



ELEVATION
SECONDARY COLLEGE

VCE Handbook

2023

AIM HIGH | WORK HARD | BE GOOD

1. Contents

42. VCE	4
1. Completing the Victorian Certificate of Education (VCE)	4
2. Successful Completion of VCE	4
3. Tertiary Selection:	4
4. VCE Program components offered in 2023	4
5. Enrolment Records:	4
6. Communication:	4
VCE Assessment	5
1. Learning Outcomes	5
2. Graded assessment: School Assessed Coursework	5
3. School-Assessed Tasks (SATs):	5
4. SAC Expectations	5
5. SAC Conditions	6
6. Assessment Feedback	6
7. Moderation of SAC results	6
8. Exams	6
9. Units 3 and 4 SAT submission guidelines	7
Satisfactory Completion of VCE Assessment	8
1. Meeting coursework or assessment timelines	8
2. Missing a SAT deadline	8
3. Late work without an approved extension	9
4. Missing a scheduled SAC	9
Authentication	10
1. What does authentication mean?	10
2. Authenticating Coursework	10
3. Authenticating SACs	10
Non Satisfactory Completion of VCE Units	12
1. Criteria for awarding Not Satisfactory VCE unit results	12
2. Procedure for non-satisfactory completion of work:	12
3. Grounds for appeal	13
Policy on Student Attendance	14
1. Elevation Secondary College Attendance Policy	14
2. Requirements for Satisfactory Attendance	15
3. Attendance Definitions	15
Special Provision	17

1. Eligibility for Special Provision	17
Applying for Special Provision	17
EAL Students	17
College Uniform	18

2. VCE

1. Completing the Victorian Certificate of Education (VCE)

VCAA controls all aspects of the VCE. All students enrolled in any VCE study must sign an agreement to abide by VCAA rules. This will be organised at the beginning of the school year. VCAA establishes the regulations and procedures that all secondary colleges are required to follow. These regulations and procedures are outlined in the VCAA Administrative Handbook each year. This is available online and from the Senior School Leader.

2. Successful Completion of VCE

Students must:

- i. Satisfactorily complete a **minimum of 16 units** over two years.
- ii. Satisfactorily complete at least 3 units from the English group (including both Units 3 & 4 to receive an ATAR) of subjects.
- iii. Satisfactorily complete 3 sequences of units 3 & 4 (6 units in total) other than English.

It is the responsibility of the student to ensure that the above eligibility requirements are satisfied. Receiving an N (not satisfactory) for a unit can have serious consequences and students should speak to the Senior School Leader if they have any concerns or questions.

3. Successful Completion of VCE Vocational Major

Students must:

- i. Satisfactorily complete a minimum of 16 units which must include the following subjects (including at least three Unit 3/4 sequences):

three VCE VM Literacy Units (including a Unit 3 - 4 sequence)

two VCE Foundation Mathematics Units

two VCE VM Work Related Skills units

two VCE VM Personal Development Skills units

- ii. Satisfactorily complete 180 hours of VET Certificate II or above

4. Tertiary Selection:

The minimum requirements for tertiary selection are a satisfactory pass in 16 units of VCE, which must include a pass in English, EAL or Literature at Units 3 and 4. Many tertiary courses have prerequisite subject requirements and all students need to check these when selecting courses. Most tertiary institutions will use the Australian Tertiary Admission Rank (ATAR) which is calculated by VTAC using the student's study scores.

5. VCE Program components offered in 2023

Students may enrol in one Unit 1 and 2 VCE subject in an accelerated Year 10 program at Elevation Secondary College.

6. Enrolment Records:

Records of enrolment in VCE need to be accurate. Student records are kept on a database called the VASS (VCE Administrative Software System). Students are required to complete the 'VCE Student Personal Details' form each year.

NB: Students who undertake VCE studies at another school, such as the Victorian School of Languages (VSL) must advise the Senior School Administrator at the beginning of the school year.

7. Communication:

The Senior School Leader is responsible for communicating the rules and requirements of the VCE to teachers, students and families. This includes sharing and updating the contents of the College's VCE Handbook as well as VCAA documents including the Administrative Handbook, Study Designs, Advice for Teachers and assessment criteria. The Senior School Leader should also monitor and share VCAA communications including Bulletins and Notices to Schools.

VCE and VCE VM Assessment

1. Learning Outcomes

For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for that unit as specified in the Study Design. This decision will be based on the teacher's judgment of the student's performance, mainly based on School Assessed Coursework (SACs) and School Assessed Tasks (SATs) but may also include some specific unscored coursework designated for the unit. The judgment of satisfactory completion is a school responsibility. VCE VM students will primarily complete coursework designed to meet the outcomes of each Unit.

Achievement of an outcome means:

- The assessed work demonstrates the achievement of the outcomes
- The work is submitted on time (if relevant)
- The work is clearly the student's own.
- There has been no substantive breach of VCAA or school rules.
- The student has satisfied the ESC attendance requirements

There are usually 2 – 3 outcomes for each unit of study. If all outcomes are satisfactorily achieved, the student receives an S for the unit.

In Units 1 and 2 the graded and ungraded School Assessment Coursework tasks are similar in nature to those in Units 3 and 4 of the corresponding Study. The marks awarded in Units 1 and 2 are not reported to the VCAA but will be published on Compass and in the Elevation Secondary College semester reports. For Units 1 and 2, only the S or N is reported to the VCAA at the end of each Unit.

Results of SACs and SATs in Units 3 and 4 count towards a student's study score in each VCE study and ultimately towards the student's ATAR. SACs and SATs also count towards achievement of an outcome.

2. Graded assessment: School Assessed Coursework (SACs)

SACs assess each student's overall level of achievement on key knowledge and skills designated in the study design. The study design specifies a range of tasks to assess achievement of each of the unit's outcomes. SACs should be part of the regular teaching and learning program and must be completed mainly in class time.

3. School-Assessed Tasks (SATs):

Long-term, graded tasks called SATs occur in some Arts and Technology VCE studies. In these studies, students are required to produce a product or model and document their design processes in a folio. These tasks occur over time and teachers will set expected 'milestones' throughout the process. Deadlines for SATs are critical and must be adhered to by students.

4. SAC Expectations

Students will need to demonstrate understanding of all outcomes in a unit through completion of specified work. This occurs largely through satisfactory completion of SACs but may also include other specific classwork. Students will be provided with a timeline of assessment tasks and any other required work at the start of each semester. This includes the work that a student must do to achieve an S for a unit and the conditions under which the work is to be done.

Attendance to classes during SACs is a student's highest priority. Unless exceptional circumstances occur, non-attendance at a SAC will be given a zero result. Non-attendance at a SAC as a result of illness must be verified by a medical certificate. This is the case for students enrolled in any VCE study, including Units 1 and 2.

Academic Catch-up – If a student misses a SAC for a legitimate reason, i.e. medical condition as verified by a certificate, or a school sanctioned event e.g. sport, leadership program, they are expected to complete the SAC after school in the official Academic Catch-up session. This will generally be on a Tuesday or Wednesday afternoon.

Failure to attend this session may result in a 0 grade for the SAC.

Students cannot resubmit SACs to change their graded assessment scores. However, in some circumstances, students may be permitted to resubmit these tasks or complete an alternative task in order to gain satisfactory completion of an outcome.

5. SAC Conditions

SAC Conditions refer to the rules and requirements for assessment tasks that enable authentication according to his handbook and VCAA rules. These are to be communicated clearly by the classroom teacher, in writing, at the start of the year. Conditions vary depending on the assessment formats outlined in the VCAA Study Design. For example, some assessment tasks may permit the use of reference material such as formula sheets, or include a component that is completed in groups or outside of the classroom.

As with external VCAA exams, the use of any mobile phones or smart watches is banned in SACs. Students who breach the rules will receive a 0 result for the SAC, and may be asked to complete a Redemption Task.

6. Assessment Feedback

After SACs are submitted and marked, teachers will provide detailed feedback to students in the form of:

- advice on where and how improvements can be made for further learning;
- an indication of level of performance as a raw mark or percentage
- an indication of S (Satisfactory) or N (Not Satisfactory) decisions for the outcome

Teachers are not permitted to mark or provide comments on any draft of work that is to be submitted for graded assessment.

7. Moderation of SAC results

In Units 3 and 4, initial school assessments are subject to VCAA review and statistical moderation. Teachers will give students an indication of their individual performance for each SAC. These will be stated in terms of a raw score not a grade. SAC results are then moderated against exam performance and final results will be confirmed in the official VCAA results.

8. Exams

In Units 3 and 4, there is an examination period centrally set and externally assessed by VCAA, scheduled for October / November.

All students will be given an official VCAA exam timetable by the Senior School Leader when it is published. Students must also undertake the General Achievement Test (GAT) as part of their VCE. All students (VCE and VCE VM) who are completing a Unit 3 and 4 study are required to sit the GAT.

Rules for examinations will be posted at the entry to examinations. These exams are run by external VCAA supervisors and rules must be strictly followed.

Some of the key rules for exams include:

- Students are not allowed into exams after the first 30 minutes.
- No electronic devices such as phones may be taken in to the exam room.
- Only plain water can be taken in to an exam and the bottle must have the label removed.
- Pencil cases are not allowed so pens, pencil etc. must be taken in loosely or in clear plastic bags.
- If an examiner's assistance is required, students must raise their hand and wait until they come. Examiners will escort students to toilets if required.

9. Units 3 and 4 SAT submission guidelines

Student responsibilities:

It is the responsibility of the subject teacher to ensure that students submit their SATs for assessment according to these guidelines. Each student's individual SAT needs to be submitted in a clear plastic pocket on the set date and include:

- a. A VASS identification slip (to be supplied through the College) and a subject cover sheet (where applicable), attached to the original copy.
- b. A photocopy of the original
- c. All draft work.

Subject Teacher's responsibility:

The following procedures apply with respect to the storage and packaging of SATs:

1. Subject Teachers will be issued with VASS identification slips for their students (refer to the Senior School Leader). Each student will be required to attach their slip to the front of their SAT, filling in the total word count. There is to be no information which can directly identify the student's name, teacher or school – their VCAA number must be the only means of identification.

The signature section is ONLY to be completed by the subject teacher if there has been a breach of the authentication rules.

2. Teachers must monitor and record the development of each student's work on an 'Authentication Records for School-assessed Tasks' form which is available from VASS. Specific authentication advice and relevant forms can also be found on the study design pages of the VCAA website. SATs are to be bundled in the VCAA student number order that is printed on the form. Please note that more than one sheet may be issued for an individual class. For subjects where there is more than one class and teacher, SATs must be bundled together in the VCAA numerical order listed
3. Each individual student package must include:
 - a. The Authentication Records for School-assessed Tasks sheet
 - b. The original SAT copy with the VASS identification slip attached, along with the subject cover sheet (where applicable).
 - c. A copy of the SAT

VCAA authentication forms which must be included are available from VASS (via the Senior School Administrator) or from VCAA study design pages. These include the 'Authentication Records for School-assessed Tasks' and the 'Authentication Record for Externally-assessed Tasks' forms.

4. Once each subject has been bundled together, it needs to be lodged with the Senior School Leader. This should be done as soon as the SAT results are submitted to the Senior School Administrator.

Please note that due to limited space, SATs which are subject to school visitation are not required to be stored centrally. Instead, they should be stored in a secure area within the respective faculty area. Where the SATs are subject to school visitation, the Faculty Leader and Senior School Administrator must be made aware of the arrangement by the subject teacher and check VCAA website to download review forms.

Satisfactory Completion of VCE Assessment

1. Meeting coursework or assessment timelines

Some coursework or assessment tasks include work outside of class time or over an extended period of time. Deadlines or due dates are set to provide support for students in order to complete the specified coursework.

These deadlines are set by each teacher and should be clearly communicated to students through detailed timelines or clear instructions which should be entered into study planners. Where a teacher makes changes to deadlines, students must be notified within a reasonable time frame.

All coursework needs to be submitted on the due date during class time or by other arrangement with the teacher. This may include electronic submission via Google Classroom or email.

If a student knows beforehand that they will have difficulty meeting a deadline for legitimate reasons, they must consult with their teacher prior to the due date

2. Missing a SAT deadline

Students who miss a SAT deadline must have a medical certificate or other evidence legitimising their absence. This must be presented on the day of return to school.

Failure to do so will result in a 'zero' mark being awarded for the SAT. They must apply for an alternative date by completing an "Application for Approval of SAT Absence" form immediately upon return to school. The final decision on whether a student will be able to submit their SAT after the due date will be determined by consultation between the teacher and Senior School Leader. This includes deadlines used to assess and authenticate student work throughout the completion of a SAT.

3. Late work without an approved extension

Students who have missed a deadline for assessed work but did not request a prior extension of time must contact their teacher in person, by phone or email on the day that the work is due.

Issues with computers, lost, damaged or stolen work are not generally counted as an acceptable excuse for late work. A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability.
- Hard copies of the work in progress are produced regularly.
- Each time changes are made, the work is saved onto a back-up file, USB, GSuite or emailed..

Late work submitted without an approved extension is subject to a 10% penalty per day, this is inclusive of weekends. This affects the percentage and grade a student can earn for the task. It does not affect the teacher's assessment of whether the student has demonstrated a satisfactory understanding of an outcome.

Notwithstanding the above policy, an extension and/or re-submission of a task and/or an alternative task can be permitted particularly to demonstrate an S or for a score where the student has been responsible and is not at fault. 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. The Senior School Administrator will keep this record but is not required to report it to VCAA.

4. Missing a scheduled SAC

The date, timing and conditions of all SACS should be well publicised to students and must be included in each subject's Unit Outline. The majority of SACs are done within class time and attendance at SACs is the highest priority for students. Non-attendance to a scheduled SAC without exceptional circumstances will have serious consequences

If a student is going to miss a SAC, they must contact the teacher or the Senior School Leader on the morning of the SAC via email. Failure to do so may result in a 0 for the SAC. As soon as the student returns to school, a medical certificate must be handed to the subject teacher for verification and this will be passed on to the Senior School Administrator.

The opportunity of completing the missed SAC during the official catch-up session will only be granted in exceptional circumstances, such as:

- a. medically certified illness (i.e. a medical certificate from a doctor is provided).
- b. proven personal hardship
- c. an approved school activity (e.g. sport or leadership activities).

- d. circumstances clearly beyond the student's control.

There will only be one opportunity to make up a missed SAC, which will be in the next available Academic Catch-up session. If the student does not attend at the revised time, the result for the SAC will be 0 and may put the students at risk of an N for the unit. This is the case for Units 1-4.

In some cases the teacher may decide to allow a student to re-sit a SAC. A re-sit would be for the purpose of providing authenticated evidence to demonstrate an **S** for the outcome (as part of the redemption process outlined in the 'procedure for non-satisfactory completion of work' in this handbook) and not for scoring purposes. The original grade for the SAC **must** stand.

Authentication

1. What does authentication mean?

The work that students submit for assessment must be their own. They must also adhere to the SAC conditions set by a teacher and cannot bring in unauthorised materials. If any part of a coursework task is completed outside of class time, all assistance received by the student in producing the work must be acknowledged and be obvious to the reader. Students are responsible for ensuring that the teacher has no difficulty in authenticating their work. They should understand that teachers cannot authenticate work about which they have doubts until further evidence is provided.

2. Authenticating Coursework

Students must ensure that all unacknowledged work submitted for assessment is genuinely their own.

Students must acknowledge all resources used, including text and source material; the name and status of any person who provided assistance and the type of assistance provided.

Students must not receive undue assistance from any other person in the preparation and submission of work.

Students who knowingly assist other students in a Breach of Rules may be penalised.

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources (e.g. 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 or self-correction.

Unacceptable forms of assistance include:

- Use of, or copying of, another person's work or other resources without acknowledgment.
- Actual corrections or improvements made or dictated by another person.
- Submitting the same piece of work as another student.

3. Authenticating SACs and Student Outcome tasks

For SACs and outcome tasks which are partly completed outside of class:

Where tasks are not completed in class in their entirety, teachers must monitor and record each student's progress through to completion. This requires regular sightings of the work in progress and a record kept on an 'Authentication Record for School assessed Coursework' form which is available from VASS.

Students are responsible for producing appropriate evidence of the development of their work, from planning and drafting, through to the final piece of work. They must meet any deadlines set throughout the completion of the work. This will enable the teacher to monitor and record the development of the work and to attest that the work is the student's own.

Breaches during an in-class SAC:

The procedures outlined below are also to be used if a teacher suspects that a student cheated during a SAC, such as bringing in and using unauthorized materials, such a pre- prepared notes or answers, electronic notes on a phone or other device or copying from another student during the SAC.

Teachers should make the expectations and conditions of the SAC clear to students and should generally conduct SACs under exam conditions.

Step 1: Suspected breach identified by the teacher:

Student has submitted work that:

- is not typical of other work they have produced.
- 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 development.
- is copied entirely or includes parts that are identical to another student's work.
- brings unauthorised or pre-prepared materials into a SAC

Step 2: The teacher will not accept such work for assessment until further evidence is provided.

Step 3: The teacher then approaches the student who must then provide evidence that the work submitted is their own.

In order to obtain the necessary evidence, students may be required to:

- Provide evidence of the development of the work, for example drafts.
- 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.
- Complete a test to demonstrate an understanding of the work.

If the student is **able to provide sufficient evidence** that the work completed has not breached authentication guidelines, it will be accepted for assessment by the teacher.

If the student is **unable to provide sufficient evidence** that the work has not breached authentication guidelines, the teacher will inform the Senior School Administrator.
[progress to Step 4]

Step 4: The Senior School Leader will then:

- Notify the student of the alleged breach of rules while ensuring confidentiality is maintained. For example, other students' names or the specific information they have reported should not be used.

- Discuss the breach with the student to ascertain whether there is a need for the case to be presented before a panel.
- Inform the student of the panel, relevant policies and the right to appeal.
- The panel may consist of two or more of the following teachers –
 - Senior School Leader
 - Faculty Leader or another teacher from the same faculty
 - Assistant Principal – Excellence in Teaching and Learning
- The Senior School Leader will then inform the Principal of the panel's recommendations.
- The Principal determines what action will be taken and notifies the student in writing.

Appeals: Students have a right of appeal to the VCAA against the decision of the Principal if a penalty has been imposed because of a breach of the VCAA rules set out above. Students may appeal on one or both of two grounds:

1. That a breach had not occurred.
2. That the penalty was too severe.

Non Satisfactory Completion of VCE Units

1. Criteria for awarding Not Satisfactory VCE unit results

Students may be awarded an **N** (Not Satisfactory) for the unit when one or more of the following occurs:

- The assessed work does not demonstrate achievement of the outcomes
- Specified coursework or a SAC was not attempted and there were no exceptional circumstances
- They failed to meet a deadline on assessed coursework, even where an extension of time had been granted, including special provision
- The work cannot be authenticated
- They committed a substantial breach of attendance rules which resulted in the student being unable to satisfactorily meet an outcome
- there has been a substantial breach of VCAA rules and the school's rules and procedures.

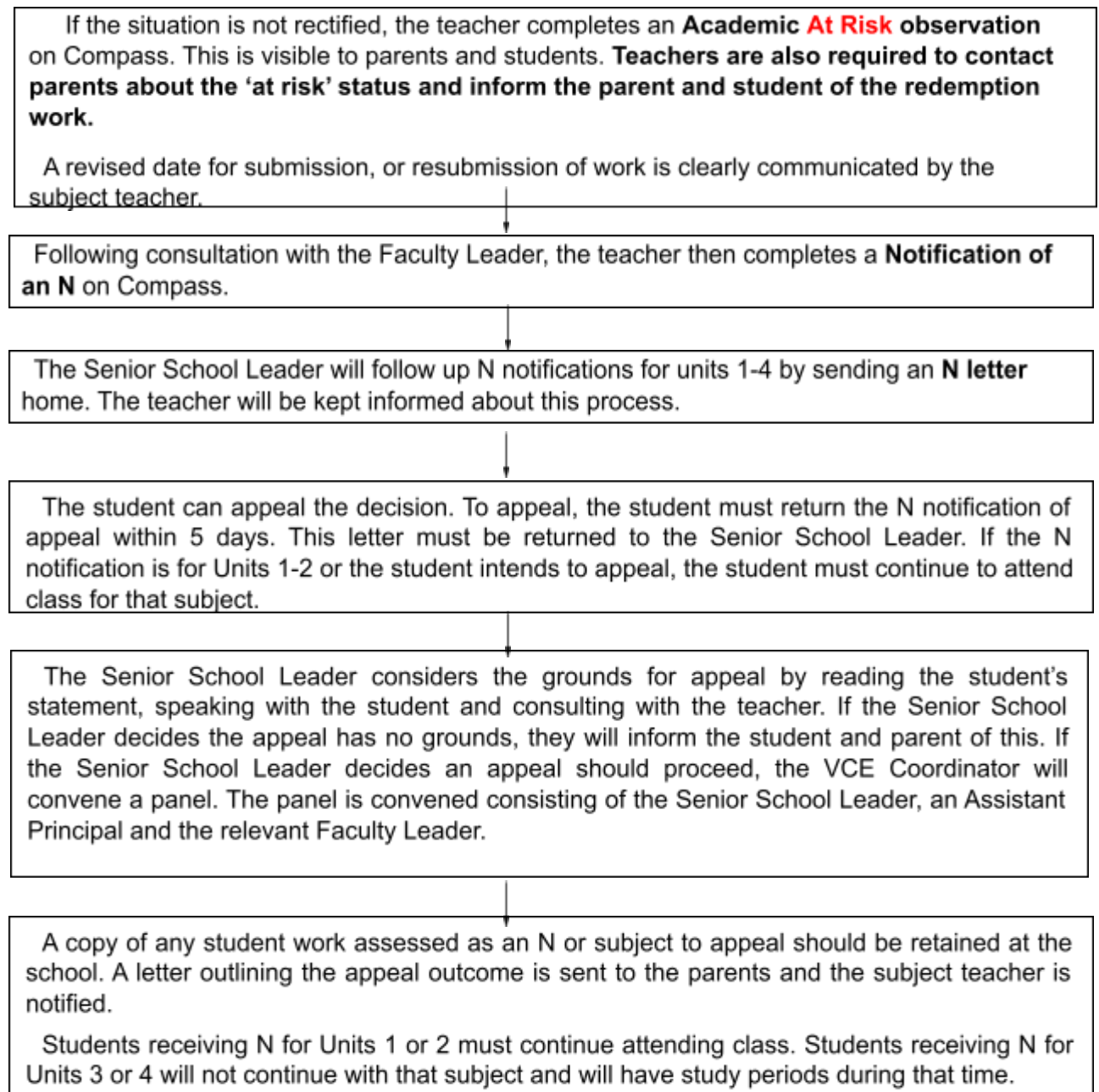
If an N is awarded for a unit, students have a right of appeal to the College, through the Senior School Leader.

2. Procedure for non-satisfactory completion of work:

The student has not attempted, completed or submitted the required work or the work does not show satisfactory understanding of the outcome.

Teacher initially completes an **Academic Observation** on Compass, and speaks to students about concerns. This is visible to students and parents.





Mentor Group teachers will be notified if any student has received an N result.

An on-going tally of all N results will be recorded by the Senior School Leader with the support of the Senior School Administrator. Students who receive more than one N will be counselled by the Senior School Leader, in consultation with the Mentor Group teacher, and may be referred to the Pathways team to consider future options.

3. Grounds for appeal

There are three grounds of appeal supported by the VCAA guidelines:

- a. Illness

A Medical Certificate must be provided stating your incapacity to complete or attempt the assessed work. The certificate must be shown to your subject teacher on the day you return to school. No back-dated certificates will be accepted.

b. Major illness or death in the family

A letter from the treating Doctor or hospital confirming the illness or death of a relative, including relevant dates, must be provided.

c. Extenuating circumstances

These are circumstances which have significantly affected the normal arrangements of students and have an effect on the ability to meet required assessment timelines. At a minimum, a supporting statement from the Student Wellbeing Co-ordinator/Mental Health Practitioner or an outside agency must be provided.

A brief statement outlining reasons for appeal and relevant documentation must be submitted within 5 days of receipt of N letter.

Once a notification of an N has been submitted on Compass, the teacher may not accept that work from the student. Instead it must be handed to the Senior School Leader until an Appeal ruling has been made.

Policy on Student Attendance

1. Elevation Secondary College Attendance Policy

The Victorian Curriculum Assessment Authority requires all schools to have an attendance policy for students undertaking VCE. This is to ensure that students complete the required amount of class hours and complete sufficient work and classroom activities to allow them to meet the required outcomes. Regular attendance also ensures that student work can be monitored and authenticated.

The following requirements apply to all ESC students undertaking a VCE subject:

- Students should be in class for all scheduled sessions.
- Students who are absent from class should have a legitimate reason for their absence.
- If the absence is due to an extra-curricular activity run by the school, students must have prior permission from their class teachers to attend such an activity.
- If absence is due to illness, family or other personal matters, students must notify school on the morning of such an absence.

Specific Requirements for SATs or SACs

Students who are absent on the day of a SAC must contact the school in the morning and include that they are missing a SAC. This enables the attendance co-ordinator to pass information on to the subject teacher. Where possible, students should also contact their subject teacher directly through email.

Students who miss a SAC must have a medical certificate or other evidence explaining their absence. This must be presented on the day of return to school. Failure to do so will result in a '0' mark being awarded for the SAC. The final decision on whether a student will be able to sit a SAC they have missed will be determined by their Senior School

Leader, in consultation with their class teacher. Cases that are difficult to resolve can be referred to an Assistant Principal.

Students who miss a SAT deadline must have a medical certificate or other evidence explaining their absence. This must be presented on the day of return to school. Failure to do so may result in a '0' mark being awarded for the SAT. The final decision on whether a student will be able to submit their SAT after the due date will be determined by their Senior School Leader, in consultation with their class teacher. Noting that delayed SAT submission or re-submission can be challenging or not possible in some VCE outcomes. Cases that are difficult to resolve can be referred to an Assistant Principal. This includes deadlines used to assess and authenticate student work in progress. Students who feel they will be unable to meet the set deadline for assessment task (other than SACs) should use the 'Request for Extension' form found at the Senior School Administrator's desk. This form needs to be completed before the due date and submitted to the subject teacher who will determine whether an extension will be granted.

2. Requirements for Satisfactory Attendance

As outlined in the above policy, attendance forms an important component of demonstrating course outcomes and enabling authentication. The following attendance requirements apply for successful attainment of VCE units:

A maximum of 10 sessions of absence (both approved and unapproved) is allowed in a subject per unit – this includes absence due to illness, family and personal matters and involvement in extra-curricular activities.

Of these, a maximum of 5 absences can be unapproved absences – these being absences without a medical certificate or other formal notification to the school.

Students who accumulate more than 5 unapproved absences or 10 sessions in total will receive an 'N' result for the unit.

The school will send warning notes to parents when a student has 3 sessions of unapproved absence or 8 sessions of total absences in any subject.

In the situation that a student has more than 10 sessions of absences from a subject, a parent meeting may be scheduled by the Senior School Leader to discuss progress and pathways.

Individual circumstances known by the Wellbeing Team, such as welfare, mental health or severe health issues may be considered on a case by case basis. Where, appropriate, the Senior School Leader will support students to utilise the Special Provision arrangements detailed in this document.

Extended holidays or overseas trips that infringe on the stated attendance policy will not be endorsed by the college and are likely to result in an 'N' result for affected subjects.

3. Attendance Definitions

Approved absences:

Illness (with a note or medical certificate):

Students bring a note from the parent or a medical certificate or parents telephone or email the school via the office.

In the case of VCE SACs or SATs a medical certificate is required, this can be submitted to the office or Senior School Administrator. Classroom teachers do not handle or keep medical certificates, documented evidence of transport issues etc.

If a student is absent for long periods of time due to illness, the school may require further documentation such as a full report from a doctor which gives details about the medical condition. Special Provision (below) may be required to make specific arrangements for the student and/or to provide an exemption from VCE attendance rules.

Attendance at an approved college activity:

This includes meetings with welfare staff, music lessons, school sporting events and subject excursions. Permission forms for school excursions or activities involving students enrolled in Units 1 – 4 VCE include an ‘School Activity - Acknowledgement of Student Absence’ form where VCE classroom teachers are able to sign off on the student’s absence and record any agreed arrangements for catch up. Involvement in a college activity is not approved without all VCE teachers signing the form.

Teachers may withhold their signature if they have specific concerns around the student’s capacity to meet course requirements, including the completion of SACs, authentication, and attendance. As withholding a signature prevents the student from engaging in the activity, the teacher must inform the Senior School Leader and staff member organising the school activity of this decision.

Requests for Overseas Travel/ Other Activities:

Students must make a written request to the Principal using the “Notification of Extended Absence” form at least 2 weeks in advance.

Students are unlikely to be granted approval for an extended absence due to the impact on their attendance requirements. Students who undertake extended absences without the Principal’s approval are unlikely to be able to complete that year level successfully.

Student movement:

Late Arrivals

Students arriving late to school must report to the office in order to have a ‘late’ recorded on Compass.

Leaving the College

Students with appointments are required to present a note to the office before Mentor Group and obtain an early leaver’s pass on Compass. This can be checked by the classroom teacher at the beginning of the affected lesson.

Study sessions:

Students undertaking VCE in 2023 do not have study periods in their timetables. Students have a full timetable and teacher absences are always covered by replacement teachers.

Special Provision

1. Eligibility for Special Provision

The underlying principle of Special Provision is to provide students who are experiencing significant hardship opportunities to demonstrate both what they know and what they can do in a VCE unit. The overall objective of VCAA's Special Provision policy is to remove barriers to students demonstrating their capabilities in a VCE subject when their learning or assessment is affected by illness, impairment or personal circumstances.

In Units 1 & 2 special conditions required in order to properly attempt a SAC/SAT or meet authentication requirements in light of ongoing absence will be decided by Elevation Secondary College. Students undertaking Unit 1 and 2 subjects can request a 'Special Provision' form from the Senior School Administrator. The Senior School Leader will support the student to outline and provide evidence for the special consideration.

Special Provision is available to Unit 3 and 4 VCE students for:

- Curriculum delivery, classroom tasks and school based assessment (determined by ESC)
- VCE external assessments (including the GAT) and special examination arrangements (determined by the VCAA with support from ESC in documentation and application)
- Derived Examination Scores (DES) where hardship arises immediately before or during the exam period.

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

- an acute or chronic illness (physical or psychological)
- any factors relating to personal environment such as housing or family problems
- an impairment or disability, including learning disabilities.

Students do not have grounds for Special Provision if they:

- are absent from school or study for prolonged periods without evidence of significant hardship.
- are comparatively unfamiliar with the English language as their only disadvantage.
- misread an examination timetable or an examination paper.

Applying for Special Provision

For school-based assessment, Elevation Secondary College is responsible for determining eligibility and the nature of the provisions granted. For VCE examinations, VCAA is responsible for determining eligibility and for granting approval for special examination arrangements or DES. Special Provision does not override or contradict the authentication requirements outlined in this handbook. A student with special assessment conditions and/or an attendance exemption must still demonstrate that the work they have completed is their own.

Students should approach their Year Level Coordinator or Student Welfare Coordinator, or Senior School Leader as soon as they become aware of any circumstances which they believe have disadvantaged them. The Senior School Leader makes a formal application for Special Provision from VCAA for students enrolled in a Unit 3 and 4 subject.

EAL Students

A student will be considered eligible for EAL status if both the following conditions are satisfied:

- a. The student has been a resident in Australia for a period of not more than seven calendar years immediately prior to 1 January of the year in which the study is taken at Units 3 & 4. For Year 10 students in 2023 commencing Unit 1 and 2 VCE, that date will be January 1 2017 if continuing with a Unit 3 and 4 study in 2024.
- b. English has been the student's major language of instruction for a total period of not more than seven years prior to the commencement of the year in which the study is taken at Units 3 & 4.

For assessment, EAL students will complete the same number of assessment tasks as all other students.

The College is committed to providing EAL support as necessary within the VCE study designs.

Students with an Intellectual Disability

The Principal has the discretion to approve the enrolment of students with an intellectual disability in a VCE or VCE VM study. The Principal is responsible for advising students and families of the likelihood of successfully demonstrating the published Unit outcomes and for agreeing on appropriate provisions and adjustments before enrolling.

College Uniform

All VCE students are required to attend school in full academic uniform. Where a student repeatedly fails to wear correct uniform and has not provided a satisfactory note of explanation excusing them from wearing items of the uniform, they will be sent home and required to return to school once they are correctly attired. This period of absence from classes will be used when calculating attendance requirements.

Students must have a uniform pass if they are out of uniform.