

Nunawading Christian College

VCE Student Handbook 2024



Contents



| | |
|---|-----------|
| NCC VCE program 2024 | 5 |
| 1. VCE Overview | 6 |
| Academic and Career Guidance at NCC | 7 |
| VCE Registration | 8 |
| Student numbers and personal identification numbers (PINs) | 8 |
| Data checking | 8 |
| VCE units | 8 |
| Entry to VCE studies | 8 |
| VASS | 9 |
| Specific entry requirements for English as an Additional Language (EAL). | 9 |
| Students from a non-English-speaking background | 9 |
| Special circumstances for EAL status | 10 |
| Eligibility for award of the VCE | 10 |
| Minimum requirements for the award of the VCE | 10 |
| Recognition within the VCE for Higher Education Studies (University Extension) | 11 |
| Repeating VCE units | 11 |
| Withdrawal from study | 12 |
| Compassionate Late Withdrawal | 12 |
| Change of academic load – NCC policy | 12 |
| Personalised programs for individual students | 12 |
| Off campus studies | 13 |
| Roles and Responsibilities for off campus studies | 13 |
| Monitoring student attendances for off campus studies | 14 |
| Study periods | 15 |
| VCE examination timetables (Unit 3 & 4) | 15 |
| NCC VCE examination timetables (Unit 1 & 2) | 15 |
| 2. Attendance and Assessment Rules | 16 |
| VCE class attendance | 16 |
| VCE SAC/ assessment class attendance | 17 |
| Absences during a SAC | 17 |
| Absences before a SAC | 17 |
| Application for approved absences or change of SAC date for an individual student | 18 |
| Potential fees for a SAC makeup session | 18 |
| Special circumstances | 18 |
| 3. Satisfactory completion of units (to get your VCE) | 19 |
| Satisfactory completion of VCE units | 19 |
| Satisfactory VCE unit result | 19 |
| Not Satisfactory VCE unit result | 19 |
| Redeeming outcomes: submitting further work | 20 |
| VCE unit result of J | 20 |
| Lost, stolen or damaged work | 20 |
| Care in the use of computers | 21 |
| 4. Getting marks for Units (to get study scores and an ATAR) | 21 |
| SACs (School-assessed Coursework) | 21 |
| Work completed outside class | 21 |
| SATs (school-assessed Tasks) | 21 |
| Authentication | 22 |



| | |
|--|-----------|
| Strategies for avoiding authentication problems | 22 |
| Scheduling assessment tasks | 22 |
| SAC dates and notifications: | 22 |
| Change of SAC dates: | 22 |
| SACs completed outside of class: | 23 |
| Marks | 23 |
| Lost work/computer issues | 23 |
| Drafting | 23 |
| Rules for assessments under test conditions and authentication of student work | 23 |
| VCE written examinations and the General Achievement Test (GAT) | 26 |
| Rule breaches and investigations | 27 |
| Investigation of breaches of assessment rules | 27 |
| Investigation of breaches of authentication rules | 27 |
| Hearings | 28 |
| Penalties and appeals | 28 |
| Examinations for Unit 3 and 4 | 28 |
| Examination timetables | 28 |
| Students with three examinations timetabled on one day | 28 |
| Timetable clashes | 29 |
| Late arrivals | 29 |
| Absence from examinations | 29 |
| Marking examinations | 29 |
| The GAT | 29 |
| Purpose of the GAT | 30 |
| School-based Assessment and the GAT | 30 |
| Examinations and the GAT | 30 |
| Derived Examination Score (DES) and the GAT | 30 |
| Exemption from the GAT | 31 |
| Eligibility for exemption from the GAT | 31 |
| 5. Results and Reports from VCAA | 32 |
| Study scores and study score calculations | 32 |
| Statistical moderation | 32 |
| Reporting VCE | 33 |
| VCE Certificate | 33 |
| VCE Statement of Results | 33 |
| VCE completion of units | 34 |
| Reporting graded assessment results | 34 |
| Reporting study scores | 34 |
| Delivery of results | 35 |
| VCE Results and ATAR Service | 35 |
| Statement of Marks and Statement of Study Score | 35 |
| Inspection of scripts and audio recordings | 35 |
| Final results | 35 |
| Student examination reassessment | 36 |
| 6. Special Provision | 36 |
| 7. Year 12 privileges | 36 |
| 8. VCE Personnel at NCC - 2024 | 37 |
| 8. Glossary of VCE Related Terms | 38 |

References are made throughout the document to the VCAA Administrative handbook.

<https://www.vcaa.vic.edu.au/administration/vce-vcal-handbook/Pages/index.aspx>





NCC VCE program 2024

| Year 12 | | Subject options |
|--|--|-----------------|
| Block A | English (Units 3&4) | |
| Block B | Texts and Traditions (Units 3&4) | |
| Block C | General Maths (Units 3&4) Maths Methods (Units 3&4) Other _____ | |
| Block D | Biology (Units 3&4) Chemistry (Units 3&4) Other _____ | |
| Block E | Legal Studies (Units 3&4) Accounting (Units 3&4) Systems Engineering (Units 3&4) Physics (Units 3&4) Art Making and Exhibiting (Units 3&4) Other _____ | |
| Comments | Some students are doing a VET, VSL, VSV subject. Some students completed a VCE Unit 3,4 Extension subject in 2022 Some students may be on a modified program for various reasons. | |
| Year 11 | | Subject options |
| Block A | English (Units 1&2) | |
| Block B | Texts and Traditions (Units 1&2) | |
| Block C | General Maths (Units 1&2) Maths Methods (Units 1&2) Other _____ | |
| Block D | Biology (Units 1&2) Business Management (Units 1&2) Physics (Unit 1 & 2) Other _____ | |
| Block E | Business Management (Units 1&2) Health and Human Development (Units 1&2) Chemistry (Units 1&2) Psychology (Unit 1&2) Other _____ | |
| Block F | VET Cookery (1st Year Program) | |
| Comments | Most Year 11 students will be completing an extension subject from Block E in the Year 12 Program Some students may do a VET subject. Some students may be on a modified program for various reasons. Some students are doing a VSL or Distance Ed subject. | |
| Year 10 Extension VCE program | | |
| * Students will be closely monitored to ensure successful completion. A student may be moved into a standard Year 10 option if the extension subject proves too difficult. | Business Management (Units 1&2) Health and Human Development (Units 1&2) Psychology (Unit 1&2) VET Cookery (1st Year Program) Other _____ (eg VSL/ VET/VSV) | |



1. VCE Overview

The Victorian Certificate of Education (VCE) is a senior secondary certificate of education designed to be completed over a minimum of two years.

Each VCE study is designed to provide a two-year program. Studies (= subjects) at Unit 1 and Unit 2 level are nationally and internationally benchmarked to a Year 11 standard, and studies at Unit 3 and Unit 4 level are benchmarked to a Year 12 standard. Units 1 and 2 can be completed as single units and Units 3 and 4 in each study are designed to be taken as a sequence.

At NCC, Year 11 students study 6 subjects. This may include off campus options such as TAFE, VSL or may include a Unit 3,4 subject started in the previous year as part of the Year 10 VCE Extension Program. Year 12 students study 6 subjects, but one of these may be completed in Year 11. Any variations must be approved by the Academic Committee. Reasons for a reduced load include health issues, learning difficulties or family circumstances that impact on study time.

Satisfactory completion of a VCE unit is based on the successful completion of outcomes. Each VCE unit comprises a set of two to four outcomes. Satisfactory completion of units is determined by the class teacher, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements.

Subject overviews, including how to achieve satisfactory completion are given out by VCE teachers at the beginning of each semester.

Levels of achievement for Units 1 and 2 are determined by schools and not reported to the VCAA. Levels of achievement for Unit 3 and 4 sequences are assessed using School-based Assessments and external assessments including examinations.

For Unit 3 & 4, each VCE study has three graded assessment components: either one School-based Assessment and two external assessments, or two School-based Assessments and one external assessment. Each of the three graded assessment components contributes to a study score. Graded assessments are reported on an 11-point scale ranging from grade A+ to E, or as UG (Ungraded).

There is one examination period each year. The performance and oral examinations occur in October and the written examinations are held in October and November. The General Achievement Test (GAT) is conducted in June.

There are three forms of School-based Assessment for Units 3 and 4:

- School-assessed Coursework (SAC) is based on an assessment of each student's overall level of achievement on the assessment tasks specified in the study design for assessing achievement of the unit outcomes. Schools provide a score for each component of coursework specified in the study design. 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. The GAT may also be used in statistical moderation.



- 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. 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. The GAT may also be used in statistical moderation.

Academic and Career Guidance at NCC

Students of NCC receive guidance for their academic and career decisions.

As much as practicable, parents should be included in academic and career decisions. Entering the VCE program at NCC is planned and intentional to maximise individual student success. The following supports are available to all NCC students:

1. A junior program exploring strengths and interests of students.
2. Career Pathway program for Year 10 students leading up to VCE subject selection which includes:
 - i. My Career Match testing for all students
 - ii. Careers & VCE Subject Selection information night for parents and students, incl debrief of My Career Match report
 - iii. Introduction of students to VCAA subjects - students submit expressions of interest in subjects.
 - iv. Introduction of students to VTAC Course Search
 - v. Mini subject overview presentations by VCE Teachers
 - vi. Selection process undertaken by students with teacher and parent consultation
 - vii. Ongoing Career-ready incursions, including cover letter/CV/interview skills
 - viii. Career Expo excursions
 - ix. Individual parent/student/teacher interviews to discuss pathways
3. Senior student programs are regularly reviewed by the VCE Coordinator in consultation with teachers and the student. Parents are kept informed of any concerns or recommendations.
4. Adjustments for students with differing abilities and VCE needs include:
 - a. For students who need academic extension:
 - i. support with a University subject if the student is interested or able.
 - b. For students who need struggle with the mainstream VCE program:
 - i. additional support from teachers
 - ii. support from the Wellbeing Officer as needed to cope with anxiety, work load, study skills
 - iii. flexibility of deadlines
 - iv. flexibility of tasks to match what is manageable for each student while maintaining minimum requirements to meet satisfactory completion
 - v. reducing the number of subjects
 - vi. focusing on satisfactory completion in one or more of the subjects and not on the final study score (unscored program)
 - vii. adjusting subject choices to suit capabilities (at the end of each semester or as needed)
 - viii. moving to a 3 year VCE if needed
 - ix. exploring a VET possibility for one subject

- x. support with moving to a suitable VET or Vocational VCE pathway if VCE is not suitable.



VCE Registration

Students must complete and submit the relevant Student Personal Details form (on VASS) to their home school for each year in which they enrol. Students must use their legally registered names when enrolling in a senior secondary qualification.

Student numbers and personal identification numbers (PINs)

The student number is a key identifier that allows the VCAA to securely maintain student result data and to identify the student for an examination. A Student Full Details report will be printed and distributed to individual students as the means of communicating the student number.

Student PINs (these are different to student numbers) are allocated to students for the purposes of obtaining their end-of-year results from the VCE Results and ATAR Service. These will be given out to Year 12 students during the VTAC information night in August. Students should keep their PIN in a secure place to avoid unauthorised access to their results via the results service at the end of the year.

Data checking

From time to time, each student will be given VCAA forms to check details of name, address, subjects enrolled in etc. It is the student's responsibility to check that information is recorded accurately. If you fail to check these accurately, you will have to pay any late fee VCAA imposes for a late change of data.

VCE units

Although Units 1 and 2 are benchmarked to a Year 11 standard and Units 3 and 4 to a Year 12 standard, student programs may include some Units 1 & 2 in the second or final year and/or some Units 3 & 4 sequences in the first year.

Units 1 and 2 may be undertaken separately or as a pair.

Units 3 and 4 of all studies must be undertaken as a sequence. Unit 3 must be offered in Semester 1 and Unit 4 must be offered in Semester 2.

Entry to VCE studies

Students may enter studies at the level of Unit 1, 2 or 3. In some studies, students are advised to complete either or both Units 1 and 2 before attempting Unit 3, or have equivalent experience, or be willing to undertake some preparation. This advice is published in the study design for each study.

Units 3 and 4 are designed to be taken as a sequence; students must undertake Unit 3 before commencing Unit 4 of a study. Unit 3 and 4 must be completed in the same calendar year.

VASS

VASS is a database through which schools maintain student details, assessment information and school details. It is imperative that the accuracy, privacy and security of VASS data are maintained at all times. The VCE Coordinator oversees the process of enrolling students on VASS and that students sign a Student Full Details Report at the beginning of each term to ensure any requested changes have been made.



Students should note that the address on their VASS Student Full Details Report is the one their Year 12 results will be mailed to at the end of the academic year. Students must be enrolled on VASS using their legally registered name. Students when signing their Personal Details form under the General Declaration attest that they are in fact enrolling using their legally registered name.

Specific entry requirements for English as an Additional Language (EAL).

As the satisfactory completion of an English study is a compulsory requirement for achieving the VCE, students who are unfamiliar with the English language because they are from non-English-speaking backgrounds or who are hearing impaired may have access to EAL status. Students applying for EAL status should indicate this on their VCE and VCAL Student Personal Details form. Identifying a student as having EAL status does not automatically enrol the student in EAL.

Students who complete Bridging EAL, which is available only as Units 1 and 2, are not automatically considered eligible for EAL status for Units 3 and 4 of EAL.

Students from a non-English-speaking background

To apply for EAL status, each student is required to submit an Application for Enrolment in English as an Additional Language Units 3 and 4 form to the school. This is designed to assist schools in evaluating a student's EAL status. Schools should maintain a record of all completed applications. Schools should not enrol a student in EAL unless they have received all documentation verifying that the student meets the EAL eligibility criteria.

A student may be eligible for EAL status if they meet one of the three criteria.

| Criteria no. | Criteria for EAL status |
|--------------|--|
| 1 | A student: <ul style="list-style-type: none">will not have resided in Australia or another predominantly English-speaking country for a total period of more than seven years prior to 1 January in the year the student will be undertaking Units 3 and 4 EAL* andhas been enrolled in schools where English has been the student's major language of instruction for a total period of seven years or less over the period of their education[^] |
| 2 | A student is an Aboriginal or Torres Strait Islander person whose first language is not English |
| 3 | A student is deaf or hard of hearing and meets the eligibility requirements |

* The period of seven years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the date of last arrival plus any previous periods of time spent in Australia or any predominantly English-speaking country. Time spent out of Australia during school holidays should



be included in the accumulation towards the seven years because there would have been no disruption to education during these periods.

^ Schools must sight the student's overseas school reports to confirm that the language of instruction was not English during this period.

Special circumstances for EAL status

There are special circumstances that may be considered by the VCAA in determining a student's eligibility for EAL status, including:

- minimal or no primary school education
- material interruptions to schooling during primary years, particularly if there were changes to the language of instruction
- material interruptions to schooling after arrival in Australia.

Circumstances not considered for EAL status

The following are not grounds for a special application for EAL status:

- the language spoken in the student's home
- the standard of the student's spoken and written English
- the failure of the student's school to provide EAL assistance to the student.

Eligibility for award of the VCE

The VCE is awarded based on satisfactory completion of units.

For Units 3 and 4, the teacher collects evidence from a range of set work and assessment tasks (such as school-based assessments) that are designated for the study to demonstrate a student's achievement of outcomes. The decision about satisfactory completion of a unit is distinct from the assessment of levels of achievement.

A student may be eligible for the award of the VCE if they have submitted a range of set work and assessment tasks that include school-based assessments for satisfactory completion of units but have not been assessed for levels of achievement in the study and have not completed examinations.

In these cases, the teacher judges that the student has achieved the outcomes for a study based on the work provided by the student, without assessing for levels of achievement. A student must be assessed for levels of achievement in two of the graded assessments in order to receive a study score.

If a unit result is not provided, an eligible VCE student will not receive a study score. When making their enrolment selection, students must consider the satisfactory completion requirements, as not undertaking graded assessments may limit their pathway options.

The VCE is normally completed over two years, but students may accumulate units over any number of years. It is possible for adults returning to study and students who have received credit equivalent to a full Year 11 in another jurisdiction to complete their certificate in a single year.

Minimum requirements for the award of the VCE

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

- three units from the English group, including a Unit 3–4 sequence



- at least three other sequences of Unit 3–4 studies, which can include further sequences from the English group.

The Victorian Tertiary Admissions Centre (VTAC) advises that satisfactory completion of a scored Unit 3–4 sequence from the English group of studies is required for the calculation of a student's Australian Tertiary Admission Rank (ATAR).

Students undertaking atypical programs may have their previous studies or experience counted towards the awarding of the VCE. These students are adult students with no Year 12 results, adult students with Year 12 results prior to the VCE, students with credit from interstate and overseas studies, and students with previously attained VET qualifications or credit from a VCAL or Vocational VCE qualification.

Recognition within the VCE for Higher Education Studies (University Extension)

The higher education studies are offered by Higher Education institutions and are designed for independent, high-achieving, interested and able VCE students. Two types of study, Extension and Advanced Standing are offered through this program. An Extension study is:

- equivalent in content and assessment in every respect to one or more current first-year university studies and constitutes at least 20 to 25 per cent of a full-time first-year university course
- of a level for a high-achieving student and comparable in workload with an additional VCE study
- of a level that will normally allow the student, on successful completion, to proceed to second-year study in that discipline at the Higher Education institution.

An Advanced Standing study:

- is a clear advance on an existing VCE Unit 3–4 sequence
- comprises curriculum not available in any current VCE Unit 3–4 sequence.

If students have completed the VCE prerequisite of the HES in a previous year, they are required to have an active enrolment, and satisfactorily complete at least one Unit 3–4 sequence towards the VCE, in the same year in which they enrol in the HES. Usually, for enrolment in HESs, students will have demonstrated high achievement across all studies and have a VCE study score of 40 or more in the preparatory study, if applicable.

For more information, see the VCE Coordinator or refer to the VCE and VCAL Administrative Handbook.

Repeating VCE units

There are no restrictions on students repeating units, but they may obtain credit only once for each unit. Students who repeat a unit are required to repeat the full unit, including all assessments for the outcomes specified for the unit, in the current study design for the year of repetition. Students wishing to receive a study score when repeating VCE units will need to satisfactorily complete the Unit 3 and 4 sequence in the year of repetition.



Withdrawal from study

Students may choose to withdraw from their studies at any time. The records of their enrolment can only be withdrawn from a unit if the enrolment date for that unit has not passed. Student enrolments cannot be withdrawn from the database if there are results recorded for the enrolment.

Compassionate Late Withdrawal

A student may, under exceptional circumstances, be given approval for Compassionate Late Withdrawal from VCE Units 3 and 4. The principal or principal's delegate (using the Application for Late VCE and VCAL Enrolment Amendments form on VASS) must apply to the Manager, Student Records and Results, on the student's behalf, for permission to withdraw from one or more VCE Units 3 and 4 studies. Documentation of the exceptional circumstances must be included. Compassionate Late Withdrawal is not available to students who are simply not coping with the demands of VCE studies.

For more details, refer to the VCE and VCAL Administrative Handbook..

Change of academic load – NCC policy

Students wishing to transfer from one unit into another may only do so in the first 4 weeks of the school year. This is to minimise the amount of catch up in the new subject. For some subjects at Year 11 level (unit 1 and 2), it is possible to change in the middle of the year with minimal disadvantage. See the VCE Coordinator to discuss this.

Units 3 and 4 are designed to be taken as a sequence so no student can transfer into a subject in unit 4 without having completed unit 3 of that subject.

In special situations, a student may drop a subject after the end of February. After late April (see VCE Coordinator for specific date), VCAA does not allow schools to enter or withdraw a student from enrolment in a unit 3 & 4 subject sequence; after mid July, VCAA does not allow schools to withdraw a student from enrolment in a unit 4 subject. A UG would be given for a unit 4 subject dropped after this date.

Students requesting to change academic load should be referred to consult with the teachers of the subjects he/she is wishing to transfer out of and into. The VCE Coordinator has the Change of Subject application form, which must be completed by the student, subject teachers affected, and parent/guardians of the student. Approval for Change of Subject will be confirmed by the Academic Committee.

NCC school policy is that students should have a total of 6 sets of 3 and 4 sequences in their VCE wherever possible. Applications to do less than 6 subjects can be made (form obtainable from VCE Coordinator) and these will usually be determined by the Academic Committee.

Personalised programs for individual students

The VCE Coordinator will ensure that each student is enrolled and taking part in a program that meets their abilities and that they are capable of successfully completing. Regular meetings with VCE teachers and monitoring student performance will ensure that adjustments can be made to allow every student to manage their workload and successfully finish their VCE program. Parents are involved in this process, as is the



Wellbeing Officer. For students with significant learning or mental health challenges, a team approach with the student, the school, the family and appropriate external professionals is needed.

Off campus studies

Some students will want to enrol in a subject which is not offered at NCC. The VCE Coordinator will work with the student and their parents to facilitate the best possible option.

VCE languages are generally accessed via the Victorian School of Languages (VSL), with a mix of face-to-face and online options, depending on the language selected. Students and parents access the VSL portal for progress reports and assessment feedback. The VSL (online) teacher will schedule phone or video conferences with the student for additional support and oral course feedback.

Other VCE subjects are generally accessed via Virtual Schools Victoria (VSV) and completed online with the VSV teacher. Students and parents access the VSV portal for progress reports and assessment feedback. Where possible, NCC teachers offer additional support, however, the VSV teacher is the main point of contact for delivery, assessment and academic support for the student.

VET subjects can be accessed via Box Hill institute or other providers. The VCE Coordinator will assist with enrolling in a suitable placement. Most classes run on Wednesday after lunch, impacting attendance at EISM sports.

Payments for off campus enrolments need to be made by the student. Costs vary from \$560 - \$3000+ per subject depending on the course. Costs will be discussed with students and parents prior to the application for off campus enrolment. In 2024, NCC will reimburse up to \$1000 per student per year upon satisfactory completion of the units. This amount may change in the future, dependent on the number of enrolments and overall costs incurred by the school.

Roles and Responsibilities for off campus studies

Responsibilities of NCC

- Provide opportunity for careers and academic guidance in making choices
- Consult with parents regarding cost, transport, academic expectations, benefits and impact on other learning
- Enrol students in appropriate course upon receiving written request to proceed with the enrolment from the parents
- Manage the VASS system ensuring that results are updated
- Supervise SACs and exams appropriately
- The VCE Coordinator will monitor attendance and work completion via the supervisors portal
- Communicate with the course provider and the student and parents if the student is not keeping up with the course

Responsibilities of the off campus provider



- Ensure instruction is fair and enables the students to satisfactorily complete of the course and adequately prepares the student for SACs and the exam, as per the VCAA study design
- Ensure the course meets all the requirement of the VCAA study design
- Provide a safe environment for learning, in line with the NCC and partnering school's child safe policies.
- Inform parents and the school (NCC VCE Coordinator) of any concerns regarding course participation, attendance, submission or work or any other relevant matters in a timely manner.

Responsibility of the parents

- Be part of the consultation with the VCE Coordinator and student regarding any off campus options
- Complete the off campus study agreement form (written consent to enrol)
- Provide transport to and from the off campus provider where required
- Hold the student accountable for actions and commitments
- Make the payment to secure the enrolment, as per the off campus providers invoice, understanding that a reimbursement of up to \$1000 will be given by NCC upon the student's successful completion of the subject .

Responsibilities of the student

- Manage studies in a self-directed manner
- Proactively seek assistance where required
- Communicate regularly with the off campus teacher
- Attend all classes, excursions or access all online classes and materials as relevant
- Submit all required work in a timely manner
- Keep up-to-date with any NCC lessons missed due to external enrolments

Where a student has not kept up with the academic requirements or organisation needed to successfully complete the subject, NCC will work with the student and parents to support the student to meet the demands of the course. Where this is not successful, NCC reserves the right to decline any further enrolments in off campus subjects in the future.

Monitoring student attendances for off campus studies

Students are required to sign in at the library for their allocated off campus study time. This ensures attendance is recorded and that the student is monitored for engagement in their class work.

The VCE Coordinator will monitor attendance via various methods including:

- Online supervisor portals (VSV, VET)
- SEQTA class rolls (study periods)
- Direct contact with external course provider/subject teacher



Study periods

On occasion, a student may have a time in the timetable when they do not have a class scheduled. This may be because the student is completing a subject off campus, a reduced subject load or because a 3,4 sequence has been completed in Year 11.

Year 11 students are required to be on campus during the whole school day.

Year 12 students can arrive on campus after their study period or leave campus if they have no more timetabled classes or sport on that day. Written parental permission is required. Students must sign in and out of Reception if they are not present for Homeroom.

Study periods must be spent in the room allocated on the timetable. This may be the library or in another classroom where more direct supervision will be given.

The roll will be marked for each study period. The student may then, with permission of the supervising librarian or teacher, go outside to work in the quadrangle.

The student must be engaged doing productive work such as homework, research for SAC tasks, or working on subjects taken outside NCC. The student must arrive promptly at their designated study site with allocated work materials at the beginning of each period.

If a student has arranged a meeting with a classroom teacher during a study period, they must let the librarian know and their attendance must be noted.

Year 12 students are not to spend study periods in the common room. The common room can be used during recess and lunchtime, and for Year 12 Homeroom with the homeroom teacher.

If a student needs to see a teacher or Wellbeing Officer or Chaplain during a study period, the staff member must note their attendance on the roll.

It is important that staff know the whereabouts of students at all times while on campus.

VCE examination timetables (Unit 3 & 4)

The VCE examination timetable is printed in the VCE Exams Navigator – Student Information and Timetable, which is issued to all students by their home school. The examination timetable is also available on the VCAA website (usually in May). In addition, the VASS administrator will print Student Assessment Timetables from VASS and distribute them to individual students after the release date for the October–November examination period.

NCC VCE examination timetables (Unit 1 & 2)

The NCC examination timetable is available on the school calendar (available on the school website).

Semester 1: 3rd - 7th June 2024

Semester 2: To be confirmed when VCAA exams are announced, intended for the 9th -11th November 2024



2. Attendance and Assessment Rules

At the beginning of each year, students agree in a signed declaration to abide by the rules and instructions relating to the conduct of the VCE assessment program. This includes school rules related to their attendance and assessment.

All students must participate in Wednesday sports and attend weekly Chapel. This is part of the broader school program and is not optional.

VCE class attendance

The VCAA advises that all VCE units require 50 hours of class time. A student needs to attend classes to complete work. The VCAA expects the school to set our own minimum class time and attendance rules, which they support.

It is expected that students are punctual and attend all timetabled classes and excursions with appropriate materials and set preparation completed so that teaching and learning can be effective. This is in the best interests of the student as it ensures there are no gaps in learning and that course material is covered. As most coursework is to be completed mainly in class time, full attendance is vital in fulfilling the outcomes and completing the coursework. It also enables teachers to authenticate work. A class roll will be marked by all subject teachers during each lesson.

At NCC the minimum class attendance for each study is 90%. Once a student's attendance drops below 90%, all absences must be accompanied by a statutory declaration or a medical certificate.

If a student is absent for School Assessed Coursework, or a School Assessed Task, the student must attach a medical certificate and/or a statutory declaration.

The school has the discretion to determine what constitutes an approved absence for purposes of calculating the attendance and absence rate. A note from a parent will not automatically mean that the absence does not count toward the 10% absence tally. This may occur if the school deems the absence to be a minor or avoidable concern (i.e. an appointment that should be made for a time that doesn't conflict with classes).

Any absence requires written correspondence from a parent/guardian stating the reason for absence. If the absence is related to a medical condition, it is in the student's best interests to obtain a doctor's certificate.

The intention of the NCC attendance policy is to ensure that all students have adequate class time to learn and to demonstrate satisfactory completion of the study. It is to ensure fairness and equity and to allow the teacher to deliver content in a timely and efficient manner without the need for repetition of material for students who are absent for frivolous reasons, which would be onerous and time-consuming and an unreasonable expectation.



VCE SAC/ assessment class attendance

Absences during a SAC

School assessed coursework has priority over any other commitment such as excursions. Students must attend all SAC classes. If a student is absent, the SAC time and task must be made up to gain an S for the unit. However, the marks will not automatically be awarded towards the Coursework grade for that semester. Students must apply for the grades to be awarded. Applications will only be considered due to being too ill to attend and complete the task or having personal circumstances that make it impossible to attend or complete the SAC. If suffering a cold or similar on the day, the student is expected to attend and complete the SAC. This policy echoes the VCAA exam policy, where students are not exempt from the final exams in event of a cold or similar. If the SAC is missed, the student must make a formal application for awarding marks from the makeup session and this will be considered by the Academic Committee.

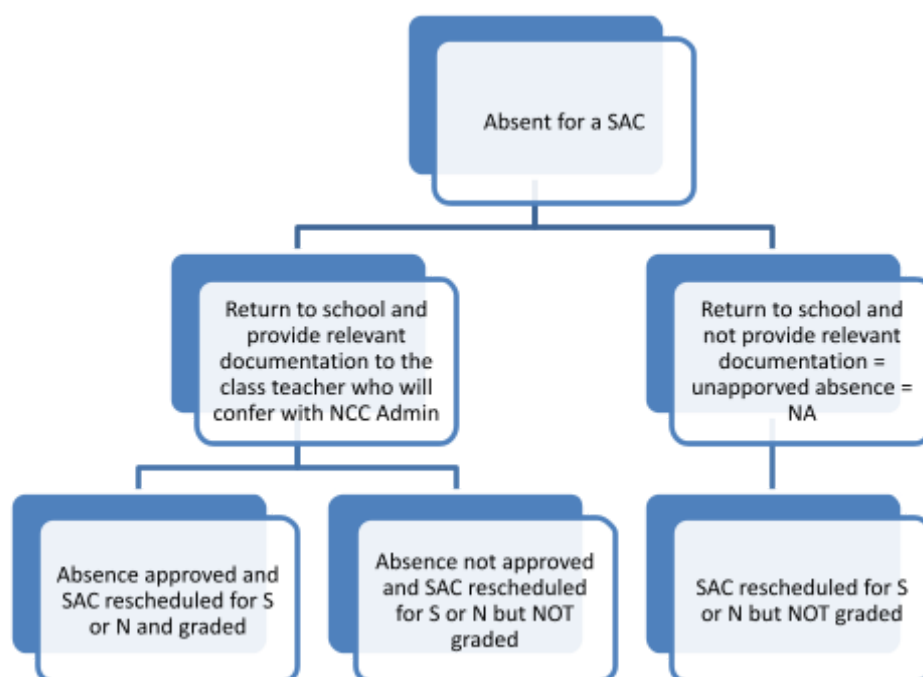
Application forms are available on the SEQTA, from the class teacher or the VCE coordinator. The Academic Committee will consider the application and the student will be notified in writing.

The SAC make-up session will be held as soon as practicable after the originally scheduled session. It will be as identical as possible to the circumstances of the original session. The teacher may decide to set a different task for the makeup session than that set the other students in the original SAC sessions. This will be to fulfil authentication responsibilities. The tasks, while different, will have a similar level of difficulty and will be assessing the same outcomes.

Sitting a missed SAC may be scheduled for lunchtime, after school or in study periods. The time will be determined by the class teacher or VCE Coordinator, where possible and practicable, with negotiation with the student.

Absences before a SAC

To maintain fairness and equity, student absences in the lead up to SACs will be carefully noted. Students with absences in the 3 school days before SACs will need to apply to the Academic Committee to have their SAC marks awarded towards the Coursework grade for that semester. Students with unapproved absences will receive an S if the SAC was completed satisfactorily but will be awarded an NA in place of the numerical mark. This means the student will not receive a study score for that subject. No study score for English means the student will not receive an ATAR.



Application for approved absences or change of SAC date for an individual student

Application forms are available on the VCE Google Classroom, from the class teacher or the VCE coordinator. Applications will only be considered due to illness (supported by a medical certificate) or having personal circumstances that make it impossible to attend or complete the SAC. The Academic Committee will consider the application.

Potential fees for a SAC makeup session

There may be occasions when a SAC must be completed but there are limits on the availability of supervision provided by NCC. If the student's limited flexibility necessitates NCC engaging an independent supervisor for assessments done outside normal class time, the student will need to pay for these. The supervisor will be appointed by the school, with the supervisor estimated to cost \$40.00 per hour of supervision.

Please note - NCC has not had to apply this fee to date. It is not intended to be punitive, but competent, independent (independent of the student) supervision is needed to fulfil our responsibilities to VCAA and fellow NCC students.

Special circumstances

When a student is absent from school for prolonged periods or has been unable to complete all assessment tasks because of illness or other special circumstances, the school may, upon application from the student, grant Special Provision for School-based Assessments. In this case, the student should not be penalised for lack of attendance. The Special Provision granted may allow a student to work from home for a period of time. The student and school should complete an Application for Special Provision for School-based Assessment and Unit Completion form (on VASS) and retain this at the school, with the supporting evidence.



3. Satisfactory completion of units (to get your VCE)

Satisfactory completion of VCE units

For satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set of outcomes as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's judgment of the student's overall performance on a combination of set work and assessment tools related to the outcomes.

Students should be provided with multiple opportunities to develop and demonstrate the key knowledge and key skills required for the outcomes for the unit. The assessment of levels of achievement is separate from the decision to award an S for satisfactory completion of a unit. VCE unit results (S or N) contribute to the satisfactory completion of the certificate and not to study score calculation. Final School-based Assessment scores contribute to the calculation of a study score. Where the assessment item developed combines the demonstration of outcomes (S or N) and levels of achievement (scored assessment), best practice would support students who did not meet the outcome through the completion of the assessment item being afforded additional opportunities to demonstrate the outcome. For example, a teacher may consider work previously submitted, provided it meets the requirements. Students may not resubmit work to improve a School-based Assessment score.

Satisfactory VCE unit result

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

- produced work that demonstrates achievement of the outcomes
- submitted work that is clearly their own.

Decisions about the satisfactory completion of a unit are solely the responsibility of the school. Results for each unit must be based on a judgment of satisfactory or non-satisfactory achievement of outcomes.

At the beginning of the academic year, schools must provide students with clear written details of both the VCAA rules and the school's rules and procedures.

Not Satisfactory VCE unit result

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

- the work does not demonstrate achievement of the outcomes
- the student has failed to meet a school deadline for the assessment task, including if an extension of time has been granted for any reason, including Special Provision
- the work cannot be authenticated, for example through lack of attendance
- there has been a substantial breach of rules.



Redeeming outcomes: submitting further work

If, in the judgment of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, the teacher may consider other work relating to outcomes undertaken and submitted by the student for the unit.

This work may include class work, homework, additional tasks or discussions with the student that demonstrate their understanding of the outcome. The school may decide to delay the decision about satisfactory completion to allow a student to complete or submit further work.

A student may only submit further evidence, or resubmit a School-based Assessment for reconsideration, to redeem an S for the outcome. Students may not resubmit to improve a School-based Assessment score.

Units 3&4 students may resubmit work to achieve an S but the initial SAC marks are entered on VASS.

VCE unit result of J

If a student is no longer attending but they have not officially withdrawn by signing a Student Exit form on VASS, the symbol J is included on VASS.

The J result should be used if the student:

- is no longer attending class
- has not submitted work for assessment.

The J result is recorded on the VCAA database but is not reported on the student's Statement of Results. Units with a J result are made available to Victorian Tertiary Admissions Centre (VTAC) and are treated as equivalent to those with an N result.

Lost, stolen or damaged work

If a teacher or student has lost work or had work stolen or damaged, they must make a written statement explaining the circumstances. The statement must be signed, dated and filed at the school. Schools must keep a record of the loss or damage, but should not report it to the VCAA. The principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student.

If a teacher or student has lost a School-assessed Task, or the task has been stolen or damaged, they must complete a written statement of the circumstances. The statement must be signed and dated. The school must complete the Report on Lost, Stolen or Damaged School-assessed Tasks and Externally-assessed Tasks form, enter an estimated score on VASS, and send the form by email to school.assessment.vcaa@edumail.vic.gov.au.

The principal, acting on advice from the teacher and on the basis of records kept, will determine an initial assessment.



Care in the use of computers

A student who uses technology to produce work for assessment is responsible for ensuring that:

- there is an alternative system available for producing assessable work in case of malfunction or unavailability
- Google Drive is used to save the work in progress and back-up versions are available.

4. Getting marks for Units (to get study scores and an ATAR)

SACs (School-assessed Coursework)

Teachers must develop courses that include appropriate learning activities to enable students to demonstrate achievement of outcomes. Undue assistance should not be provided to students while undertaking assessment tasks.

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

The VCAA does not take responsibility for teacher absence or a change of teachers within schools. These issues should be dealt with by the school principal as an internal personnel matter.

Work completed outside class

Most work for the assessment of unit outcomes and School-assessed Coursework will be completed in class. However, this does not preclude normal teacher expectations for students to complete research and learning activities that contribute to them gaining the key knowledge and skills outside of class time. This will require additional work and study outside class as part of the students' regular learning program. The setting and marking of work with a formative focus provide students with the opportunity to develop their knowledge and skills and for teachers to provide diagnostic feedback.

A task for the assessment of unit outcomes may require preliminary preparation and activities associated with the task, for example, gathering necessary research data. The amount of work to be completed as homework is decided by the study teacher, taking into account the nature, scope and purpose of the task. Students should be advised just prior to beginning the task that some information or data may be collected outside the classroom.

For School-assessed Coursework undertaken outside class time, teachers must monitor and record each student's progress through to completion. This requires regular sightings of the work by the teacher and the keeping of records in the Authentication Record for School-assessed Coursework form (on VASS).

SATs (school-assessed Tasks)

Teachers must ensure that there is a sufficient range of topics within their class to enable them to distinguish an individual student's work and therefore to assist in the authentication process.

Teachers must monitor and record in the Authentication Records for School-assessed Tasks and the Authentication Record for Externally-assessed Task forms (on VASS) each student's



development of work, from planning and drafting through to completion. This requires regular sightings of the work by the teacher.

Observations of individual work done in class should be recorded. The teacher and student must sign each recorded observation. If the school is being reviewed, this sheet should be included with the work.

Authentication

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

Strategies for avoiding authentication problems

To reduce the possibility of authentication problems occurring in VCE Units 1 to 4, or problems being difficult to resolve:

- teachers should ensure that tasks are kept secure prior to delivery, to avoid unauthorised release to students and compromising the assessment. Tasks should not be sent by mail or electronically without due care
- a significant amount of class time should be spent on the task so that the teacher is familiar with each student's work in progress and can regularly monitor and discuss aspects of the work with each student

Scheduling assessment tasks

SAC dates and notifications:

SAC and SATs dates are set and notifications are produced by the teacher and given in writing to students during classes and no less than 10 school days before the SAC. **If a student is absent, it is the student's responsibility to catch up on missed work and collect any handouts, including SAC notifications that were given to the class in their absence.** Students are advised to communicate with their teacher via email or Google Classroom for clarification.

Change of SAC dates:

It is anticipated that changes to SAC dates will be minimal.

For the whole class: An extension of time for all students in a class should only be given on the condition that they are all given adequate notice and that no student in the class or in another class is advantaged or disadvantaged by the change. Circumstances where a date change might be occurring are likely to be more school-related than student-related (such as because of timetable change or teacher illness). SAC/SAT dates should not be changed merely because of student failure to prepare adequately.

For an individual student: Extension of time for an individual student to complete a task should only be granted in special circumstances. Applications must be made in writing and will only be considered due to the student being too ill to attend and complete the task (supported by a medical certificate) or having personal circumstances that make it impossible to attend or complete the SAC. The Academic Committee will consider the



application and the student notified in writing. Applications forms are available on the SEQTA from, the class teacher or the VCE coordinator.

SACs completed outside of class:

Most tasks are to be completed mainly in class time. This does not preclude some of the work being completed out of class. If students complete part of their work out of class, teachers must be able to authenticate that work (establish that it is the student's).

Marks

- All Units 3&4 marks given by subject teachers are subject to statistical moderation.
- NA is awarded if a student submits an assessment after the due date, or if the student was absent in the 3 days leading up to the SAC.
- Zero is awarded if the work submitted on the due date does not score against any of the assessment criteria.

Lost work/computer issues

Computer failure or difficulty is NOT regarded as an acceptable excuse for late/ incomplete work. A student who uses a computer to produce work for assessment is responsible for ensuring that:

- there is an alternative system in case of computer or printer malfunction
- hard copies of the work in progress are produced regularly
- files are backed up regularly and should not be stored with the computer (Google Drive for backup).

Drafting

Teachers are not required to formally sight drafts or record students' completion of drafts unless it is a requirement of the VCE study design and/or for authentication purposes. Drafting can remain a part of a teaching and learning strategy, and students may do preliminary drafting for School-assessed Coursework; however, students and teachers must ensure they follow the VCAA authentication rules regarding acceptable levels of assistance in relation to providing feedback on the draft, in order to maintain the integrity of the School-assessed Coursework and ensure the authenticity of the student work.

Rules for assessments under test conditions and authentication of student work

A student undertaking assessment under test conditions as part of School-based Assessment must comply with VCAA and NCC examination rules, where relevant.

Particular attention is drawn to the following:

- No Mobile phone, pager, computerised dictionaries, organisers, watches etc capable of storing, receiving or transmitting information or electronic signals permitted in the exam room under any conditions
- Students will not be permitted to wear watches of any type during an examination. All watches must be removed and placed at the top of the student's table or desk, where supervisors can see them clearly and easily.



- Where there is any doubt about the functions of any watch displayed, supervisors are authorised to remove the watch for the duration of the examination.
- Students who take mobile phones and other electronic devices into an examination room will be subject to disciplinary action.
- Calculators used must be from the list of those allowed. They must also NOT be able to program words/text and are NOT to have any other labelling, notations, writing in/on calculator case.
- Where dictionaries are allowed, there is to be no highlighting or notation written or inserted in/on the dictionary.
- Water bottles in exams are only permitted if they are clear, have no labels and are not larger than 1500ml. They cannot be shared.

In addition, students must observe, and schools must apply, the following rules for authentication of School-based Assessment:

- A student must ensure that all unacknowledged work submitted for assessment is genuinely their own.
- A student must acknowledge all resources used, including:
 - text, websites and source material
 - the name and status of any person who provided assistance and the type of assistance provided.
- A student must not receive undue assistance from another person in the preparation and submission of work.
- Acceptable levels of assistance include:
 - the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which has been transformed by the student and used in a new context
 - prompting and general advice from another person or source, which leads to refinements and/or self-correction.
- Unacceptable forms of assistance include:
 - use of, or copying, another person's work or other resources without acknowledgement
 - corrections or improvements made or dictated by another person.
- A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
- A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.
- A student must not knowingly assist another student in a breach of rules.

Where appropriate, NCC recommends that teachers apply examination conditions to test SACs.

Students are required to observe all rules for examinations conducted by or on behalf of the VCAA, as well as the day-to-day rules of the institution providing the venue for the examination. The rules for the conduct of the GAT and VCE examinations are distributed to all VCE providers and students in both the [GAT brochure](#) (Term 2) and VCE Exams Navigator (Term 3) each year.

Further information relation to VCE Examinations procedures and processes can be found access via the following link:

<https://www.vcaa.vic.edu.au/administration/Key-dates/Pages/VCE-exam-timetable.aspx>





VCE written examinations and the General Achievement Test (GAT)

Students are required to observe the following rules for the conduct of VCE written examinations and the GAT conducted by or on behalf of the VCAA, as well as the day-to-day rules of their school and of the venue.

VCAA rules shall apply with appropriate and reasonable modifications to students who have disabilities or other impairments.

All supervisors are issued with directions for the administration of VCE written examinations and the GAT and are required to report all alleged breaches of these rules to the VCAA.

Supervisors have the right to check any authorised materials that are taken into a VCE written examinations and the GAT.

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



17. Students must not leave their place until permitted by a supervisor.
18. Students will not be permitted to leave the VCE external assessment before 30 minutes have elapsed from the start of writing time.
19. Students will not be permitted to leave in the last five minutes of the VCE external assessment.
20. Students must cease writing when instructed to do so by a supervisor.
21. Students must remain silent and seated in their place at the end of the VCE external assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.

Rule breaches and investigations

Schools are responsible for ensuring that students abide by the VCAA rules for School-based Assessment and can investigate any alleged breach of these rules, applying appropriate penalties as deemed necessary.

At the beginning of each school year, each student signs a declaration that they agree to abide by and observe the rules and instructions relating to the VCE Program (this declaration is contained in the Student Personal Details form).

A student must also sign an authentication record for work done outside class when they submit the completed task.

Investigation of breaches of assessment rules

Where a teacher believes a breach of VCAA assessment rules has occurred in a School-based Assessment under test conditions, the principal or delegate should appoint a person to undertake a preliminary investigation into the allegations. A typical allegation might be that a student had access to unauthorised notes related to the assessment. This investigation may include discussions with the study teacher supervising the assessment, examination supervisors if the school uses them, or other witnesses, including other students. If this investigation supports the allegations, the investigating person should interview the student and allow them to respond to the allegations. Where this interview suggests there is substance to the allegations, the matter should be referred to a hearing.

[The student's parents or guardians will be advised of the nature of the allegations. Detailed records of the investigation should be kept and may be used at any later hearing.](#)

[Schools may contact the Senior Investigator, Legal Services, VCAA, to discuss their investigation or the conduct of any subsequent hearing.](#)

Investigation of breaches of authentication rules

If the alleged breach raises questions about whether the student's work is genuinely their own, the student's work should not be accepted for assessment pending investigation. The original of the final version of the work is to be retained by the school. The student should be given a copy of the work.

In considering whether a student's work is genuinely their own, teachers should consider whether the work:

- is not typical of other work produced by the student



- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

Students should be asked to provide evidence that the work submitted is their own and/or was completed in accordance with VCAA requirements. Students may be asked to:

- provide evidence of the development of the work
- discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task related to the original task
- attend a hearing or complete a test to demonstrate understanding of the work.

If this stage of the investigation shows there is continuing doubt about the authentication of the student's work, the matter should proceed to a hearing.

Hearings

Refer to the [VCE and VCAL Administrative Handbook](#).

Penalties and appeals

Refer to the [VCE and VCAL Administrative Handbook](#).

Examinations for Unit 3 and 4

A Victorian Certificate of Education (VCE) examination is any centrally set task that is assessed by the Victorian Curriculum and Assessment Authority (VCAA), including written, oral, electronic/digital, aural or performance tasks conducted according to the requirements of accredited study designs and VCE VET programs and taken under examination conditions. Examinations are set by VCAA-appointed panels. The VCAA has examination specifications and sample material (by study) and an archive of past examinations and assessment reports.

<http://www.vcaa.vic.edu.au/pages/vce/exams/examsassessreports.aspx>

Examination timetables

GAT: Tuesday 18th of June 9am - 3:15pm - In the school gym

Written examinations: Tuesday 29 October 2024 – Wednesday 20th November 2024

A detailed timetable can be accessed (released in May)

Students with three examinations timetabled on one day

The VCAA will permit students who have three examinations scheduled on one day to have an additional 10 minutes per hour extra time for the final examination on that day. This may be taken as extra working time or as supervised rest breaks. Students are not obliged to utilise the extra time entitlement and are permitted to leave the examination prior to their revised finish time.



Students who complete three examinations in a single day are entitled to receive a Derived Examination Score (DES) for the third examination. These students will not be required to apply for a DES.

To be eligible for the DES, students must attend all three examinations on the day and attempt the questions on the paper to the best of their ability. The DES should be seen as a safety net, not a substitute examination score. Many students will, if they apply themselves diligently, exceed or equal their predicted DES in their third examination completed on that day. At the end of the year the VCAA will compare each student's actual examination score and their calculated DES and award the student the higher of the two.

Note: Students need to have completed the course of study leading to the examination and have a result for at least one other graded assessment in the same study to be eligible for the calculation of a DES.

Timetable clashes

If a student has two examinations scheduled for the same session, one of the examinations will be moved to another session on the same day. Principals may consult the student and, on behalf of the student, request which examination is to be moved to a different session.

Note: VCE Languages and Music examinations cannot be moved to a different session.

Late arrivals

Each VCE written external assessment commences with a reading period that is included in the times shown in the VCE examination timetable. Students must check the starting time of each examination and arrive before the commencement time, and must familiarise themselves with the rules about late admission to VCE examinations. If a student is late, the VCAA reserves the right to determine whether or not a student's response materials will be accepted.

The procedure for the admittance of late students is outlined on the VCAA website Examination Rules and is also published in the VCE Examination Manual and VCE Exams Navigator.

Absence from examinations

All absences should be noted on the attendance rolls at the examination. If a student has been prevented from undertaking an examination due to circumstances that warrant Special Provision, the student can apply to the VCAA for a DES.

Marking examinations

Examinations will be subject to independent marking by assessing panels appointed by the VCAA. If necessary, there will be discrepancy marking by an additional assessor, who will assess the task without knowledge of the previous assessments.

The GAT

The General Achievement Test (GAT) will be conducted on Tuesday the 18th of June.

The GAT is a pen-and-paper test of general knowledge and skills taken by students in the course of completing their senior secondary studies.



All students, including VCAL students, enrolled in one or more VCE Units 3–4 sequence or VCE VET scored Units 3 and 4 sequence are required to sit the GAT.

Purpose of the GAT

The GAT plays an important role in the quality assurance of VCE assessments and also provides students with an opportunity to demonstrate they meet the Victorian Literacy and Numeracy Standards expected at a senior secondary level.

Statement of Results

A GAT Statement of Results is mailed to each student.

Student literacy and numeracy skills are assessed against new standards in reading, writing and numeracy introduced into Part A of the GAT.

The GAT Statement of Results indicates if the student has met the standard, not met the standard, or met the standard and demonstrated a level of excellence.

In addition, where a student has completed both Sections A and B their results will include a score for each GAT component. The components are:

- Writing (Section A) and written communication (Section B)
- Numeracy (Section A) and mathematics, science and technology (Section B)
- Reading (Section A) and humanities, the arts and social sciences (Section B)

The VCE or VCAL Statement of Results indicates if a student obtained results in the GAT or had an authorised or unauthorised absence from one or both sections.

Students cannot apply for a Derived Examination Score (DES) for the GAT.

School-based Assessment and the GAT

The VCAA will apply statistical moderation procedures to School-based Assessment scores to ensure that they are comparable across the state and fair to all students. The statistical moderation process compares the level and spread of each school's assessments of its students in each study with the level and spread of the same students' scores in the external examinations, and adjusts the school scores if necessary.

In some studies, statistical moderation will also use GAT scores. This will only be done if it provides a better match with schools' School-based Assessments throughout the state. The examination scores will always have a major influence on the statistical moderation calculations.

Examinations and the GAT

The GAT is used as part of a final check on external assessment scores. If the final score for an external assessment is significantly different from the score predicted by the GAT, school indicative grades and any other external assessment final scores for the study, the external assessment will be assessed again by the Chief Assessor. Scores may go up or stay the same, but will not go down as a result of this final check.

Derived Examination Score (DES) and the GAT

The calculation for the DES uses GAT component scores, all other available scores for the student in the affected study and the indicative grade for any external assessments provided by the school. For each approved application for a specific external assessment,



the VCAA will calculate a range of possible DES scores, which will be calculated statistically from the student's other assessments, including:

- moderated School-based Assessments
- GAT component scores
- other external assessment scores if applicable
- indicative grades provided by the school.

The contribution made by the GAT component scores, the graded assessments and the indicative grades is determined by analysis of the comparison of this data with the final score for external assessment for all students who have not applied for a DES. For all external assessment this analysis indicates that the two graded assessment scores provide the greatest contribution to all the predictors.

If a student is eligible for a DES and the highest of the predictors is greater than the achieved external assessment score, the highest predictor is chosen as the final score for the student in the relevant external assessment.

Exemption from the GAT

It is important for all students with a VCE Units 3 and 4 sequences or VCE VET scored Units 3 and 4 sequences, to attempt the GAT. The VCAA will use a student's GAT scores to:

- contribute to statistical moderation of School-assessed Coursework
- calculate a DES
- check the accuracy of examination marking.

Eligibility for exemption from the GAT

A student may be deemed eligible for an exemption from the GAT if they:

- have a vision or other impairment for which reasonable adjustments cannot be made, given the format of the GAT (Special Examination Arrangements for the GAT can be provided for students who are deaf or hard of hearing)
- are prevented from sitting the GAT by injury, illness, personal trauma or a serious intervening event
- are employed and cannot be absent from work (evidence from their employer is required).

A personal trauma may include, but is not limited to, the death or serious illness of, or an accident involving, a family member.

A serious intervening event may include:

- an accident before or on the day of the GAT
- attendance at a funeral of a family member or other person of close relationship
- attendance at a legal proceeding.

Applications on the basis of an injury, an illness, a personal trauma or a serious intervening event require an appropriate independent professional to complete Section B or C of the relevant application form.

Note: An application for an exemption from the GAT cannot be submitted solely on the basis of:



- a student requiring Special Examination Arrangements
- a student not completing any graded assessment
- Interrupted Studies status or Compassionate Late Withdrawal
- a student being interstate or overseas at the time of the GAT.

Students who will not be completing any graded assessments will not be granted an exemption on those grounds. An 'unauthorised absence' will be reported on their Statement of Results.

Students who use an aide or who have an intellectual disability are not eligible for exemption from the GAT on these grounds alone.

A request for an exemption from the GAT on the grounds of requiring Special Examination Arrangements will be refused unless the necessary arrangements exceed those that would normally be offered for the GAT. Students who are eligible for Special Examination Arrangements for their VCE written examinations should apply for these arrangements for the GAT.

A student who has been given Interrupted Studies status should attempt the GAT in one or both years.

5. Results and Reports from VCAA

Study scores and study score calculations

A study score indicates how a student performed in relation to all other students who took the study. It is calculated using the student's final scores for School-assessed Coursework, School-assessed Tasks, and examinations for each study.

To receive a study score students must achieve two or more graded assessments in the study and receive S for both Units 3 and 4 in the same year, unless they have Interrupted Studies status and have met these requirements over two years.

For further explanation there are a series of videos detailing the VCE study score calculations, available on the VCE website.

For more information on study score calculations refer to the VCE and VCAL Administrative Handbook.

Statistical moderation

School-based Assessment is an important part of the VCE. In many studies it contributes 50 per cent towards the calculation of a student's study score. To ensure fairness when study scores are calculated, it is important that School-based Assessments made by all schools are comparable.

The VCE gives teachers some flexibility in deciding which teaching and learning activities and coursework assessment tasks they will use to assess the learning outcomes specified in each study design. As a result, coursework assessment from different schools will sometimes be based on different sets of assessment activities, even though they are assessing the same learning outcomes and therefore cannot be compared.



The VCAA acknowledges that teachers are best placed to measure students' academic achievement. However, measurements are comparable only when they are expressed on the same scale. Statistical moderation does not change the relative performance of students within the statistical moderation group. For each VCE and VCE VET program, the VCAA uses statistical moderation to express the achievements of students from all schools on the same scale. This provides fairness for students across the state. To ensure comparability of assessment of School-based Assessment from different schools, the VCAA applies statistical procedures to each moderation group, study by study.

For VCE studies, moderation groups are the cohort of students in each school undertaking the study, or the total cohort of students from schools that combine for the purposes of assessment and moderation for a particular study.

Statistical moderation realigns the level and spread of each school's assessments of its students in a particular study, to match the level and spread of the same students' scores on a common external score. Because the external score is based on examinations done by all students across Victoria, it is a common standard against which schools' assessments can be compared.

Each VCE study includes at least one external assessment and the VCAA will use the two external assessments in each study as the basis for statistical moderation of school assessments. In studies with two external assessments, scores from both will be used.

The VCE assessment program also includes the General Achievement Test (GAT). In a small number of studies GAT and examination scores are a better match with school assessments in the same cohort. In all such cases, the examination scores will always be the major influence. Further information on statistical moderation can be found on the VCAA website.

Reporting VCE

At the end of the calendar year, the VCAA issues a Statement of Results to all students who have obtained results in VCE units, VCAL units, VCE VET units and VCE VET/FE units of competency/modules, and VCE and VCAL Certificates to students who are eligible.

VCE Certificate

The VCE Certificate contains the student's full name but does not list their individual studies or results. The certificate is issued in the year in which the student first satisfies the requirements of the VCE. Students who have previously satisfied the requirements of the VCE Certificate, but choose to do additional studies in subsequent years, do not have their certificate re-issued.

VCE Statement of Results

The VCAA issues a VCE Statement of Results to all students enrolled in the VCE as their primary program. This contains:

- a cumulative record of achievement for all VCE and VCE VET units undertaken, and the year in which the result was obtained (S/N; units awarded a J result will not be printed)
- graded assessment and study scores for each sequence of Units 3 and 4 studies undertaken, either in the current year or earlier (if both Units 3 and 4 are awarded a J result, the entire record for the sequence is not printed)
- credit obtained for study taken overseas, interstate or as part of the IB or for a vocational certificate



- university studies successfully completed
- a statement indicating whether the student sat the GAT
- if relevant, a statement indicating that the student was granted EAL status along with the years in which that status was conferred
- a statement indicating whether or not the student has successfully completed the VCE.

VCE completion of units

There are two symbols for reporting completion of units on a VCE Statement of Results:

- S (satisfied), which means all outcomes as specified in the study design have been achieved
- N (not satisfied), which means that not all outcomes have been achieved or there was a significant breach of VCAA or school rules.

Reporting graded assessment results

All VCE studies have three graded assessments for each Units 3 and 4 sequence. Scored VCE VET studies have two graded assessments for each Units 3 and 4 sequence.

Levels of performance in graded assessments are reported as being from A+ to E, UG (ungraded) and NA (not assessed). UG indicates that the score achieved was too low to assign a grade. NA indicates that the School-based Assessment was not submitted or the examination was not undertaken.

Reporting study scores

A study score indicates how a student performed in relation to all others who took the study. It is calculated using the moderated School-based Assessment scores of the student, the Externally-assessed Task and the examination scores for each study.

The maximum study score is 50. For studies with many enrolments (1000 or more) the following table shows the approximate proportion of students who will achieve a study score on or above the stated values. For studies with fewer enrolments the proportions may vary slightly.

Study score distribution

| Study score | 45 | 40 | 35 | 30 | 25 | 20 |
|--|----|----|-----|-----|-----|-----|
| Approximate percentage of students on or above this position | 2% | 9% | 26% | 53% | 78% | 93% |

If the study score is less than 20, the score will be reported to the student as <20. The actual score will be sent to the Victorian Tertiary Admissions Centre (VTAC; www.vtac.edu.au), is available to the student's school on VASS, and is available to the student on the results service, by contacting the VCAA or by applying for a Statement of Study Score.

If the study score is unavailable, the score will be reported to the student as UN. A study score is unavailable when more than one graded assessment is NA or because the student has not satisfactorily completed both Units 3 and 4 of the study.



Delivery of results

The delivery method of results is dependent on the student's enrolment.

Students who have undertaken a VCE Units 3 and 4 study in any year, or who have pre-VCE results, will have their results package mailed directly to their address as recorded on VASS.

Certificates are forwarded to the student's home school on Tuesday 15th December 2020.

The address on the Student Full Details Report is the one their Year 12 results will be mailed to at the end of the academic year.

Students who have only undertaken study at VCE Unit 1 and 2 level, and have not completed any pre-VCE studies will have their results included in the results package sent to their school on the scheduled date in December.

VCE Results and ATAR Service

Students may access their final Year 12 results on Monday 14th December by phone, on the internet or by SMS from the joint VCAA and VTAC 'VCE Results and ATAR Service' if they have at least one VCE Units 3 and 4 enrolment. The ATAR website is also optimised for smartphones and other mobile devices with an internet browser. Details will be printed on the back of the Exam Navigator.

Statement of Marks and Statement of Study Score

Students may apply to the VCAA to obtain a Statement of Marks for any or all of their VCE external assessments and the GAT. Students will receive a personalised application form with their VCE results, and a general application form is available on the VCAA website. A Statement of Marks provides the marks obtained for each question or criterion on an external assessment, as well as the maximum marks available. A Statement of Study Score provides details of the calculation of a student's study score for VCE Units 3 and 4 or scored VCE VET Unit 3–4 sequence.

There is a fee for each of these statements.

Inspection of scripts and audio recordings

Students' scripts and audio recordings remain the property of the VCAA and will not be returned to them, but may be made available for inspection under certain conditions.

Students may inspect their examination scripts on application to the VCAA. Students receive a personalised application form with their VCE results that covers Statement of Marks, Statement of Study Score and Inspection of Scripts. A general application form is also available on the VCAA website. Students must obtain the relevant Statement of Marks prior to an inspection of scripts. A fee is charged for each examination script inspected.

Final results

Published results are final. No School-based Assessments will be re-marked once results have been released unless a student appeals to the VCAA against penalties imposed by



their school for breach of rules. There is no provision for a student to appeal to the VCAA against a school's assessment of outcomes for satisfactory completion of a unit.

Student examination reassessment

In exceptional cases the VCAA may consider an application by a principal who believes that there has been an error in the marking of a student's response to one or more questions on a written examination and consequently the student has been incorrectly assessed.

An application should not be submitted solely on the basis that a student was expected to achieve a higher overall mark. The VCAA will only consider a VCE examination score review application made by the principal or an authorised member of the principal class at the student's school.

Applications must be made in accordance with the VCAA's policy and procedures, which are download from VASS. It is a pre-condition of any such application that the student and subject teacher have obtained a Statement of Marks and inspected the student's examination response.

6. Special Provision

Special provision is designed to allow students who are experiencing significant hardship the maximum opportunity to demonstrate both what they know and what they can do. The objective is, as far as possible, to remove the barriers to a student demonstrating his or her capabilities in a particular study.

Students need to apply for special provisions using the VCAA form. Applications for pre-existing conditions should be made as early as possible.

See the VCE Coordinator for more information about Special Provisions and Special Examination Arrangements.

7. Year 12 privileges

The following privileges apply to Year 12 students only.

1. Common room - students may use the Year 12 Common Room at recess and lunchtime. It must be maintained in a clean and tidy condition.
2. Attendance during study periods - Year 12 students may arrive late on campus if they have a study period in Periods 1&2 or leave early if they have a study period in Periods 3&4. Student reception requires a note from parents to cover these absences. Students must attend Chapel and Sports as per their timetable. Teachers may schedule additional classes or assessments during study periods, which the students are expected to attend.
3. Year 12 jackets - students design their Year 12 jackets during Year 11. This is led by the Year 11 Level Mentor and the final design is approved by the Head of Secondary and Principal. Students may wear their Year 12 jackets with their academic and sports uniform, if they wish. All Year 12 students must have their own academic blazer for formal school occasions.

4. Driving to school policy and application - Students may drive to school if they are on their P plates. Please refer to the [Driving to school policy and application](#) for specific details and restrictions.



8. VCE Personnel at NCC - 2024

| Who | PERSON/S | RESPONSIBILITIES |
|---------------------------------|--|--|
| Principal | Ms M James | <ul style="list-style-type: none"> <input type="checkbox"/> ultimate VCE responsibility rests here |
| VCE Coordinator | Mrs M Mead | <ul style="list-style-type: none"> <input type="checkbox"/> communication with parents as needed <input type="checkbox"/> write and update VCE policies <input type="checkbox"/> has a range of forms for students <input type="checkbox"/> deals with needs for Special Exam Arrangements <input type="checkbox"/> deals with applications for change of subject ie forms, counsels students, liaises with parties concerned <input type="checkbox"/> Off Campus study coordination <input type="checkbox"/> VTAC administration |
| VASS Coordinator | Mrs M Mead | <ul style="list-style-type: none"> <input type="checkbox"/> enrolment of students into VCE <input type="checkbox"/> Personal Details Forms and related data entry <input type="checkbox"/> results entry for units <input type="checkbox"/> printing of exam timetables for students <input type="checkbox"/> enters student data information ie ESL status |
| Subject Teachers | | <ul style="list-style-type: none"> <input type="checkbox"/> develop coursework that assesses outcomes and fulfils Study Design <input type="checkbox"/> judge whether a student has fulfilled the requirements to the standard or an S (for submitted work) |
| Learning and Teaching Committee | Various senior teachers and heads of departments | <p>Deals with and decides the following matters and/or applications:</p> <ul style="list-style-type: none"> <input type="checkbox"/> breaches of attendance rule and action regarding this <input type="checkbox"/> awarding of marks from SAC makeup session <input type="checkbox"/> breaches of VCE rules- either VCAA or school set (other than authentication) <input type="checkbox"/> deals with and decides student requests to carry less than the standard 6-subject load |
| Students | | <ul style="list-style-type: none"> <input type="checkbox"/> abide by VCAA and NCC rules <input type="checkbox"/> keep records, drafts etc of work for authentication <input type="checkbox"/> appropriately acknowledge resources used |



8. Glossary of VCE Related Terms

Australian Tertiary Admission Rank (ATAR) The overall ranking on a scale of zero to 99.95 that a student receives based on his/her study scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for courses. Formerly known as Equivalent National Tertiary Entrance Rank (ENTER).

Authentication The process of ensuring that the work submitted by students for assessment is their own.

Derived Examination Score (DES) Provision available for students who are ill or affected by other personal circumstances at the time of an examination and whose result is unlikely to be a fair or accurate indication of their learning or achievement.

Examinations External assessments set and marked by the VCAA. All VCE Units 3 and 4 studies have at least one examination. Written examinations are held in October and November each year. Performance examinations and oral components of LOTE examinations are held in October. The GAT is held in June.

General Achievement Test (GAT) A test of knowledge and skills in writing, mathematics, science and technology, humanities and social sciences and the arts. The GAT is held in June.

Graded Assessment All VCE studies have three Graded Assessments for each Units 3 and 4 sequence. Each study includes at least one examination, most have School-assessed Coursework, and some have School-assessed Tasks.

N Not satisfactory

NA Not Assessed

Outcomes What a student must know and be able to do in order to satisfactorily complete a unit as specified in the VCE study design or VCAL unit.

Satisfactory completion – VCE The school decision that a student has demonstrated achievement of the outcomes for a VCE unit. Students receive an **S** for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an **N**. Students qualify for the VCE when they satisfy sufficient units which meet the program requirements.

School-assessed Coursework (SAC) A school-based assessment that is reported as a grade for either a VCE Units 3 and 4 sequence or Unit 3 and Unit 4 individually. School-assessed Coursework consists of a set of assessment tasks that assess the student's level of achievement of VCE Units 3 and 4 outcomes.

Script inspection Students who want to find out more about their exam results can apply to inspect their completed exam papers (known as 'scripts') and audio tapes. To get maximum benefit from an Inspection of Script, students should obtain the relevant Statement of Marks prior to the inspection and, if possible, arrange to have the study teacher present.

Semester One half of the academic year. VCE and VCAL units are designed to be completed in one semester.



Special Examination Arrangements Arrangements that are approved to meet the needs of students who have disabilities, illnesses or other circumstances that would affect their ability to access the examinations.

Statement of Marks – study score A statement showing the scores for each of the Graded Assessments and describing the calculation of the study score. A fee of \$8.80 is charged for each statement.

Statement of Marks For each examination, including the GAT, students can apply for a statement showing the marks they obtained for each question/criteria and the maximum mark available. A fee of \$9.60 is charged for each statement.

Statement of Results The document/s issued by the VCAA showing the results a student achieved in the VCE and whether he/she has graduated.

Statistical moderation The process used to ensure that schools' assessments are comparable throughout the state. It involves realigning the scale of each school's School-assessed Coursework scores for each study to match the level and spread of the external reference scores for the students in that school enrolled in that study.

Student Number (VCAA Student Number) The unique number assigned to each student enrolled in the VCE, VCAL and VCE VET.

Studies The subjects available in the VCE.

Study design A study design for each VCE study is published by the VCAA. It specifies the content for the study and how students' work is to be assessed. Schools and other VCE providers must adhere to the requirements in the study designs.

Study score A score from zero to 50 which shows how a student performed in a VCE study, relative to all other Victorian students enrolled in that same study in a result year. It is based on the student's results in school-based assessments and examinations.

UG Ungraded

UN Unavailable

Units (VCE) The components of a VCE study that are a semester in duration. There are usually four units in a VCE study, numbered 1, 2, 3 and 4.

VASS Victorian Assessment Software System

VCAA Victorian Curriculum and Assessment Authority <http://www.vcaa.vic.edu.au/>

VCAL Victorian Certificate of Applied Learning

VCE Certificate The certificate awarded to students who meet the requirements for graduation of the VCE. See also **Statement of Results**.

VCE VET Nationally recognised VET certificates developed into full programs of study within the VCE and contributing to satisfactory completion of the VCE under the same recognition arrangements as for VCE studies.

VCE Victorian Certificate of Education



VET Vocational Education and Training

Victorian Certificate of Applied Learning (VCAL) An accredited senior secondary school qualification undertaken by students in Years 11 and 12.

Victorian Certificate of Education (VCE) An accredited senior secondary school qualification.

Victorian Tertiary Admissions Centre (VTAC) Acts on behalf of universities, TAFEs and other providers facilitating and coordinating the joint selection system. VTAC calculates and distributes the **ATAR**.

Vocational Education and Training (VET) Nationally recognised vocational certificates. These certificates may be integrated within a VCE or VCAL program.

VTAC Victorian Tertiary Admissions Centre