



SENIOR SCHOOL HANDBOOK
For years 10 - 12

2023

GLOSSARY OF ABBREVIATIONS

ATAR - Australia Tertiary Admission Rank

EAL - English as an Additional Language

DEECD - Department of Education and Early Childhood Development

DES - Derived Examination Score

GAT - General Achievement Test

LOTE - Language (s) Other Than English

MIPS - Managed Individual Pathways

SAC - School Assessed Coursework

SBAT - School Based Apprenticeships and Traineeships

SAT - School Assessed Task

TAFE - Technical and Further Education

VCAA - Victorian Curriculum and Assessment Authority

VCAL - Victorian Certificate of Applied Learning

VCE - Victorian Certificate of Education

VET - Vocational Education and Training

VTAC - Victorian Tertiary Admissions Centre

Helpful websites:

Daylesford College - <http://www.daylesfordsc.vic.edu.au/>

VTAC - <http://www.vtac.edu.au/>

VCAA - <http://www.vcaa.vic.edu.au/>

EDROLO - <https://edrolo.com.au/account/login/>

SCHOOL INFORMATION

This booklet contains information that students and parents need to be aware of to assist with the successful completion of their senior years of secondary education. It explains aspects of senior education and both the Victorian Curriculum and Assessment Authority (VCAA) and Daylesford College Policy requirements, procedures and expectations around this level of study.

SENIOR SCHOOL TEAM 2022:

Senior Learning Community Managers	
Year 12 – Ms Tammy Lacy	
Year 11 – Mr Campbell Ackland	
Year 10 – Mr James Tagliabue	
VCE VM – Ms Lizzy Trembath	
VET coordinator	Ms Emma Rhode
Careers	Ms Lisa Gunders
Wellbeing	Mrs Elaine Anderson Ms Britany Nowell
Principal	Mr Stephen MacPhail
Assistant Principal	Mr Nick Cowan Ms Anna Treasue

Telephone 5348 2367

Fax 5348 2449

Email daylesford.sc@edumail.vic.gov.au

In person Please come to our reception counter and arrange to make an *appointment* to see the appropriate contact person.

Compass & MS TEAMS

Compass & MS TEAMS are the students learning and management systems used at the school. Parents need to ensure:

1. Login capabilities
2. Email details are current
3. Log in once a week and communicate with any concerns to the relevant person

MATERIALS & ELECTRONIC DEVICES

The required materials, (including a diary) are on the booklist and it is **essential** that students take them to every class. Students are required to bring their BYOD when required by a classroom teacher. For ongoing internet access \$30.00 must be paid at the General Office by the end of February.

MOBILE PHONE POLICY

Mobile phones and other cellular internet connected devices are to be turned off and stored securely in lockers from 8:55am-3:18pm (or when leave school for the day).

See the mobile phone policy on the DC website for further information.

A student who uses a phone during these time will be required to hand it into the General Office until the end of the day. If three offences have occurred the student will be required to have a parent/carer collect the mobile phone from the Front Office and the student will receive a lunch time detention. Additional consequences will be applied if the student breaches the mobile phone policy on more than three occasions.

THE VICTORIAN CERTIFICATE OF EDUCATION

The VCE is governed by the Victorian Curriculum and Assessment Authority, often referred to as VCAA, which is responsible for curriculum, assessment and reporting.

The VCE is gained as a result of a student satisfactorily completing no less than 16 units. Each subject is counted as 1 unit.

These unit must include:

- An approved combination of three units from the group of English studies.
- Four sequences (or pairs) of units at the 3/4 level, including English. This may include VCE VET Studies.

Students must successfully complete both Units 3/4 English to attain their VCE certificate.

Vocational Education & Training (VET)

VET programs are integrated into the VCE study. As VET programs have full VCE study status, students are able to include a VET Unit 3 and 4 sequence as one or more of the three studies other than English needed to obtain their VCE certificate.

VET gives students a nationally recognised training credential endorsed by industry.

Daylesford College offers:

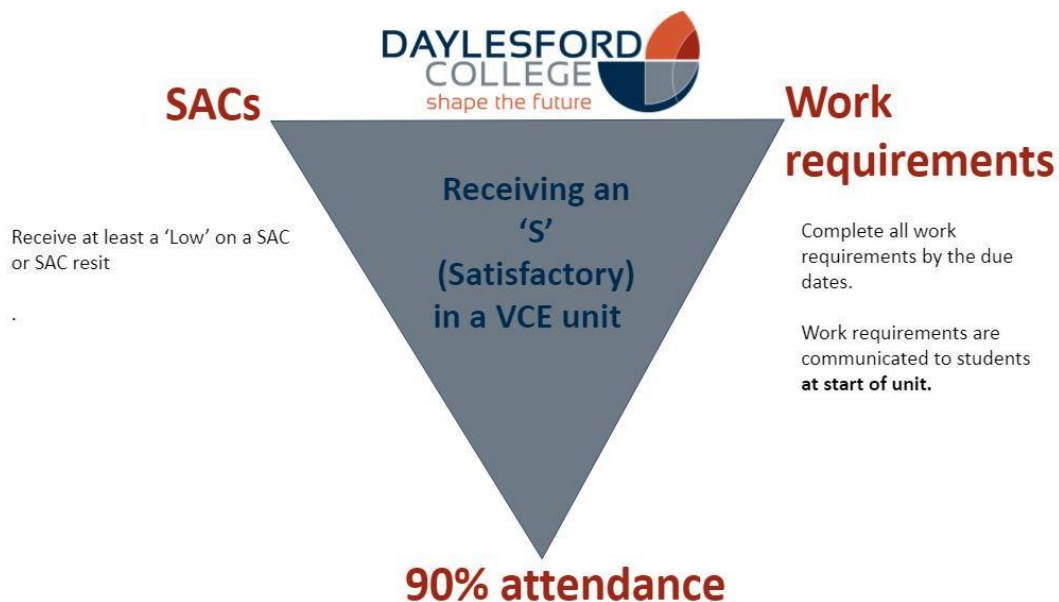
- Certificate II Hospitality – Kitchen Operations
- Certificate III Sport & Recreation
- Certificate II Building & Construction
- Certificate II Music Industry

Please speak to the Careers teacher for more information about VET programs off campus.

In Year 12 it is a requirement that students choose five unit 3/4 subjects even if they have already completed one unit 3/4 in Year 11.

Possible exemptions:

- Consideration will be given to students who a documented medical history which includes a mental health plan and/or a Psychologist/Psychiatrist letter.
- Students who have successfully completed two units 3/4 subjects in Year 11 may be eligible to complete four unit 3/4 subjects in Year 12 if they received a raw subject score 35 or greater.



Determining S or N for a VCE Unit at Daylesford College

90% Attendance

- Students will need a medical certificate for any missed days.
- Student is responsible for catching up missed content.

SAC Completion

- Must receive a 'Low' in each SAC; or
- Receive a 'Low' in a SAC resit; or
- Complete the academic intervention process

Work Requirements

- Complete all work requirements by the due date;
- Work requirements are outlined by the teacher at the start of the unit.

SCHOOL ASSESSED COURSEWORK

Coursework assessment is an indication of each students' level of achievement based on a selection of the assessment tasks designated in the relevant Study Design.

At the start of each unit teacher will provide students with a course outline which includes assessment dates and conditions. SAC dates is available via Compass calendar.

All tasks are assessed against criteria which are made available to the students prior to the completion of the SAC. For VCE units 3/4, these are set by the VCAA and are outcome specific. For units 1/2 the criteria for SAC's are set by the teachers with a reference to the VCAA Study Design.

Assessment tasks are part of the regular teaching and learning program and they will be completed in class on a specified date and in a limited timeframe.

To achieve a Satisfactory (S) outcome the students must:

- Produce work that meets the required standard
- Submit own work on time
- Observe the VCAA and College rules

A student may receive a Non Satisfactory (N) completion if:

- Work is not of the required standard
- The student has failed to meet a school deadline for the assessment task
- Work cannot be authenticated
- There has been a substantive breach of rules including school attendance rules.

Students accelerated one year in a subject(s) who are not meeting course requirements or effort is low may be removed. The student will choose a non-accelerated subject. A learning strategy meeting will occur with parents/carer before a removal takes place.

STUDY PERIODS & HOMEWORK

As part of VCE many students have timetabled study periods. Students are to use these periods to revise, complete outstanding work or prepare for assessments. During study periods, all students **MUST** work in the Learning Centre in B-Block. Small study rooms in the Learning Centre can be booked by students.

Students are not permitted to leave the school grounds during the school day unless they have been approved to study at home.

Students can study at home if they have study periods at the beginning of the day (Period 1&2) or at the end of the day (Period 5&6).

For permission to study from home students must complete the:

- **Application To Study At Home During Study Periods form**

This form can be collected from the Front Office.

Students with permission to study at home must sign in and out of school.

It is a school expectation that if a student has applied to study at home that they indeed study at home.

If at any point you are not meeting the requirements of the **“Triangle”**, your permission to study from home will be revoked, as well as extra-curricular events.

Balancing Study, Work and Recreation

Senior students are expected to complete between **1 and 3 hours** of home study each night and up to **6 hours** total each weekend. In peak assessment periods and during exam preparation, you will be required to commit greater home study hours.

Study should include summary notes, cue cards, practice SAC and exam questions. Students who do not complete required homework will be given the opportunity to complete this at lunchtime under teacher supervision.

It is essential that students create positive homework and study habits.

These include:

- Removing all distractions (turn phone off, move phone to another room, not watch TV)
- Study in chunks of 20 minutes and set goals to achieve during this time
- Plan and create a weekly study timetable

Students studying a unit 3&4 subject will have access to online education and revision tool Edrolo. We strongly encourage students to view videos and complete revision tasks to assist with learning concepts outside the classroom.



Your senior studies need to be your number one priority. However, having a healthy and sensible balance of your study, leisure, paid employment, fitness and sleep is essential. Please speak with your Student Manager or Head of Senior school for advice on how to achieve this.

More tips can be found at:

<https://www.deakin.edu.au/students/studying/year-11-and-12-study-skills>

<https://www.youthcentral.vic.gov.au/study-and-training/help-with-study/how-to-study-better/top-10-study-tips>

SAC PROVISIONS

Requirements

- Students must be provided with a list of SAC dates at the commencement of each unit
- No student should be required to complete more than 200 minutes of SAC's in any given day
- No student should be required to complete more than five assessment tasks per school week
- A folio of work is regarded equivalent to one assessment task

Students completing Year 12 subjects may be required to attend SAC's during non-class time e.g. Student free days & Wednesday afterschool to enhance consistency and improve student outcomes. If students do not attend without a medical certificate it will be deemed as unapproved absence.

ASSESSMENT OF COURSEWORK & STATISTICAL MODERATION

The study design for each subject specifies the proportion of the overall SAC score to be allocated to each task. The school will inform students of the criteria for assessment of each SAC. Students will be issued a grade (Very Low, Low, Medium, High, and Very High) for each SAC. These grades provide students with feedback on their SAC performance but are not to be regarded as final marks or letter grades for school assessment.

The Victorian Curriculum and Assessment Authority process the school assessment scores to determine the final grade awarded for their SACs and the contribution to the Study Score. This process is known as Statistical Moderation whereby a student's performance on the external VCE Examinations and the GAT are also taken into account.

EXAMINATION REQUIREMENTS

General Achievement Test (GAT)

All students undertaking a Unit 3 & 4 sequence at Daylesford College must complete the GAT. The GAT is held during June at Daylesford College.

Examinations

These are a significant mode of assessment in VCE units 3 & 4. Student performance in examinations will contribute to their study scores and their ATAR. All studies offered at Daylesford College have examinations in October/November.

Performance and oral examinations are held in October and may be held at external venues and students will be notified of the venue in the weeks prior to the exam.

Grades for all examinations are determined by the VCAA. Final grades for Units 3 and 4 are issued in December.

ATAR

The ATAR is calculated by VTAC solely for the use of tertiary institutions to compare the overall achievement of students who have completed different combinations of VCE studies. VTAC forwards the ATAR along with application information to selection authorities at institutions.

The ATAR is calculated by adding together the study score of the students English with the three next best study scores (the 'primary four') and then adding 10% of the score for a maximum of two other VCE/VET units.

SAC AND EXAM BREACHES

Internal

If there is an alleged breach of a SAC or year 11 Exam conditions, a VCE panel will be created to investigate the allegation.

The VCE panel consists of:

- Assistant Principal
- Head of Senior school
- Subject Teacher

The following support people may attend:

- Student Manager
- A parent/carer (not in an advocate role)

The VCE panel has the power to impose the following consequences:

1. Award the assessment task an N
2. Ask the student to re-sit the task or a redemption task to receive an S

3. If it is a second offense the student will fail the overall unit

External

If a student breaches rules in a Unit 3/4 exam, serious disciplinary action may be taken by VCAA that is independent to Daylesford College.

A student may be required to front an external VCAA Review Committee to explain their actions. If the student is found to have breached the conditions the Committee may cancel or alter the student's results.

ABSENCE FROM SAC

Approved absences are:

- An illness explained by a medical certificate
- An official approved college excursion
- An official sporting event
- Exceptional or extenuating personal circumstances e.g Bereavement. Approval is given at the discretion of the Senior Student Managers, Head of Senior School or Assistant Principal/Principal .

If absent from a SAC :

- Contact their classroom (subject) teacher immediately via MS Teams or email.
- Upon returning to school provide the front office with a medical certificate or other certified documentation relevant to the absence on their return.
- Parent/Carer are required to contact the office when their child is absent
- Complete their SAC the following Monday after school in the Learning Centre at 3:30pm or negotiate a time with the Student Manager

A student who does not undertake a scheduled SAC assessment item, and who does not comply with the above will still be required to undertake the SAC for assessment purposes but will receive a score of **zero** mark for that assessment item. This will have a significant impact on their study score.

SAC REDEMPTION PROCESS

The SAC redemption process occurs on Tuesday or Thursday after school. (***Casual employment is not deemed a valid excuse***) in the Learning Centre or at an earlier time negotiated with the Student Manager

If a student receives a grade of VL or below in a SAC the following will occur:

- Teacher will inform the student of their score
- Teacher will inform the student that they are required to re-sit the SAC
- Teacher will complete a Compass Redemption action informing parent/carer of the SAC result

- Student manager will contact the student with the date and time the student is required to re-sit the SAC

The re-sit should be a task of similar complexity. A resit can only work towards a student being awarded an 'S' and they cannot be provided with a level of achievement.

If a student receives a VL or below in a SAC resit, this may be escalated to the appropriate student manager/head of senior school and the following will occur:

- Meeting with student manager, teacher, student and parent/s to plan an intervention response around their academic risk.

The teacher must make a time available to assist the student in preparing for the redemption SAC. This is to be recorded on Compass. If the student does not attend the assistance session, the teacher is not obligated to reschedule another session.

Students have a maximum of **two weeks** to redeem after being informed of their score on the original SAC. In exceptional circumstances an extension may be approved by the Head of Senior School.

ATTENDANCE REQUIREMENTS

VCAA states that students must meet the school's attendance requirements.

Daylesford College policy states that students must meet **90% attendance** in each subject. Where, in a subject, a student's attendance does not meet 90%, and they do not have sufficient documentation to support their absence or have not redeemed their attendance then they will be awarded an **N for the unit**.

If a student has **8 – 10 absences** for any subject, an email will be sent to the students' parent/carer.

Once **11 plus** absences have been reached an email will be sent home informing the parent/carer that the student is required to redeem the hours after school.

The student will be required to attend the Learning Centre on a Tuesday from

3:30pm – 4:30pm to redeem the time missed from the subject(s) or other times through negotiation

Once the redemption has been completed, this will be removed from the students' absences on Compass.

It is recommended that Year 12 students should not take holidays during the school term. Holidays during school time will be considered unapproved absences.

If a student is in Years 10 or 11 and the school is notified at least one month in advance the absence may be approved. It is up to the student to inform their teachers that they will be away and collect the work they need to complete whilst absent.

However, it is highly recommended that holidays are taken during the term break.

AUTHENTICATION

Authenticity

It is the responsibility of the student to ensure that there are no difficulties in authenticating their work. Teachers must monitor and record each students' development of an Assessment Task, from planning through to completion. The process of monitoring the development of a SAT or SAC requires the teacher to regularly sight the work and record the progression. The process of authentication will differ from subject to subject.

All unacknowledged work submitted by students must be their own. It is the student's responsibility to produce evidence to assist with authenticating their work. Procedures that teachers use to authenticate student work are:

- students retaining appropriate documentation of the development of their work
- work completed in class under teacher supervision
- setting a test or requiring an oral explanation of work
- all resources used are referenced by students
- knowledge of student's ability and past history

Plagiarism (intellectual theft)

Plagiarism/Intellectual theft is the act of stealing someone else's work and claiming ownership or the act of taking and using the thoughts, writings, inventions or creations another person as one's own.

Plagiarism can take a number of forms, such as:

- Copying: exactly reproducing another's words
- Paraphrasing: expressing the meaning of another's words in different words
- Summarising: reproducing the main points of another's argument
- Cobbling: copying, paraphrasing or summarising the work of a number of different people and piecing them together to produce one body of text.

Without referencing or acknowledgement, it constitutes plagiarism, and will not be tolerated. Therefore, all sources must be adequately and accurately referenced or acknowledged.

The Victorian Curriculum and Assessment Authority (VCAA) maintains that students will be penalised for plagiarism, which is a serious breach of rules.

At Daylesford College, students who are found to have plagiarised (cheated) their work will receive a mark of 0 for the task and required to prove their understanding of the outcome through other work.

Failure to do so will result in an N for the outcome and, thus, the unit.

NON-SCORED VCE

All students are encouraged to complete their examinations at the end of Year 12 and receive an ATAR. An ATAR is required for direct entry to the vast majority of university courses. A student may have the opportunity to complete a non-scored VCE. Students must see their Student Manager to begin the application and counselling process at the start of Term 3. Only under certain documented medical conditions may a student apply earlier.

CHANGES OF SUBJECTS

A change of subject should not be taken lightly. Students are to speak to the Head of the Senior School for all subject changes in years 10 -12. The student will be given required to complete the Change of Subject Form which must be signed by:

- The student
- Careers teacher
- VET Coordinator (if changing VET)
- Parent/Carer

Subject changes cannot be made unless the form is completed.