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Glossary of Terms

ATAR – AUSTRALIAN TERTIARY ADMISSIONS RANK
It is the overall ranking on a scale of 0-100 that is given to a candidate based on the study scores achieved. The ATAR is used by universities and TAFE institutes to select students for their courses.

CCAFL - Collaborative Curriculum and Assessment Framework for Languages

GAT - General Achievement Test
A test that is done by all students studying a Unit 3&4 sequence. It is used by the VCAA to check that schools are marking school-assessed tasks to the same standard and as part of statistical moderation of coursework. It doesn’t count towards VCE graduation or ATAR, but the GAT results are reported on a student’s Statement of Results.

Outcomes
What a student must know or be able to do, by the time a study unit is finished.

SAC - School Assessed Coursework
The assessment of work, done mainly in class time, to establish how a student is performing in Units 3&4. It must conform to the Study Design. This contributes to the study score.

SAT - School Assessed Task
A task done in some studies to assess how a student is performing in Units 3&4, set and marked by teachers according to VCAA specifications.

Satisfactory Completion
This means that a student has successfully completed all the outcomes of a Unit in a particular study and an S has been given. If any one outcome of a Unit is not satisfactorily completed then an N is given for that Unit.
Statement of Results
A set of documents, which formally state the results a student has achieved in the VCE and whether the student has graduated.

Statistical Moderation
The process used to adjust each school’s coursework scores for each study to match the level and spread of the combined examination and GAT scores for the students in that school doing that study.

Study
A subject available in the VCE and made up of a sequence of four semester Units.

Study Design
The description of the content of a study and how students’ work is to be assessed. The VCAA publish a Study Design for each VCE study. Schools and other VCE providers must adhere to the study designs.

Study Score
A score from 0-50, which shows how a student has performed in a study, relative to all other students doing that same study. It is based on the results in school assessments and external examinations.

VCAA - Victorian Curriculum and Assessment Authority
Formally known as the Board of Studies it is the Victorian State Government authority responsible to the Minister of Education for conducting the VCE.

VET - Vocational Education and Training
This refers to an expanding range of nationally recognised vocational certificates now integrated within the VCE.

VTAC - Victorian Tertiary Admissions Centre
The organisation which administers a selection system for undergraduate courses on behalf of the Victorian universities and TAFE colleges. It is responsible for producing the ATAR scores.
Introduction

St Francis Xavier College Senior Campus students can choose from a broad range of educational options. The Victorian Certificate of Education (VCE), the Victorian Certificate of Applied Learning (VCAL) and Vocational Education and Training (VET) in Schools programs cater for students’ individual needs and aspirations.

This document provides a brief explanation of these programs. Complete and comprehensive curriculum handbooks are available online via a link on the St Francis Xavier College Website http://www.sfx.vic.edu.au/ForParents/Form.html

The VCE

The VCE is an internationally recognised educational qualification implemented throughout the state, both in government and independent schools. The successful completion of the VCE sets secondary school students up for the next step in their educational journey, be it further study at a university or TAFE, an apprenticeship or employment. It is also possible for students to undertake a School Based Apprenticeship or Traineeship as part of their VCE.

Students embark on the VCE at a challenging time in their lives. It is important that they are focused on their goals and maintain a healthy work-life balance. St Francis Xavier College provides support to help students balance study with recreation, extracurricular activities and time for friends and family.

Students usually undertake the VCE over two years (Years 11 and 12) and can choose from a variety of subjects. All VCE studies include both school-based assessments and external examinations.
Students who successfully complete their VCE may apply to the Victorian Tertiary Admissions Centre (VTAC) for calculation of their ATAR. The ATAR score is one of the ways in which students are assessed for entry to tertiary institutions.

VCE studies and units
The VCE is designed to be studied in Years 11 and 12 but can be started in Year 10. A VCE study is made up of four units and each unit is numbered 1, 2, 3 or 4. The usual number of units studied during a VCE program is 20 to 24. The minimum required for completing the VCE is 16 units.

Units 1 and 2 can be taken as single units, but there must be at least three sequences undertaken at Units 3 and 4. Taking a sequence means that if you take Unit 3 in a subject, you will be expected to take Unit 4 of that study. Units 3 and 4 do not necessarily have to follow on from Units 1 and 2, but Units 3 and 4 are more difficult than Units 1 or 2.

Regardless of how many units you do altogether, you must satisfactorily complete at least three units from the English group with at least one unit at Unit 3 or 4. The English group includes:

- English Units 1 to 4
- English as a Second Language (ESL) Units 3 and 4
- Literature Units 1 to 4
- At least three sequences of Unit 3 and 4 studies in addition to the studies chosen from the English group, which may include any number of English sequences once the English requirement has been met. These sequences can be from VCE studies and/or VCE VET programs.
Unit learning outcomes
Learning outcomes describe the knowledge and skills a student should have by the time they have completed a unit. Each unit of each study has between two and four outcomes.

Choosing VCE studies
At St Francis Xavier College students can choose from more than forty studies as part of their VCE, ranging from traditional academic studies to vocational studies such as hospitality and music industry skills.

Students can also undertake study with Distance Education programs outside their school if the school is unable to provide a particular study.

Students who are interested in a particular language, for example, can take a program with the Victorian School of Languages.

VCE VET programs
A VCE VET program offers students a vocational certificate with VCE accreditation, just like other VCE studies. VCE VET programs will generally give credits at Units 1 to 4. These programs are excellent options for students who want to start training in a specific vocational area such as hospitality, Interactive Digital Media or Community Sport and Recreation while they’re at school.

As part of the VET program, students have the opportunity to put their knowledge and skills into practice in the workplace. The training contributes towards satisfactory completion of the VCE and also allows students to gain a nationally recognised vocational qualification. Students can then move on to further training at a TAFE institute or perhaps begin employment.
A number of programs have a study score available and these can contribute to the ATAR.

VCE VET programs can also be included in the VCAL program. Further information on this can be found in the VCAL section.

**VCE extension studies**
Extension studies are university subjects taken with the VCE and provide new challenges for high-achieving students. Each year, a small number of St Francis Xavier College students are eligible to take up these subjects.

Schools make the selection based on university guidelines. A key requirement is that the student must have achieved, or is likely to achieve, a study score of at least 41 in a ‘preparatory study’, usually Units 3 and 4 of a VCE study relevant to the extension study.

An extension study can make a contribution to the ATAR as a sixth subject. Students should note that these studies do not contribute to the requirements of the VCE as they are not VCE units.

**General achievement test (GAT)**
The GAT is a test of general knowledge and skills in writing, mathematics, science and technology, humanities, the arts and social sciences. While it doesn’t form part of the graduation requirements for the VCE or count towards VCE results, it is an essential part of VCE assessment procedures.

It is used by VCAA to check that all schools are marking to the same standard in the school assessments. These checks are an important part of ensuring the VCE marking is fair to everyone.
All students enrolled in Units 3 and 4 of any VCE study or any VCE VET scored program, whether in Years 11 or 12, must sit the GAT unless they are exempted by the VCAA.

**VCE assessment**

For all VCE studies, the College decides whether a student has satisfactorily completed a unit. In order to make this decision, high schools set assessment tasks based on the VCE Study Designs. Satisfactory completion of a unit is reported as ‘S’ or ‘N’ on a VCAA Statement of Results.

In addition, for Units 3 and 4 of each VCE study, students are given grades for their school-assessed coursework and their examinations. Three graded assessments are reported on the Statement of Results for each VCE study and include at least one examination, which is externally marked. The others are school assessed.

There are two types of school-based assessment: School-assessed Coursework and School-assessed Tasks.

School-assessed Coursework consists of a set of tasks that assesses students’ achievements of Unit 3 and 4 outcomes. These tasks must be done mainly in class time and the College reports the grades to the VCAA. The VCAA has procedures in place to ensure that all schools throughout the state are marking to the same standard.

A School-assessed Task is set by the VCAA. The College decides the exact content of each task so that it matches what has been taught. The VCAA specifies how marks and grades are to be awarded. The VCAA may send reviewers to the College to remark student work and, as a result, the initial teacher marks may
change. Seven VCE subjects have School-assessed Tasks.

**External examinations**

External examinations are set and marked by the VCAA. Most are held in November but some studies have examinations in June. The VCAA uses two safety checks for examinations to ensure students get the correct grade. For each examination a student sits, the College provides the VCAA with an ‘indicative grade’. This is a grade the teacher expects a particular student will get based on the student’s work throughout the year.

Checks are also done against the student’s GAT result. The student’s examination script is sent to the chief assessor’s panel if there is a significant difference between their examination results and their expected results or GAT results. It is checked again to decide on a final grade.

**Study score and ATAR score**

The final marks given by the VCAA for each of the three assessments are used to calculate a ‘study score’, which is then used by VTAC to calculate an ATAR. Students can graduate with the VCE without completing the school-based assessments or the examinations, but in this case they cannot get an ATAR. The ATAR is a score calculated from Units 3 and 4 study scores. Approximately 50 per cent of tertiary courses use the ATAR as the primary means of student selection.

The ATAR is a means of comparing students across studies, rather than within them, and is used to give an overall account of student ability. The ATAR is calculated by adding up the scaled study score for an English study and the student’s next three best study scores, as well as 10 per cent of their possible fifth or sixth studies. The aggregate is then converted to a rank. Anyone who
receives an ATAR has successfully met tertiary entrance requirements.

The ATAR range is between 0.05 and 99.95. If a student receives an ATAR of 40, it means they have performed better (overall) than 40 per cent of students. If a student receives an ATAR of 75, they have performed better than 75 per cent of students (and are in the top 25 per cent of students).

**Delivering VCE results**
The VCAA is responsible for delivering VCE results to high schools and students across the state every year. Results are posted to Year 12 students in December and for a specific period are available online, via phone and SMS to mobile phones. The results are also forwarded to VTAC, which uses them to process students’ applications for tertiary courses. Students have access to their ATAR statements in the same way (online, phone, SMS and mail).

**Premier’s VCE awards**
The Premier’s VCE Awards recognise outstanding achievement in VCE studies. The awards pay tribute to young Victorians who, with the support of their families and schools, have completed their VCE with distinction. The Premier’s VCE Awards are given to the top all-round VCE high achievers as well as high achievers in particular subjects.

Nominations for the awards are based on VCE study scores. Individual graded assessment scores are used to determine the top group of students for each award.

There is no need for students to apply to be eligible for the awards. Award winners are notified in April/May by the
Role of parents, guardians and caregivers
Parents, guardians and caregivers play a vital role in supporting their child throughout their education, particularly during the final years of secondary school and the transition to work or further study. One of the best steps they can take to help their child make an informed decision about their VCE choices is to become familiar with how the VCE works and the alternatives to it. Students can choose from a range of VET subjects as well as the VCAL (for more information, see the VCAL section).

To help students apply for university courses, VTAC has prepared a guide that covers the application process, changing preferences and accepting/rejecting or deferring offers. Major universities also offer guides for parents.

For more information, visit www.vtac.edu.au

VCAL
The VCAL is ideal for Years 11 and 12 secondary school students who want a widely recognised secondary school certificate that offers a more hands-on approach and practical work-related experience. Unlike the VCE, which is widely used as a pathway to university, VCAL is aimed at students who are more likely to go on to TAFE, an apprenticeship or the workplace after school.

VCAL equips students with the practical skills that employers need and helps them develop their initiative and resilience and gain experience in teamwork and leadership. On completion of their VCAL, students will have earned credit towards a trade or industry certificate and will have knowledge of areas such as
occupational health and safety. All this counts towards an apprenticeship or traineeship, allowing students to complete a trade qualification in less time.

The VCAL also gives students the literacy and numeracy skills that are important for work and for life. Students will complete four compulsory strands in literacy and numeracy skills, work-related skills, industry-specific skills and personal development skills. The program also has the flexibility to allow students to design a study program that suits their interests and learning needs.

St Francis Xavier College offers the VCAL program at two levels: Intermediate at Year 11 and Senior at Year 12.

Students can also develop a ‘themed’ VCAL program, focused on a particular industry. Themed VCAL programs are available in areas such as hospitality, automotive, building and ICT industries. The themed VCAL is for high school students in Years 11 and 12 and can be developed for the requirements of Intermediate and Senior certificates only. Students who complete a themed VCAL receive a certificate with reference to the theme.

On successful completion of the program, the student receives a VCAL Certificate, either for Intermediate or Senior level, depending on which level they choose. Students also receive a Statement of Results listing all the VCE, VCE VET and VCAL units, as well as a Statement of Attainment for VET or Further Education courses.

Enrolment and Assessment
Students can also undertake a School Based Apprenticeship or Traineeship as part of their VCAL.
Students are required to enrol at the school, TAFE or education centre they are currently attending but can do part of the program at TAFE institutes, training organisations, community organisations and/or employers.

Students must successfully complete the ‘learning outcomes’ or requirements of each unit or module of their VCAL program.

**VCE units**
The College policy is designed to provide our students with a broad base, which enables them to make informed choices. All VCE students are expected to complete a total of 24 units over 2 years – thirteen in Year 11 and eleven in Year 12. Early in Term 1 and again in Semester 2, depending on timetabling constraints, some subject changes may be possible. However, all students are expected to do a full load and, in normal circumstances, will not be allowed to drop a subject. If, for some extraordinary reason, it is not desirable or possible for a student to do a full load, a meeting will be held at which the Director of Learning|VCE and Deputy Principal, Head of Campus - Beaconsfield, parents and student will be present. In some circumstances, it may be necessary to consult with the Careers Counsellor. The same conditions should apply for any student about to embark on a modified program.

**Attendance**
We cannot teach students who are not at School. ‘Where a student has completed work but there has been a substantive breach of attendance, the student may be awarded N’ (VCAA)

The College Attendance Policy has been developed to:
- Maximize learning opportunities
- Enable students to strive for excellence
• Promote a commitment to education
• Facilitate the authentication of students’ work
• Enable duty of care by having adequate measures to promote student attendance

**Approved absence (not to be counted)**

Students are permitted 4 days absence per semester with a note from a parent/guardian. All other absences must be covered by a medical certificate.

In the event of a family emergency, parents/guardians may apply to the Deputy Principal, Head of Campus - Beaconsfield (or Director of Learning | VCE) for an ‘approved absence’.

Absence due to an official Campus activity will not be counted provided subject teachers are informed by the student in **advance** of the activity.

**ALL OTHER ABSENCES ARE UNAPPROVED**

**Unapproved absence and redemption of attendance**

If unapproved absences total more than 4 per semester, the student will be awarded a provisional N for that unit. Students may redeem the attendance requirement provided the unapproved absences total no more than 6 per semester. (More than 6 unapproved absences = N)

Redemption will be available only once per semester per subject and will be organised through the Deputy Principal, Head of Campus - Beaconsfield
Any unapproved absence (including absence covered only by a note from parents/guardians) after redemption will mean an automatic N in that subject.

- **Late to Class:** 3 lates = 1 absence (*VCAA statement*)

A student needs to attend sufficient class time to complete work. The College sets minimum class time and attendance rules. **Where a student has completed work but there has been a substantive breach of attendance rules, the College may assign N for one or more outcomes and thus the unit.**

**Note:** Where a student receives an N for one or both units of a 3 and 4 sequence, the student will not receive a Study Score for the study. VTAC policy is that the study will not contribute to the student’s ATAR (Australian Tertiary Admissions Rank).

**School assessed coursework (SAC)**

- Students will be given at least two week’s notice of the periods in which the assessment will take place
- A student who is absent for any of these periods must produce a medical certificate
- If the absence is not for medical reasons the student will have an interview with the Head of Campus or Director of Learning | VCE
- If the reason for the absence is acceptable, the student will be allowed to do the coursework (either the same task or a similar task with the same constraints) at a time to be set.
- If the reason for the absence is not acceptable, the student will not be allowed to do the coursework.

**Homework**

Students in VCE are expected to complete 5-6 hours per subject per week - which equals approximately 25 - 30 hours per week.
Completion of student work

For satisfactory completion of a unit, a student must demonstrate achievement of the set of 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 in assessment tasks designated for the unit. The key knowledge and skills and the Advice for Teachers included in the Study Design will assist teachers in making this judgement.

It is the School’s responsibility to develop courses that will provide opportunities for students to demonstrate achievement of the outcomes, and to satisfactorily complete the units of the VCE studies. The judgement of satisfactory completion is a College responsibility.

Achievement of an outcome means:

- The work meets the required standard
- The work was submitted on time
- The work is clearly the student's own
- There has been no substantive breach of VCAA and/or rules.

If all outcomes are achieved, the student receives S for the unit.

A student may not be granted satisfactory completion if:

- The work is not of the required standard
- The student has failed to meet a College deadline for the assessment task, including where an extension of time has been granted for any reason.
- The work cannot be authenticated
- There has been a substantive breach of rules including College attendance rules.
If any of the outcomes are not achieved, the student receives N for the unit.

Where a student has unofficially withdrawn from a unit and the student has not met the attendance/course requirements, the student may be awarded a J.

Where a student has completed the work but there has been a substantive breach of class attendance, the student may be awarded N.

VCAA rules
The VCAA sets down six rules, which students must observe when preparing work for assessment. These rules apply to Coursework and School Assessed Tasks.
1. Students must ensure that all unacknowledged work submitted for coursework is genuinely their own.
2. Students must acknowledge all resources used, including
   • Text, website and source material
   • The names and status of any person who provided assistance and the type of assistance provided.
3. Students must not receive undue assistance from any 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 or source which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:
• Use of, or copying of, another person’s work or other sources without acknowledgment.
• Actual corrections or improvements made or dictated by another person.

4. Students must not submit the same piece of work for assessment in more than one study.

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

6. Students must sign the Declaration of Authenticity at the time of submitting the completed task. This declaration states that all unacknowledged work is the student’s own. Students must also sign a general declaration that they will observe the rules and instructions of the VCE and accept disciplinary provisions.

**College rules**

In addition to observing these rules of the VCAA, students must also observe the rules of St Francis Xavier College.

Procedures for School Assessed Coursework (SAC) shall be distributed to students in a written, handout format, which includes the due date. Attention of students will be drawn to the due date, with discussion regarding planning and organisation in order to complete the task by the due date. The date shall not change unless indicated in a written format to all students in a substantial timeframe prior to the original due date.

The due date shall specify the precise **time and place** where the work is to be submitted.

If a student is unable to submit work by the due date the student must obtain an extension form from the Director of Learning|VCE or Deputy Principal, Head of Campus - Beaconsfield, complete this form and submit it to the subject teacher in lieu of the required work.
The extension form must be received at least 24 hours before the work is due. If this procedure is not followed, the student shall be awarded a provisional N for that work and, hence, for the unit, unless the extension is granted by the subject teacher.

To avoid authentication issues with the student, the subject teacher shall not return any corrected work back to other students prior to a decision being reached regarding the late work.

**Students are required to attend School Assessed Coursework tasks on the day and at the time at which they have been scheduled.**

**Students are to give School Assessed Coursework tasks priority over all other events.**

Excuses, such as the following, for not handing work in on the due date/time/place are **unacceptable**;

- away sick
- playing sport
- going for a drivers licence
- on an excursion
- away on holidays during the College term
- computer broke down
- it’s at my friend’s/relative’s place.

**Neither the above nor similar excuses will be accepted for failure to meet the due date/time/place.**

Students may hand in work before the due date.
Apart from the subject teacher, the Deputy Principal, Head of Campus - Beaconsfield and the Director of Learning/VCE are permitted to collect work from a student. A receipt will be issued for work submitted.

Students are able to hand in work to the office where a receipt for the work will be given.

Students are not to place work in a teacher’s pigeonhole. No responsibility will be taken for work allegedly submitted in this way.

Student absence on the day a SAC/SAT is due
When a student, owing to illness, is unable to attend/submit a SAC or SAT task his or her parent must telephone the College office before 8.45am and leave a message at Student Reception for the Director of Learning/VCE, who will pass it on to the relevant subject teacher/s. If this does not happen, the student receives a provisional N.

If possible, someone else should submit the work to the subject teacher. Otherwise, on returning to school, the student should bring:
• the outcome task/work requirement
• a Medical Certificate
• a parental note explaining the absence and acknowledging that an outcome task was due during his/her absence.

Authentication of student work
In order to meet the requirements for satisfactory completion of a unit, students must submit evidence that the work is clearly their own. Apart from references/quotes etc, no part of a student’s work may be copied from any other person’s work.
Details concerning information taken directly from reference material must be included in the bibliography.

Students must not accept undue assistance from any other person in the preparation and submission of work. Undue assistance would include providing actual adjustments or improvements for a student’s work, or dictating or directing a student to insert particular text. Students may, however, be given advice about the nature of adjustments or improvements to their work.

Students must not submit the same piece of work for more than one outcome task in any unit of the study.

Should the College be satisfied that a student has submitted work that is not his/her own then the Director of Learning|VCE in conjunction with the Deputy Principal, Head of Campus – Beaconsfield shall determine what action should be taken. The College shall have the power to impose any of the following penalties for a substantive breach of the rules:

- Make other arrangements for the completion of the outcome task.
- Reprimand a student who has enabled another student to gain advantage.
- Cancel the result in a specific outcome task and in effect cancel the total assessment for the unit concerned.

If such a decision is made, the Director of Learning|VCE in conjunction with the Deputy Principal, Head of Campus - Beaconsfield shall:

- Notify the student and parents within 14 days of any penalty imposed and if a cancellation of result is involved, advise the student of their right of appeal to the VCAA Discipline
Committee within 14 days of the notification by the Director of Learning VCE.

- Report all details to the VCAA.

It is the responsibility of the students to ensure that they keep draft copies or rough notes as they work through a topic and to enable their teacher to see these when requested. If work is largely done on computer this should include hard copies of files showing progressive development.

If a student submits work for final assessment that has not been sighted by his/her teacher during the course of the topic, the teacher is unable to authenticate the work and therefore unable to give an ‘S’ result.

**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 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. This back up should be stored away from the computer.

**Onus of proof**
The onus is on the student to provide evidence that the work submitted is the student’s own and was completed in accordance with the VCAA’s requirements. In order to obtain necessary evidence, students may be required to:

- Provide evidence of the development of the work, for example, drafts which may not have been sighted by the teacher.
• 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 task (or test) related to the original task.
• Attend an interview or complete a test to demonstrate his or her understanding of the work.

Appeals
Students have the right to appeal to the College on decisions regarding:
• Non-satisfactory completion of a unit
• Special Provision
• Breach of rules
Students have the right to appeal to the VCAA on:
• Breach of Rules
• Breach of Authentication

Examination timetables
The VCAA decides the timing of examinations for Units 3 & 4. The major scheduled examination period during the year is October/November. This includes Performance and Oral examinations. Examination information can be found on the VCAA website.

2013 Examination periods
The VCAA Examinations will take place at the following times. Specific details will be available at a later date.

General Achievement Test (GAT)
Wednesday 12 June
October Performance and LOTE Oral Examinations
Monday 7 October – Sunday 3 November

November Written Examinations
Wednesday 30 October – Friday 22 November

Timetable and general information about rules and regulations on the VCE exams is updated each year.

VCE staff

The following staff can be contacted regarding VCE issues:

Mrs Mary Bourke, Director of Learning | VCE. Office located in Schneider House

Mrs Bourke oversees the curriculum, assessment and reporting throughout the Beaconsfield Campus of the College. She is, in consultation with the Deputy Principal, Head of Campus - Beaconsfield, involved in making final determinations regarding the awarding of S or N for units of work.

Mrs Vera Treloar, Deputy Principal, Head of Campus Beaconsfield. Office located in Administration Building

Mrs Treloar is in charge of overall student behaviour, pastoral care, general attitude to studies and breaches of College rules.

Mr Phil Apperley, Careers Coordinator. Office located in Schneider House

Mr. Apperley is responsible for advising students about the suitability of the subjects in light of their chosen path. He will check the student's VCE program to ensure that any pre-requisites for all further study are met. Any Austudy, VTAC and TAFE/VET inquiries should be directed to Mr Apperley.