



# EMERALD SECONDARY COLLEGE

## SENIOR SCHOOL STUDENT POLICY

*This Policy has been informed by requirements of the Department of Education, the Victorian Curriculum and Assessment Authority (VCAA) and College expectations. The policy should be read in conjunction with the Senior School Student Handbook which contains further detail and supporting documents.*

### PURPOSE

- To inform students and families about the processes and expectations for Senior School Students regarding course structure, satisfactory completion, attendance and promotion.
- To ensure success, fairness and equity for all students in the Senior School, whilst promoting a culture of high expectations.
- To create a safe environment for all students and members of the school community.

### POLICY

#### **Satisfactory Completion of Studies:**

To gain a pass, students must demonstrate an understanding of each required *Learning Outcome* in the unit by completing designated School Assessed Coursework (SAC) and other coursework. If a Learning Outcome is not met satisfactorily this will result in an “N” for the Unit, irrespective of performance on the other outcomes. It is the class teacher’s responsibility to determine whether a student has satisfactorily demonstrated a Learning Outcome. Students must satisfy set standards in order to pass a unit in a combination of assessment and coursework.

A student who scores below 40% on a SAC (School Assessed Coursework) or SAT (School Assessed Task) will have an opportunity to re-sit the task or complete an alternate one as determined by the teacher. The mark from the initial SAC or SAT will be used to contribute to the student’s study score/overall grade. The redemption task is an opportunity for the student to show they can receive and learn from feedback. An improvement on the redemption will help in the student gaining an S. All Redemptions must be completed within 1 week of the student being informed of their original result. A SAC or SAT can only be redeemed once. In the event of a student not successfully demonstrating the outcome in the second attempt, the student will be interviewed by a representative of the Senior Sub-School. Study habits and pathways will be discussed and strategies put in place to support the student in their subsequent learning and assessment tasks.

## Attendance

Senior school students are expected to attend all timetabled Home Group, classes, excursions, assemblies and other College activities. Students are expected to be punctual. For an absence to be considered 'school approved', a medical certificate or equivalent must be received. Any other absence will not be deemed 'school approved', even if it has been approved by a parent/guardian. Absence for School Assessed Coursework has more stringent approval requirements to maintain fairness and equity for all assessments undertaken.

Each Unit (VCE and VCAL), students must maintain a VCE % Attendance (accessible via Compass) of at least 90%. The Senior School will monitor student attendance closely, and communicate with students, parents/guardians and teaching staff, students whose attendance is of concern. The College has a staged response to support student attendance. A Senior School Advisory Panel may be required to meet with the student and parent/guardian to explain the absences and to discuss the consequences of unapproved absences. At the end of a Unit, a 'VCE %' attendance below 90% will result in an 'N' result, as teachers will be deemed unable to authenticate student's work.

## Absence from SAC/Assessment Task/Reschedule or Redemption

If a student is absent from a SAC/Assessment Task/Reschedule or Redemption, they **must** produce a medical certificate (or equivalent) upon their return to the Senior School. The student will be required to sit the SAC during the next reschedule/redemption night (Monday or Wednesday 3:20pm – 4:50pm) within a 1 week period.

If **no medical certificate** is provided, an 'NA' result will be issued for the SAC, which will negatively affect the student's study score.

## Course Load

### Year 11

Students in Year 11 are required to take **six** VCE subjects or their equivalent (such as five VCE subjects and a VETis course).

### Year 12

Students in Year 12 are required to take **five** subjects or their equivalent (such as four VCE subjects and a VETis or University Extension course).

### Reduced Course Load Conditions

- there is *significant* medical or environmental conditions that makes five subjects onerous. Documentation from the most relevant supporting specialist professional is required for consideration i.e. for mental health related conditions, a letter from a psychologist or psychiatrist rather than a General Practitioner is required.
- the student is undertaking a 3 year VCE and will not qualify for the VCE in a 2 year period

## Final day for Course Changes

Course/subject changes outside of the official course selection process, will only be made up until Week Three of the calendar year. There are many factors to consider when requesting a course change and the student will need to speak to all the relevant staff members (subject teachers, careers councillor). The student must then make a request to the Senior Sub-school Leader to change subjects.

## Students Meeting Deadlines

If a student does not meet a due date for an Assessment Task and has not been granted an extension, he or she may be required to attend a Senior School Advisory Panel Interview to decide the consequences. This applies to both SAC and SAT components. If a student has a School Approved absence for the above, then the task or a replacement task can be completed through the Reschedule process. If the absence was not approved, then the student scores zero for the task, but will be granted a further opportunity to demonstrate the Learning Outcome via the Redemption process

## Extensions

A student may apply for an extension of time at the school level to complete assessment tasks, SACs or SATs by discussing the grounds for an extension with the Senior Sub-school Leader. An extension will only be granted on the basis of a medical certificate or other substantial evidence of significant reason, such as a death in the family, other family crisis, or having to represent the school or alternative body at an event. Wherever possible, the extension request should be made prior to the due date. In extenuating circumstances in Semester 1, S or N results can be held over as N (redeemable) under this condition.

## Authentication of Work

All students are required to complete their own work. SACs and SATs are subject to VCAA authentication requirements – students must submit **only their own work** and acknowledge other influences in their work appropriately. Please note that the onus of proof here is on the student – they are required to supply drafts and evidence of background work in the event of an appeal.

Emerald Secondary College has developed a policy for plagiarism offences on work in units of study other than official SACs and SATs. If a student is unable to authenticate their work or if the teacher believes the work is plagiarised, the teacher will bring evidence to the notice of the Senior School Leader. A panel will be convened, and students will be allowed to present information to assist them in their case.

Students who are found guilty of submitting work that is plagiarised or copied on a first occasion will be required to complete an alternative task to meet the outcome, however they will get zero for the assessment task. This has implications for passing the subject. Any students found guilty a second time in a year will receive an N for whatever unit in which the plagiarism was committed.

## Promotions

Emerald Secondary College has high expectations for student performance and achievement. Students are promoted to the next year level and provided with a program that meets their individual pathways; careers aspirations and that provides them the best opportunity to experience success. Students are required to have demonstrated a capacity for such future success through their achievement in the previous learning.

### Year 11 promotion to 12

Year 11 VCE students study a total of 12 Units over the year. To have access to a full Year 12 course a student must:

- satisfactorily complete a minimum of **eight** 1/2 Units including one English
- meet the 90% VCE % attendance requirement

Year 11 VCAL students progressing to Year 12 VCAL must:

- have met the requirements of Intermediate VCAL
- meet the 90% VCE % attendance requirement
- or if moving from VCE to VCAL have satisfied the above VCE requirements (unless the Senior School Advisory Panel deems otherwise on a conditional basis)

## Acceleration Studies

Emerald Secondary College has high expectations for student performance and achievement. To maximise VCE performance, students are encouraged to accelerate (S.E.A.L and mainstream) within a study, however academic **benchmarks** must be met to ensure student capacity to cope with the additional challenge and to ensure the likelihood of success. Acceleration would normally commence in Year 10 within a Year 11 VCE study.

### **Yr 11 Students Continuing to Accelerate**

Students are required to apply to ***Continue to Accelerate*** within a study each year. Acceleration is not automatic and is determined each year based on a student's overall academic performance. To be permitted to 'Continue to Accelerate', students must have met VCE Attendance requirements, and passed all SACs and exams at least to a Medium standard.

### **Special Provision**

Special Provision is designed to allow students the maximum opportunity to demonstrate what they know and what they can do.

***Please note – No Special Provision will be applied in VCE or VCAL without prior authorisation from either the Senior School Leader or Assistant Principal for the Senior School.***

There are two types of provision:

- School-approved – relating to curriculum delivery and school-based assessment
- VCAA-approved – relating to VCAA exam conditions and determining a Derived Exam Scores (DES) if a student misses a VCAA exam

In each case there are specific eligibility requirements that apply. ***In considering any ongoing Special Provision, the College has a responsibility to only grant Special Provision where there is significant documented evidence and that it is believed will be approved by the VCAA for Special Examination Arrangements.***

#### **Grounds for claiming Special Provision include:**

- Significantly adversely affected by illness (physical or psychological), personal environment or other serious cause.
- Disadvantaged by disability or impairment, including a learning disability and hearing or vision impaired.

#### **Special Provision strategies used in VCAA exams include:**

- Extra writing time to complete the exam
- Rest breaks
- Provision of appropriate materials dependent upon the student's needs e.g. a laptop
- Provision of a scribe if necessary

#### **Special Provision strategies used in SACs/SATs to enable students to address their issues include:**

- Allowing the student to complete at a later date
- Rest breaks
- Provision of a scribe if necessary
- Allowing the student extra time
- Access to a separate room
- Setting a substitute task of the same type/challenge
- Replacing a task with a different type
- Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended
- Using technology, aides or other special arrangements to undertake assessment tasks

VCAA applications for Special Examination Arrangements (applicable for any students who will complete a VCAA exam, including the GAT during 2020) close mid-March. All relevant documentation is required to the school no later than March 2<sup>nd</sup>. The school will need these documents to write a supporting statement and organise any tests that the student might need to sit. In some cases a student may have to sit anywhere between one to three 30 minute tests. After the 2<sup>nd</sup> March each student will be informed about the number of tests they need to sit and the scheduling of these tests.

School-based applications for all Unit 1/2 coursework and exams will be dealt with by the Senior School and, if approved, the student's teachers will be notified of the strategies that should be applied as part of this consideration. This can be used as part of a formal application to the VCAA.

### **Distance Education**

Emerald Secondary College offers a broad range of VCE study options in all learning areas. Although select students may be eligible to undertake a VCE study with Distance Education Centre Victoria (DECV), research and past student performance indicates that students are often less successful in studies completed without ongoing contact with a teacher and peers. Emerald Secondary College may allow a student to undertake a VCE study with Distance Education Centre Victoria if all of the following conditions are met:

- They have passed all Year 10 / Year 11 English units
- The student has an Organisation Grade Point average of 4 on their Progress Reports
- The subject is offered at ESC but clashes with another study in their pathway plan
- There is a teacher at the College that can support the student with their learning
- During course selection all students are required to select a full course load at the College
- DECV applications will only be accepted after courses are published
- Following confirmation of enrolment in DECV, students will be removed from a study at the College

### **Unscored VCE**

All VCE students at Emerald Secondary College enrol in the VCE with the understanding that they will be required to undertake exams for each Unit 3/4 sequence. The Senior School Advisory Panel *may* identify a very small number of students during the year and offer them the opportunity to undertake an 'Unscored VCE'. This offer will be made after careful consideration of many different factors that have/are impacting on the individual student. The Senior School Leader, Assistant Principal for the Senior School and Careers/Pathways Leader, will guide prospective students and their families through this process. The process for an unscored VCE will occur after the completion of Unit 3 and be finalised before 20<sup>th</sup> July.

### **Examinations**

Examinations are an important part of school life. They form a significant part of assessment in formal education and are the primary source of information used to assess a student's eligibility to enter tertiary education.

Examinations are a means of assessing how well students have understood a common core of required knowledge and skills. Success in examinations requires students to be able to

- keep an organised record of work over a semester or a year
- summarise and review a number of topics in a subject at one time
- memorise important knowledge and practise subject-based skills
- organise time for study
- manage stress levels, and
- work under examination conditions

Emerald Secondary College recognises that training in, preparing for, and sitting examinations are valuable skills for students in preparation for senior studies, both in secondary and tertiary education.

**Attendance** at examinations is an expectation for all students at the College. Parents should contact the Senior School Leader if there are issues regarding student attendance in the examination period. Special consideration will be given on medical or compassionate grounds when formal documentation is provided. Family holidays are not an approved excuse for non-attendance at examinations.

*Formal documentation includes medical certificates or certificates of attendance from other authorised organisations for exceptional circumstances.*

Students who are absent from an exam with an approved absence will be awarded an NA and will be required to discuss pathway option and their course selection may be effected.

### **Students enrolled during the semester**

Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete the exam. Students who are enrolled 5-10 weeks before the exam are expected to sit the examination; however, teachers should modify the expectations according to the areas of study that the student has covered.

Students who are enrolled less than four weeks prior to the exam will be expected to complete an alternative task (set by the classroom teacher) during the examination time.

### **Reporting on examinations**

Examination results for Years 11 are reported as a separate item on the mid and end of year reports. Year 11 examinations are separate to School Assessed Course work (SAC). An exam may be used as a final redemption task to be awarded an S for an outcome. Students must achieve a minimum 40% on exams or a Redemption will be required.

### **Students Driving to School**

Any student that holds a valid Victorian licence who intends to drive to school, both on a regular basis or occasionally, must comply with the school policy and is required to complete the *Parent Permission and Student Agreement Form*. This can be found (with a parent letter) in the Senior School Student Handbook or can be requested from the Senior School Office.

All requirements and expectations outlined enable the College to maintain a duty of care for school community members. This includes to closely monitor student use of motor vehicles on the school premises, minimise potential for risk of injury or incident related to the use of student motor vehicles and to maximise adherence to the Victorian road rules/laws.

Requirements for Students Driving Cars to School at Emerald Secondary College:

- Students are required to adhere to all road rules and drive in a safe and responsible manner, including adhering to all College signage such as speed limits on school grounds.
- Students are only to use their car for travelling to and from school. Students are not permitted under any circumstances to drive from the school grounds during the day.
- Student licence details and car make and registration must be recorded with the school.
- Students may only park in the designated student parking area and must display the College issued *Parking Permit*.
- Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. The school has a rule that, no more than one peer aged passenger should travel with the driver, in line with Graduated Licensing System (GLS) peer passenger restrictions. The GLS condition requires all P1 (Red Plates)

drivers to carry no more than one peer passengers (aged 16-22 years). Peers do not include siblings. This condition does not apply when a fully licensed driver is sitting in the front passenger seat.

- Students are required to notify the school of any passenger who may be travelling with them to and from school.
- Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Parent permission and Student Agreement Form.
- Sanctions will apply where students fail to meet these obligations. These include but are not limited to the temporary or permanent removal of driving/parking privileges, suspension, After School Detention and parent meetings.
- Any unsafe driving behaviour or breaches of road rules will be reported to the police.

## **REVIEW CYCLE**

This policy was last updated on 26/02/20 and is scheduled for review in November 2020.