrate the key skills and knowledge to receive an 'S' result for each Unit. This includes completing all hurdle tasks and where deemed necessary by the classroom teacher, assessment task (SAC/SAT) requirements.

A student who does not meet these requirements will be at risk of receiving an 'N' result and may be ineligible to successfully complete their VCE.

Students must also adhere to all VCE attendance expectations.

VICTORIAN PATHWAYS CERTIFICATE (VPC)

13.1 The Victorian Pathways Certificate

The Victorian Pathways Certificate (VPC) is an inclusive and flexible certificate. The coursework is designed and delivered at a level that is more accessible than the VCE. The VPC allows students to continue their studies until Year 12, however it is not an accredited senior school certificate.

Students are eligible to undertake a VPC if they have additional learning needs, which must be supported by documentation from a medical professional.

If a student is undertaking a VPC, they will attend a customised program based on their individual learning needs. This may include work placements. Students undertaking a VPC will generally attend VCE VM classes, however they will complete a modified program within those classes. This program will address the VPC curriculum.

Like VCE students, students undertaking a VPC must adhere to school and VCAA expectations, including the school's attendance policy.

Assessment in the VPC is more flexible than the VCE. Teachers will discuss their learning program with the student and develop assessments which help the student demonstrate their learning.

APPENDIX 1: VCE STATEMENT OF COMMITMENT

As a VCE student at Fountain Gate Secondary College, students are expected to make the most of the education opportunities available to them, therefore, as a VCE student, I will show a high level of commitment towards my studies and behaviour by:

Agreeing to:

- Abide by the college Code of Conduct and School Values
- Abide by VCAA and school rules governing all assessment tasks
- Always show respect to members of the College staff
- Never prevent others from achieving their personal best
- Accept the consequences if they breach rules

Being committed to achieving my personal best by:

- Completing all class work and homework
- Submitting all hurdle tasks and/or VET Units of Competency when required
- Completing scheduled SACs, SATs and Exams when required (including after school hours)
- Attending before and after school academic support sessions relevant to studies
- Documenting SAC and SAT progress for authentication purposes

I will demonstrate that I can take on the responsibilities associated being a VCE student by:

- Abide by the school VCE Attendance and VCE Assessment Policy
- Abide by the School Uniform Policy
- Attend all scheduled classes in a timely manner
- Not leave the school grounds during the school day
- Conduct themselves in an appropriate manner in the VCE Study Centre including the VCE kitchen and classrooms
- Complete all required Hurdle Tasks, SATs, SACs, VET assessments, and examinations

If at any time I require assistance with any of the above, I know to contact my teachers or the Senior Sub-School. All teachers are contactable via the school number (03) 8762 6839 and email.

IMPORTANT VCE CONTACTS

Robert D'Angelo Head of Senior School robert.dangelo@education.vic.gov.au	Duncan Threadgold Assistant Principal duncan.threadgold@education.vic.gov.au	Hindi Zarkovic Senior Sub-School Assistant hindi.zarkovic@education.vic.gov.au
Katherine Smith Year 11 and 12 Student Engagement Leader katherine.smith6@education.vic.gov.au	Hagger Mahmoud Year 12 Student Engagement Leader hagger.mahmoud@education.vic.gov.au	Izayah Ropata Year 12 Student Engagement Leader izayah.ropata@education.vic.gov.au
Steven Lowe Year 11 Student Engagement Leader steven.lowe@education.vic.gov.au	Amuda Ratnavelu Year 11 Student Engagement Leader amuda.ratnavelu@education.vic.gov.au	Tiina Hatherall VCE Attendance Officer Attendance Hotline (03) 8762 6844 tiina.hatherall@education.vic.gov.au
Kate Taylor Pathways Leader kate.taylor6@education.vic.gov.au		

I _____ of Year and Home group _____ have read the 2023 VCE Assessment

and Attendance Policy. In signing this VCE Statement of Commitment, I acknowledge that I understand these policies and I am aware that if I do not adhere to these policies, I may not be eligible to proceed to Year 12 or I may not receive my Victorian Certificate of Education at the end of the school year.

DATE:

SIGNATURE:

STUDENT MOBILE NUMBER:

(NON-SCHOOL) EMAIL ADDRESS:

APPENDIX 2: PROCESS FOR STUDENT RECEIVING 'N' RESULT FOR A VCE SAC

UNSATISFACTORY SAC RESULT

A student's SAC does not score at least '1' for each key skill/knowledge being assessed.

OR The student's SAC score is less than 40% overall

OR Student has unapproved absence from a SAC (or catch up SAC)

NOTE: the score achieved on the original task will not change (unapproved absences are a '0' result. The follow-up process is about helping the student achieve an 'SR' result (Satisfactory by Redemption))



STUDENT RESPONSIBILITY: EARNING A REDEMPTION

Discuss the unsatisfactory result with the classroom teacher and clarify redemption date.

Submit the redemption preparation task to a satisfactory standard by the due date



REDEMPTION PREPARATION TASK SATISFACTORY

Student completes the redemption on the set date.

NOTE: There is not a minimum percentage required to pass a redemption.



REDEMPTION PREPARATION TASK NOT SATISFACTORY

Student has not earned the opportunity for redemption.

NOTE: There is not a minimum percentage required to pass a redemption preparation task.



STILL UNSATISFACTORY

Student did not demonstrate an understanding of the key skills/knowledge being assessed on the redemption.

Student was absent from the redemption, without VCE approved documentation.



'N' UNIT RESULT

Unit 1 & 2 subject: Student will remain in the subject.

Unit 3 & 4 subject: Sub-school will move the student out of the subject.

VET subject: student may remain in the subject, depending on pathways.

APPENDIX 2: PROCESS FOR STUDENT RECEIVING 'N' RESULT FOR A VCE HURDLE TASK/SAT

UNSATISFACTORY TASK RESULT

A student's Hurdle Task/SAT does not demonstrate all the skills / knowledge being assessed.

OR

Student does not submit a Hurdle Task/SAT by the due date

NOTE: the score achieved on the original task will not change (unapproved absences are a 'O' result. The follow-up process is about helping the student achieve an 'SR' result (Satisfactory by Redemption)



STUDENT RESPONSIBILITY

Discuss the unsatisfactory result with the classroom teacher and clarify the new due date

Attend a compulsory Academic Support Session

Re-submit the task to a satisfactory standard by the new due date



STILL UNSATISFACTORY

Student has not demonstrated the necessary skills / knowledge by the new due date.



'N' UNIT RESULT

Unit 1 & 2 subject: Student will remain in the subject.

Unit 3 & 4 subject: Sub-school will move the student out of the subject.

VET subject: student may remain in the subject ,depending on pathways.

NOTE: 'N' results can also be issued for plagiarism, significant breach of VCAA/school rules, or unapproved absences from more than 10% of classes. See the FGSC VCE Policy for more details.

APPENDIX 3: VCE EXTENSION OF DEADLINE APPLICATION

Extension of assessment deadline: Students wishing to apply for an extension of time must collect, complete and submit an application form to their teacher and then the Senior Sub-School a minimum of 24 hours prior to the assessment. Students granted an extension of deadline must complete an equivalent SAC within a week of the original assessment date under the supervision of the Subject Teacher. To be granted an extension of time, the Head of Senior School may conduct an interview with the student and request evidence of work requirements/preparation completed prior to the assessment.

Please complete all fields below. Once complete, you must FIRST take this application to your classroom teacher to fill out and THEN submit it to the Senior Sub-School for approval.

Dear _____ (teacher), Date: _____

I _____ of Level and Home Group _____ would like to apply for an extension of time to complete my:

- Hurdle Task
- SAC/Redemption
- SAT
- VET Unit of Competency
- Coursework

Original due date: ____/____/2023

Provide an outline of why you have been unable to or you are unable to complete the assessment/coursework:

I understand that my application to this subject and work ethic displayed will be considered in the making of this decision. In submitting this application, I understand that it may not be approved and in this case I must adhere to the original due date set by the teacher. If I am unable to do this, I understand I may be at risk of an 'N' result.

Student Signature: _____ Parental/Guardian Signature: _____

DATE OF APPLICATION REVIEW:

SUBJECT TEACHER TO COMPLETE

TICK APPLICABLE:

- 24-hour notice given

STATUS OF APPLICATION: Approved / Not Approved

Comments:

New Due Date: _____ **Teacher Signature:** _____

DATE OF APPLICATION REVIEW:

SENIOR SUB-SCHOOL TO COMPLETE

STATUS OF APPLICATION: Approved / Not Approved

HEAD OF SENIOR SCHOOL SIGNATURE:

ENTERED INTO COMPASS: YES/NO

APPENDIX 4: VCE EXTENDED LEAVE APPLICATION

Absences due to a family holiday: Students are expected to attend 90% of timetabled classes, including Period 0 and 6 (where applicable). This means students cannot miss more than 10 unapproved periods per subject per unit. Therefore, family holidays, extended family travel overseas and planned absences are not accepted during VCE studies. Wherever possible, holidays should be scheduled within the term breaks. If this cannot be avoided, students and families are required to seek permission for a family holiday at least four weeks in advance of the proposed leave. Extended leave is defined as being away from school for more than 5 days and is not related to medical or bereavement leave.

Please complete all fields below including parent/guardian signature and submit this application to the VCE Sub-School for review.

Dear VCE Sub-School

Date: _____

I _____ of Level and Home Group _____ would like to apply for extended leave from:

Start Date of Extended Leave: ____/____/2023

End Date of Extended Leave: ____/____/2023

Total Days (not including weekends):

Due to this extended leave, below will be the total periods missed for each subject:

Subject: _____ Teacher: _____ Number of period/s missed: _____

Subject: _____ Teacher: _____ Number of period/s missed: _____

Subject: _____ Teacher: _____ Number of period/s missed: _____

Subject: _____ Teacher: _____ Number of period/s missed: _____

Subject: _____ Teacher: _____ Number of period/s missed: _____

Subject: _____ Teacher: _____ Number of period/s missed: _____

Please provide an outline of why you are applying for extended leave:

I understand that approval for an extended absence is not automatic and that I should not assume approval will be granted. I understand that absence without school approval will directly impact my attendance data and that if an assessment task is scheduled to occur during this time, I will not be granted permission to reschedule this SAC for a scored result.

I understand that if my application for leave is approved, I must remain up to date with all course requirements.

Student Signature: _____ Parental/Guardian Signature: _____

DATE OF APPLICATION REVIEW:

STATUS OF APPLICATION: Approved / Not Approved

HEAD OF SENIOR SCHOOL SIGNATURE:

ATTENDANCE OFFICER SIGNATURE:

ENTERED INTO COMPASS: YES/NO

OFFICE USE ONLY

APPENDIX 5 UNSCORED PERMISSION FORM

Dear Parent/Guardian,

Your child has been identified as someone who would benefit from completing an Unscored VCE Pathway. At Fountain Gate Secondary College, a student will only be eligible to complete an Unscored VCE if;

- They have selected to undertake an unscored VCE due to their career pathway.
- The student has failed to meet the requirements of the Fountain Gate Secondary College Assessment Policy.

What an Unscored VCE Pathway means:

- The student will not sit end of year examinations.
- The student will not receive an ATAR score.
- The student may still receive their Victorian Certificate of Education.

Student Expectations for an Unscored VCE Pathway:

Students in an unscored pathway must still independently demonstrate the key skills and knowledge to receive an 'S' result for each Unit. This includes completing all hurdle tasks and where deemed necessary by the classroom teacher, assessment task (SAC/SAT) requirements.

A student who does not meet these requirements will be at risk of receiving an 'N' result and may be ineligible to successfully complete their VCE.

Students must also adhere to all VCE attendance expectations, attending 90% of their scheduled classes.

If you have any queries in relation to the information contained in this letter, please do not hesitate to contact the College on (03) 8762 6839 and speak to Mr Robert D'Angelo (Head of Senior School), or Mr Duncan Threadgold (Assistant Principal).

Yours sincerely,

Robert D'Angelo
Head of Senior School

Duncan Threadgold
Assistant Principal

STUDENT AGREEMENT

I _____ of Level and Home Group _____ would like to apply for an Unscored Pathway.

Provide an outline of why you are applying to complete an unscored VCE.

I have read the information provided on an Unscored Pathway. I understand that I will not sit the end of year exams and that I will not receive an ATAR score. I understand that I will still receive a VCE Certificate if I adhere to the expectations outlined.

Student Signature: _____ Date: ____/____/2023

PARENT/GUARDIAN AGREEMENT

I _____ give permission for my son/daughter to enter into an Unscored VCE Pathway. I have read the information provided on an Unscored Pathway. I am aware that they will not be sitting the end of year exams and will not be receiving an ATAR score. I understand that they will still receive a VCE Certificate if they adhere to the expectations outlined.

Parent Signature: _____ Date: ____/____/2023

OFFICE USE ONLY

DATE OF APPLICATION REVIEW: _____

- | | |
|--|---|
| <input type="checkbox"/> TICK APPLICABLE:
Senior School Interview | <input type="checkbox"/> TICK APPLICABLE:
Entered into Compass |
| <input type="checkbox"/> Course Counselling Completed | <input type="checkbox"/> Classroom Teachers Notified |
| <input type="checkbox"/> Parent Correspondence Completed | <input type="checkbox"/> VASS Coordinator Notified |

STATUS OF APPLICATION:
Approved / Not Approved

HEAD OF SENIOR SCHOOL
SIGNATURE: