



Mount Scopus Memorial College

בית הספר הר הצופים

בס"ד

# VCE Handbook 2018

Scopus  
Values



Excellence in Learning



Holistic Development



Jewish Identity



Community and Service



## VCE 2018

This publication is for all Year 11 and Year 12 students, Year 10 students undertaking Units 1 and 2 (including VET), as well as ALL VCE TEACHERS.

### Frequently asked questions:

- **What do I need to do to ensure I achieve an "S" in all my Units?**
- **What rules are there for completing SACs?**
- **What can I do to protect my VCE results if I get Glandular Fever this year?**
- **Who needs to sit for the GAT in June?**
- **Who is eligible for Special Arrangements in exams?**
- **When would I be eligible for a Derived Exam Score?**

The following advice will help you to answer these questions and others about how the VCE will be conducted at Mt. Scopus College in 2018. You will need to refer to it throughout the year. Most of what you will read here is reproduced from the "VCE Administrative Handbook" published by the Victorian Curriculum and Assessment Authority (VCAA), the organization which is responsible for regulating the conduct of the VCE.

For further assistance with VCE related issues, see:

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**Keep this document in a safe place**

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# 1 The Victorian Certificate of Education (VCE)

## 1.1 The Minimum Requirements

The minimum requirement for a student's program for the award of the VCE is satisfactory completion of 16 units which include:

- Three units of English (from English, EAL, English Literature, English Language. From 2018, a pass in **both** Units 3/4 English or EAL or English Literature or English Language will be required for the award of the VCE.
- three sequences of Unit 3 and 4 studies other than English, including VET Unit 3/4 sequences

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

## 1.2 What is required to achieve Satisfactory Completion in any unit at Mount Scopus?

To achieve an "S" in any unit, a student must:

- Meet the required standard – for Unit 1/2 assessments, this is a **minimum score of 50%**.
- submit work that is clearly his or her own
- submit work on time
- comply with VCAA and school rules, **including attendance requirements**

### 1.2.1 Minimum class-time attendance:

In all units, the minimum class attendance at Mount Scopus is **90%**, except in the case of medically documented illness or other extreme circumstance at the discretion of the principal. Students who fail to meet the 90% required attendance in class, irrespective of their performance, will not receive a satisfactory completion for a unit.

## 2 Assessment

### 2.1 Satisfactory Completion

You will receive 'S' (Satisfactorily completed) or 'N' (Not Satisfactorily completed) for each Unit studied. You will be awarded an 'S' if you have met the requirements as outlined in 1.2 above. The College sets its own assessment tasks to determine if a student is to be awarded an 'S' in a Unit. The school can ask students to **repeat and/or resubmit work** in order to achieve a satisfactory outcome. However, students may not resubmit work that is to count towards their Unit 3/4 coursework score.

## 2 Assessment (Cont'd)

### 2.1.1 Levels of Achievement

While Units 1 and 2 studies are not graded for external purposes; these units are reported with a letter grade internally to students and parents to indicate the level of achievement.

In Units 3 and 4, the Victorian Curriculum and Assessment Authority (VCAA) prescribe assessment tasks in all studies, for which grades will be awarded.

Each study has three graded assessments, except for VCE VET programs which have two. Each study has at least one examination. For most studies, the school assessment will be coursework assessment – SACs.

Some studies also have school assessed tasks – SATs, such as Art, Studio Art, Media and Visual Communication and Design.

SACs assess each student's level of achievement on the assessment tasks designated in the study design. SATs assess a student's level of performance in a task set by VCAA and assessed by the teacher in accordance with published criteria. SACs are set and assessed by teachers in the College. Teachers will provide feedback to students on particular problem areas and advice students on how improvements can be made. The type of feedback will depend upon the nature of the task and procedures will vary from study to study. Results on an SAC or SAT will be represented by a number ranging from 1+ to 3.

**In any task in which the actual score is released, students must understand that coursework scores may change following statistical moderation.**

Some studies, such as English, Maths Methods, Further Maths and Religion and Society will have their SACs on Friday mornings. Details of these dates and subjects will be available early in Term 1.

Grades for each of the year's assessments in each study will be recorded on the official Statement of Results you receive from VCAA. The aggregate for the grades for each study is used to determine a study score.

## 2 Assessment (Cont'd)

### 2.2 Statistical Moderation of SACs

To ensure comparability of assessment of Coursework from different schools, the VCAA will apply statistical moderation procedures to each group of students. For moderation purposes, a group is defined as the 'cohort of students' in each school undertaking the study. For example, all Unit 3/4 English students will be treated as one large group; all Unit 3/4 students of the same study at Mount Scopus, i.e., Maths Methods, Further Maths, Psychology and Legal Studies students will be treated as one large class, regardless of whether they are in Year 11 or Year 12. Teachers in all studies will ensure comparability from class to class within studies by consulting regularly on course content and assessment modes and procedures.

**Statistical moderation can result in the internal school SAC grades either increasing or decreasing.**

The determining factor is how the whole group, for instance all Maths Methods students, performs in the exam relative to the total SAC results. The process 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 exam. **A student's individual SAC result does not change due to that individual student's performance** in the exam.

### 2.3 Attendance at SACs

**If for any reason you are unable to attend a SAC, you MUST ring the school before 8.30am on the day of the SAC and leave a message with the VCE Coordinator Mrs. Sandra Katz (98340284) that you will not be attending the SAC. An examination by a medical practitioner and a medical certificate will be required.**

On your first day back at school, you need to come to the VCE Office with a Medical certificate, and, in consultation with your teacher and Mrs. Katz, determine a time and place to complete the SAC. You will be required to complete the SAC at the earliest possible opportunity

## **2 Assessment (Cont'd)**

### **2.4 Applying In Advance for a Postponement of a SAC**

Only in exceptional cases, will students be given permission to delay the sitting of a SAC. Students who consider themselves eligible for an extension need to apply by contacting the VCE Office via email with details as to why the request is being made. Students who may be absent from a SAC due to **private travel arrangements will not have the SAC rescheduled.**

#### **2.4.1 SACs during school approved absences**

Appropriate arrangements will be made in advance for students missing SACs due to their participation in a school approved absence. Such students will be informed of alternative arrangements well in advance.

### **2.5 Extensions of time for a SAT**

In certain circumstances, extensions of time may be granted, for instance, for a SAT in Media, Art, Studio Art or Visual Communication. A student seeking an extension will be asked to submit a request in writing to the VCE Coordinator

The subject teacher and VCE Coordinator will make the initial decision on eligibility, length of extension and conditions under which the extension will be allowed.

If a student's application for an extension is refused, or if the student believes that he/she has been unfairly treated by a teacher in respect to any of the VCAA or school rules relating to the VCE, that student has the right of appeal to the VCE Coordinator.

### **2.6 VCAA Audits of Coursework**

VCAA will check SACs on a sample basis to ensure that procedures are being correctly followed.

### **2.7 Computer 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 a technology malfunction;
- Hard copies of the work in progress are produced regularly;
- Each time changes are made, the work is saved onto a back-up file.

## 2 Assessment (Cont'd)

### 2.8 VCAA Rules for Assessable Work

The VCAA sets down rules that a student must observe when preparing work for assessment. They are:

- 1 A student must ensure that all unacknowledged work submitted is genuinely their own.
- 2 A student must acknowledge all resources used including:
  - Text, websites and source material
  - The name(s) and status of any person(s) who provided assistance and the type of assistance provided
- 3 A student must not receive undue assistance from any other person in the preparation and submission of work.

#### **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 which leads to refinements and /or self-correction.

#### **Unacceptable forms of assistance include**

- Use of, or copying of, another person's work or other resources without acknowledgement;
  - Corrections or improvements made or dictated by another person.
- 4 A student must not submit the same piece of work for assessment in more than one study.
  - 5 A student must not knowingly assist another student in a breach of rules.
  - 6 A student undertaking SAC or SAT tests must comply with VCAA examination rules.

## 3 Breach of SAC Rules

### 3.1 The conduct of SACs at Mount Scopus College

The College undertakes the running of all SACs very seriously. Any breach of the rules will be dealt with under the guidelines outlined by the Victorian Curriculum and Assessment Authority (VCAA). There can be serious consequences for breaching the SAC rules.

It is the College's responsibly to ensure that the SACs are conducted in the fairest way for all students and that no students are permitted to gain any advantage by breaching the rules. Not all SACs will have the same rules, for example, in terms of what is permitted to be brought into the SAC room.

Students must ensure they are quite clear about a SAC's specific rules before entering the SAC room. In recent years there were several students who were found to have been in breach of the rules. These students incurred various penalties.

### 3.2 Penalties that can be imposed by the school for breach of rules

The Principal has the power to:

- reprimand the student;
- require the student to resubmit the work;
- refuse to accept that part of the work which infringes the rules and not give any assessment for that part of the work;
- refuse to accept any part of the work if the infringement is judged to merit such a decision. This would result in an "N" be awarded for the SAC and hence also an "N" for the unit.

### 3.3 Student Interviews for Breach of SACs

Prior to a decision being made by the College for an alleged breach of rules, the student will be required to attend an interview. The student will be given at least 24 hours notice in writing of the interview. The interview usually comprises the Head of School, the VCE Coordinator, the Faculty Coordinator and the student. The student may request a support person to attend the interview.

### 3.4 Appeals

Students have a right of appeal to the Principal in the first instance. Such an appeal must be lodged in writing within 14 days of receiving the decision. They may appeal on one or both of two grounds:

- that a breach of the rules had not occurred
- that the penalty was too severe

In **certain circumstances**, a student may also appeal to the VCAA. A student's intention to appeal must be received in writing at the VCAA within 14 days of the Principal's written notification to the student. Correspondence must be addressed to the Chief Executive Officer, VCAA.

## **4 Examinations**

An examination is any centrally set task which is externally assessed by the VCAA. This includes written, oral or performance tasks conducted to the requirements of accredited study designs and taken under examination conditions. Examinations are set by panels appointed by the VCAA. They include the General Achievement Test (GAT).

### **4.1 Dictionaries**

An English and/or English-LOTE printed dictionary may be used by students in English/English ESL, and in the GAT. In LOTE exams students may use any printed monolingual or bilingual dictionary in one or two separate volumes. Dictionaries must not contain any highlighting or annotation. Electronic dictionaries are not permitted in any examination. Dictionaries are not allowed to be used in any other examination.

### **4.2 Exam Timetable Clashes**

If a student has a timetable clash for examinations on a particular day, the school may lodge a request to reschedule one of the exams to another time on the same day.

#### **4.2.1 Three (3) exams on one day**

Students who have 3 exams on one day will have permission from VCAA to have an additional 10 minutes per hour extra time for the final exam on that day. The VCAA will also provide students with a Derived Exam Score for the third exam.

### **4.3 Absence from an Examination**

Where a student has been prevented from undertaking an examination due to circumstances that warrant Special Provision, the student should apply to the VCAA for a Derived Exam Score. Students who are unable to attend an examination centre due to illness or disability may apply for special supervision, and if practicable, a supervisor will be sent to the hospital or the student's home.

### **4.4 Indicative Grades**

Indicative Grades for all exams are submitted by schools prior to the November exams. The primary purpose of these indicative grades is their use in the quality assurance procedures for marking the exams to identify possible anomalous marking of individual scripts. Indicative grades will also be used in the calculation of the Derived Exam Score.

## **4 Examinations (Cont'd)**

### **4.5 Approved Materials for Exams**

Students sitting for examinations are permitted to bring normal stationary into the exam. This includes pens, pencils, highlighters, erasers, sharpeners and rulers. Correction (white out) liquid/tape and blank sheets of paper are not allowed in any exam. For some exams, students are permitted to bring specific materials into the exam. Students will be informed about approved materials through the VCAA produced 'Exam Navigator' which is published prior to the GAT.

### **4.6 Drink bottles**

Students are permitted to bring a clear (the label must be removed) bottle of water into the exam. The maximum size of the bottle is 1.5 litres.

### **4.7 Exam Irregularities**

This refers to events which materially interrupt and adversely impact a student's performance at an examination and which are outside the student's control. If a student believes that an event constitutes an Examination Irregularity, the student must advise the Principal or VCE Coordinator in writing within three days of the end of the examination.

### **4.8 Inspection of Exam Scripts**

Students may apply to inspect their exam scripts and to receive a Statement of Marks. This form can be obtained from the VCAA website or the VCE Coordinator. The deadline for inspection of November 2017 exams is Friday 9 February 2018.

### **4.9 Anomalous Grade Check**

For all exams, an anomalous grade check is undertaken. Indicative grades provided by the school are used to identify students with anomalous scores. These students' scripts are identified and reconsidered by the study's Chief Assessor's panel.

### **4.10 Confirmation of Grades**

The school may request the VCAA to confirm a student's grade. This involves a clerical and computational check of all procedures in finalizing the student's grade. Such requests will be accepted only where a discrepancy exists of at least two grade levels from the school's indicative grade. The Confirmation of Grades process does not involve re-assessment or re-marking.

## **4 Examinations (Cont'd)**

### **4.11 Final Grades from VCAA**

There is no right of appeal with regards to VCAA results.

### **4.12 General Assessment Test (GAT)**

All students enrolled in one or more sequence of Unit 3 and 4 must sit the GAT.

**Year 11 and Year 12 students will sit a single session for the GAT on Wednesday 13 June, 2018.**

The GAT consists of a general test covering three broad areas:

Mathematics, Science and Technology, Humanities and Social Sciences

Dictionaries are permitted in the GAT, but calculators are not.

Results from the GAT will be reported individually to students and to schools at the end of the year. Students will receive separate scores from each of the three parts of the GAT. However, the GAT does not form a part of a student's ATAR and is not used for tertiary selection processes.

The VCAA will use the GAT scores in:

- the statistical moderation of SACs
- checking the accuracy of student scores in exams
- the calculation of Derived Exam Scores
- the review of SATs

Students are advised to take the GAT seriously. Preparation for the GAT is not possible. It tests knowledge and skills acquired over a student's many years in primary and secondary schooling. Year 11 students will be provided with a GAT training session before June 13, 2018.

## 5 Special Provision

### 5.1 Eligibility for Special Provision

A student is eligible for Special Provision if, at any time while studying for the VCE, the student is:

- significantly adversely affected by illness (physical or psychological), by any factors relating to personal environment or by other serious cause;
- disadvantaged by a disability or impairment including learning disabilities.

### 5.2 Forms of Special Provision

- 1 School based arrangements for SACs and Outcomes;
- 2 Special Examination Arrangements;
- 3 Derived Examination Scores.

#### 5.2.1 School Based Assessment

Mount Scopus may apply special provisions and arrangements for its SACs. This can take the form of allowing a student extra time to complete a task, rest breaks and/or the use of technology, aides or other special arrangements to undertake assessment tasks. The policy at our College is that students will be only granted special arrangements for SACs if either VCAA has already approved such arrangements for external exams or if we are awaiting a VCAA decision following our application.

#### 5.2.2 Special Examination Arrangements

Students are eligible for Special Exam Arrangements if it can be demonstrated that achievement on the examination is adversely affected by

- accident or sudden onset of illness
- personal circumstances
- long-term impairment

Applications for Special Exam Arrangements must be accompanied by recent supporting medical or other specialist documentation. In recent years, the VCAA has tightened up its special arrangement policy and now requires students applying for extra writing time and/or the use of computers, to undergo a number of different tests.

Forms of Special Examination Arrangements include:

- extra reading time;
- extra writing time;
- rest breaks.

Students with specific illnesses or disabilities may also be eligible for:

- a lap-top computer;
- the use of a scribe;

## 5 Special Provision (cont'd)

### 5.2.2.1 Deadlines for Special Examination Arrangements

Students who wish to apply for Special Examination Arrangements should make such applications (in writing) to Mrs. Katz as soon as possible. It must be noted, however, that an application does not guarantee an approval for Special Provisions. Students who have been previously approved Special Arrangements for severe health impairment may be required to resubmit current medical evidence.

**The due date for Special Examination Arrangement applications is the 2nd of March, 2018.**

### 5.3 Derived Examination Score

The Derived Examination Score (DES) is calculated by VCAA and may be used as the student's examination result where the students meet eligibility requirements for the provision. Students are eligible for a DES if they can demonstrate that illness, personal trauma or other circumstances occurring within a 2 week period prior to a performance, oral or written examination period has adversely affected their performance in an examination, or has prevented them from attending the examination.

It is not intended to compensate for learning or achievement that has not been possible because of long-term illness or other on-going situations throughout the year.

Derived Exam Scores may be applied to November Unit 3/4 exams as well as the external performance and oral assessments in October.

### 5.4 SEAS (Special Entry Access Schemes)

Students who complete Year 12 in 2018 may apply to VTAC (Victorian Tertiary Admissions Centre) under the SEAS scheme:

**SEAS:** This scheme is for students who have been disadvantaged in some way during their school lives. There are many categories within SEAS such as 'Difficult Circumstance' and 'Disability', or 'medical condition'. Students are able to apply under more than one category but must refer to the SEAS booklet for details as some tertiary institutions may not consider all SEAS categories. Some institutions also give special consideration to current Year 12 students who have experienced short term disadvantage in Years 11 and 12 which have affected their Year 12 results and ATAR.

Any medical supporting statements should be kept on file.

Current Year 11 students do **not** make SEAS applications in 2018, but rather, if eligible, should make a SEAS application in October 2019.

## Important Dates in 2018

|                  |            |  |
|------------------|------------|--|
| February         | 8          | Year 11/12 Parent information Evening                                  |
| February         | 9          | Last day to lodge requests to inspect scripts from November 2017 exams |
| February         | 13         | Year 10 Parent information Evening                                     |
| February         | 28         | Last day to swap Unit 1/2 or 3/4 studies                               |
| March            | 2          | Last day to apply for Special Exam Arrangements                        |
| March            | 13         | Year 12 Parent Teacher interviews                                      |
| March            | 20         | Year 11 Parent Teacher interviews                                      |
| April            | 30         | Last day to withdraw from a Unit 3/4 study                             |
| June             | 13         | GAT  |
| June             | 7, 12 – 15 | Year 11 exam period  |
| July             | 24         | Year 12 Parent Teacher interviews                                      |
| August           | 9          | Year 11 Parent Teacher interviews                                      |
| August           | 21         | VTAC/Year 12 Information Evening                                       |
| Oct 8 – Nov 4    |            | Performance examinations/Oral and LOTE Exams                           |
| October          | 18         | Unit 3/4 Hebrew Written Exam   |
| Oct 31 - Nov 21  |            | Unit 3/4 Exam period   |
| November 19 - 23 |            | Year 11 Exam period  |
| November 26 - 30 |            | VCE Preparatory program  |
| December         | 14         | Results available to students  |

### 2019

|       |   |   |
|-------|---|---|
| March | 1 | Last day to apply for Statement of Marks;<br>Last day to lodge requests to inspect scripts from November 2018 exams |
|-------|---|---|