

LATER YEARS POLICY

PURPOSE

The purpose of this policy is to:

- To inform students and families about the processes and expectations for Later Years Students regarding course structure, satisfactory completion of a unit of VCE/VCAL, attendance and promotion.
- To ensure success, fairness, and equity for all students in the Senior School, whilst promoting a culture of high expectations.
- To create a safe environment for all students and members of the school community by promoting the Positive Climate for Learning Model.

SCOPE

This policy applies to students in years eleven and twelve at Alkira Secondary College and staff responsible for learning in the senior school at Alkira Secondary College.

This Policy has been informed by requirements of the Department of Education, the Victorian Curriculum and Assessment Authority (VCAA) and college expectations. The policy should be read in conjunction with the VCE and VCAL Student Handbooks which contains further detail and supporting documents.

RATIONALE

Alkira Secondary College has developed this Later Year's Policy in consultation with the school council to support student learning in the Later Years of secondary education.

It will ensure that we:

- Provide knowledge of the opportunities the college offers for students to achieve to the best of their ability.
- Provide a consistent understanding of the policies, protocols and beliefs regarding study at Alkira Secondary College into the Later Years for students.
- Foster an understanding of policies, processes and protocols by parents/guardians of students at the college.
- Clarify for staff the policies, processes and protocols of the college.

IMPLEMENTATION

VCE/VCAL Course Load

Year 11

VCE - Students in Year 11 are required to take **six** VCE subjects or their equivalent at the college.

VCAL - Students in Intermediate VCAL are required to take **four** VCAL subjects, a VET equivalent course at the college and all the requirements for Structured Workplace Learning Recognition Unit.

Year 12

VCE - Students in Year 12 are required to take **five** subjects at the college.

VCAL - Students in Senior VCAL are required to take **four** VCAL subjects, a VET equivalent course at the college, all the requirements for Structured Workplace Learning Recognition Unit and complete the Senior VCAL Portfolio Enhancement and Presentation Unit.

Course Load Conditions

VCE/VCAL students may be permitted to undertake a reduced course load if one or more of the following conditions are met:

- there is *significant* medical or environmental conditions that makes five subjects onerous for a Year 12 student. Documentation from the most relevant supporting specialist professional is required for consideration i.e. for mental health related conditions, a letter from a psychologist or psychiatrist rather than a General Practitioner is required.
- the student is undertaking a 3-year VCE/VCAL and will not qualify for the VCE/VCAL certificate in a 2-year period.
- the VCAL student has completed a VET course in previous years prior to joining VCAL. Documentation of units completed will need to be submitted as evidence
- the student is undertaking a specialist program i.e. DET Headstart.

*****Please note – students completing a VCE language study outside of Alkira SC, do so with the understanding that this will be completed on top of the above course load requirements. Any exception to this condition will be at the Principal’s discretion.***

Satisfactory Completion of Studies:

To gain a satisfactory completion of a VCE unit, students must:

- demonstrate the required Learning Outcomes (specific Key Knowledge and Skills) on designated school assessed coursework, school assessed tasks, via a work requirement or coursework that can be authenticated
- complete a satisfactory amount of assigned coursework (as determined by the subject teacher / VCE Leader) to ensure authentication of student work
- complete homework, as a significant amount of the required time to complete work for each unit is designed to be spent out of class time
- meet college attendance requirements

A student who does not demonstrate a satisfactory level of understanding on an assessment task:

- will have an opportunity to re-sit a Redemption test or task as set by the teacher to demonstrate a satisfactory result for the outcome
- may be provided with sections of the original task where the student did not demonstrate the required level of understanding or a new task that requires the student to demonstrate the specific key knowledge and skills related to that outcome.
- will keep their original numerical mark from the initial assessment task, with students now attempting to gain an ‘S’ for the Outcome in their second effort
- must complete the redemption task (organised through the PCL Office) within one week of the student being made aware of an ‘N’ result for a task
- can re-attempt an assessment task once through the redemption process
- can apply to appeal an unsuccessful redemption task through application (please see the VCE Leader for more information). Appeals will be considered by the VCE Leader who may allow a student a further opportunity to attempt to demonstrate the required knowledge and redeem the outcome via Special Provision considerations. The VCE Leader will inform both the student and relevant teacher on the outcome of the appeal.

If any Outcome is not completed satisfactorily by a student, then the result for that Outcome and the Unit will be a 'N'.

Satisfactory Completion of VCAL Studies:

To gain a satisfactory completion of a VCAL unit, students must:

- demonstrate the specific elements for the Learning Outcomes of the designated school assessed coursework, school assessed tasks, a work requirement or other coursework that can be authenticated.
- complete a satisfactory amount of assigned coursework (as determined by the subject teacher/VCAL Leader). This coursework must be completed in class to ensure authentication of student work
- complete all learning outcomes in class time, as it is a requirement for the authentication of work.
- meet college attendance requirements

A student who does not demonstrate a satisfactory level of understanding on an assessment task:

- will have an opportunity to resubmit the assessment task or tasks as set by the teacher with revised due dates.
- may be provided with sections of the original task where the student did not demonstrate the required level of understanding or a new task that requires the student to demonstrate the specific key knowledge and skills related to that outcome.
- must attend 'compulsory' VCAL coursework support sessions if a student is deemed at risk of being unsuccessful.
- can appeal an 'not yet competent' assessment task through application (please see the VCAL Leader for further information). Appeals will be considered by the VCAL Leader who may allow a student a further opportunity to attempt to demonstrate the required skills. The VCAL Leader will inform both the student and relevant teacher on the outcome of the appeal.

If any Outcome is not completed satisfactorily by a student, then the result for that Outcome and the Unit will be an 'NYC'.

FINAL DAY FOR COURSE CHANGES

Course/subject changes outside of the official course selection process, will only be made up until the dates specified for each Year Level within the VCE/VCAL Student Handbook.

Students wanting to change their subjects/courses, must complete the *Course Change Application form* **before** the final dates stated in the VCE/VCAL Student Handbook and submit this at the Positive Climate for Learning (PCL) Office. Students will not be permitted to change their subjects/courses after this advertised date. Applications can be found within the Handbooks or available from the PCL Office.

PROMOTIONS

Alkira Secondary College has high expectations for student performance. Students are promoted to the next year level and provided with a program that meets their individual pathways, careers aspirations and that provides them the best opportunity to experience success. Students are required to have demonstrated a capacity for such future success through their achievement in the previous learning to access specific pathways.

VCE Pathway

Year 10 promotion to Year 11

Year 10 students study a total of 12 semester-based units over the year. English, Maths, Humanities and Science, VCE and VET subjects are counted as two units.

Year 10 'Satisfactory Semester Result in 10 or more Units - all Year 11 pathway options available

'Satisfactory Semester Result' in a minimum of 10 Units

'Satisfactory Semester Result' in both English Units

'Satisfactory Semester Result' in both Mathematics Units

'Satisfactory Semester Result' in 7-9 Units - Course options that may be offered

- Year 10 & Year 11 VCE combined course
- Alternative pathways and settings available
- Restricted VCE course may be offered

'Satisfactory Semester Result' in 6 Units or less – Course/Pathway options that may be offered

- Year 10 Repeat
- Combined Year 10 & Year 11 VCE course
- Alternative pathways and settings available

Year 11 VCE promotion to Year 12 VCE

Year 11 VCE students study a total of 12 Units over the year. To have access to a full Year 12 VCE course a student must:

- satisfactorily complete a minimum of **eight** 1 and 2 units including one English
- meet the 90% 'VCE %' (Compass) attendance requirement

** Where a student receives an 'N' for a Unit One VCE study, the college will determine if the student will be permitted to continue with this study at a Unit Two level or be required to commence an alternate one where they may experience increased success.

VCAL Pathway

Foundation VCAL promotion to Intermediate VCAL

Year 10 Foundation students' study and receive a total of 10 Credits over the year. These credits are throughout all subjects, Literacy - 2 credits, Numeracy – 1 credits, Personal Development – 2 credits, Work-Related Skills – 2, Industry & Enterprise – 2 credits and the Road Safety Skill Set – 1 credit, all VCE and VET subjects are counted as two units, which is 2 credits.

To automatically progress from Year 10 Foundation VCAL to a Year 11 Intermediate VCAL course a student must achieve a:

- 'Satisfactory Semester Result' in both Literacy Units
- 'Satisfactory Semester Result' in Numeracy Unit
- 'Satisfactory Semester Result' in both Personal Development Units
- 'Satisfactory Semester Result' in both Work-Related Skills Units
- 'Satisfactory Semester Result' in both Industry & Enterprise Units
- 'Satisfactory Semester Result' in all 6 modules of the Road Safety Skill Set Program

Intermediate VCAL promotion to Senior VCAL

Year 11 Intermediate students' study and receive a total of 11 Credits over the year. These credits are gained through the successful completion of the VCAL subjects - Literacy - 2 credits, Numeracy – 2 credits, Personal Development – 2 credits, Work-Related Skills – 2 credits and the Structured Workplace Learning Recognition – 1 credit. All successful completed VCE and VET subjects contribute two units, which equates to 2 VCAL credits.

To automatically progress from Year 11 Intermediate VCAL to Year 12 Senior VCAL course, a student must:

- meet the 90% 'VCE %' (Compass) attendance requirement
- satisfactorily complete a minimum of ten credits.
- must satisfactorily complete Literacy, Numeracy, Personal Development & Work-Related Skills.
- must satisfactorily complete the Structural Workplace Learning Recognition Assessment.
- must satisfactorily complete a minimum of 90 nominal 'competent' hours in a VET course.

Year 11 VCE transition to Senior VCAL (following year)

Year 11 VCE students who wish to transition to a VCAL course need to meet specific requirements in order to be enrolled in a Senior VCAL program.

For Year 11 VCE students to be considered to transition to a Year 12 Senior VCAL course, a student must:

- meet the 90% 'VCE %' (Compass) attendance requirement
- satisfactorily complete a minimum of 5 VCE units, including '*compulsory*' units of English and Maths.
- must satisfactorily be enrolled in a VET course
- must have a formal meeting with VCAL Leader to go over expectations and sign the VCAL contract.

Year 11 or 12 VCE transition to VCAL (Term 1)

Year 11 or 12 VCE students who are interested in transitioning in VCAL in term 1 of the current academic year, need to meet specific requirements to be considered for enrolment within a VCAL program.

For VCE students be considered to transition to a VCAL course a student must:

- be meeting the 90% 'VCE %' (Compass) attendance requirement
- have completed a satisfactory amount of learning tasks.
- have adhered to the college values and all rules.
- must satisfactorily be enrolled in a VET course. VET enrolments close early Term 1.
- must have a formal meeting with VCAL Leader and parents/carers, sign a VCAL contract, and agree to a probationary learning contract.

FAST TRACK STUDIES

Alkira Secondary College has high expectations for student performance and achievement. To maximise VCE performance, students are encouraged to 'Fast Track'/accelerate within a study, however academic ***benchmarks*** must be met to ensure student capacity to cope with the additional challenge and to ensure the likelihood of success. Acceleration would normally commence in Year 10 within a Year 11 VCE study.

Fast Track within One VCE Study only

- Using student achievement and attendance data, the college will invite students eligible to Fast Track prior to course selection being completed
- Invitations will recommend a list of subjects that students can select from, to Fast Track within
- Eligible students are permitted to Fast Track within one VCE subject only
- Course load requirements should be considered when making decisions regarding Fast Track

Continuing to Fast Track/Accelerate

Acceleration is not automatic and is reviewed each year based on a student's overall academic performance. To be permitted to 'Continue to Accelerate', students must have met VCE Attendance requirements, and passed all SACs and exams, achieving an average of at least to 60%. If achievement does not meet these requirements, a student may be requested to select an alternative Year 11 VCE subject or re-attempt the Fast Tracked VCE subject at Unit one and two level once again.

ATTENDANCE

Year 11 and 12 VCE/VCAL students are expected to attend all timetabled Home Group and Pastoral Care sessions, timetabled classes, excursions, assemblies and other college activities. Students are expected to be punctual. For an absence to be considered 'school approved', a medical certificate or equivalent must be received. Any other absence will not be deemed 'school approved', even if it has been approved by a parent/guardian. Absence for School Assessed Coursework (SACs) has more stringent approval requirements to maintain fairness and equity for all assessments undertaken.

Students must maintain VCE and VCAL attendance (see as 'VCE % attendance accessible via the Compass portal) of at least 90% for each VCE unit and for VCAL students. The VCE and VCAL Leaders will monitor student attendance closely, and communicate concerns with students, parents/carers and teaching staff. The college has a staged response to support student attendance. The VCE and VCAL Leaders, with support from the Heads of House may be required to meet with the student and parent/guardian to explain the absences and to discuss the consequences of unapproved absences. At the end of a unit (year for VCAL students), attendance below 90% may result in an 'N' result, as the student's work will be deemed unable to be authenticated by the teachers.

In meeting the VCE/VCAL Attendance Policy requirements the following will be used in conjunction with Compass:

- Fifteen or more absences in total (i.e. approved/unapproved) excluding legitimate college activities such as sport or excursions and excluding extended illness approved by the VCE/VCAL Leader (e.g. time in hospital) will result in an 'N' result for the unit.
- Documentation to support a school approved absence must be submitted within five days of the return to school or the absence will be recorded as unapproved.

A school approved absence may be:

- an illness which requires medical treatment and for which there is a valid medical certificate presented to the Positive Climate for Learning Office
- an approved college excursion or sporting event or
- a serious problem of which the VCE Leader has been notified, and has resulted in the student suffering significant stress as a result of any hardship, including deaths, funerals or other traumatic events.

Absence from SAC/Assessment Task/Reschedule or Redemption:

If a student is absent from a SAC/Assessment Task, a set Rescheduled or Redemption task, they must produce a medical certificate (or equivalent) upon their return to the PCL Office. The student will be required to sit the SAC during the next Reschedule/Redemption Session (Tuesday or Wednesday 3:15-5:15pm). This should take place within a one-week period unless an alternate arrangement is approved in consultation with the VCE Leader.

If a **medical certificate** is **not** provided, an 'N' result will be issued for the SAC or for the Unit if it was a Redemption/Resit that was missed.

Absence from VCAL Assessment Task/Coursework Support/Incursions/Excursions:

If a student is absent from a practical Assessment Task, VCAL coursework support sessions, an incursion or excursions **must** produce a medical certificate (or equivalent) upon their return to the PCL Office. The student will be required to complete an alternative task for the learning outcomes missed during VCAL coursework support sessions (Monday, Tuesday, or Thursday 3pm-4pm). This should take place within a one-week period unless an alternate arrangement is approved in consultation with the VCAL Leader.

If a **medical certificate** is **not** provided, an 'N' result will be issued for the assessment task. The VCAL Leader will contact home to discuss the learning requirements of VCAL.

STUDENTS MEETING DEADLINES

If a student does not meet a due date for an Assessment Task and has not been granted an extension, he or she may be required to attend a meeting with the VCE Leader to decide the consequences. This applies to both SAC and SAT components. If a student has a School Approved absence for the above, then the task or a replacement task can be completed through the Reschedule SAC process. If the absence was not School Approved, then the student scores zero for the task, but will be granted a further opportunity to demonstrate the Learning Outcome via the Redemption process.

VCAL STUDENTS MEETING DEADLINES

If a student does not meet a due date for an Assessment Task and has not been granted an extension, the classroom teacher will contact parents regarding the assessment and set a revised 2-week extension due date. After the 2-week period students may be given and required to complete a new assessment and attend a meeting with the VCAL Leader to decide the consequences. See the VCAL Assessment and Pathway Flowchart (in the VCAL Handbook) for further information.

EXTENSIONS

A student may apply for an extension of time to complete assessment tasks, SACs or SATs by using the *Application for Assessment Task Extension* form (found in the VCE Student Handbook). An extension will only be granted on the basis of a medical certificate or other evidence of a significant reason, such as a death in the family, other family crisis, or having to represent the school or alternative body at an event. Wherever possible, the extension request should be made prior to the due date. All results must be finalised by the VCAA/VASS deadlines

AUTHENTICATION OF WORK

All students are required to complete their own work. Teachers who suspect a student/s of either copying, plagiarism or accessing non-approved resources during assessment in their class need to notify the VCE/VCAL Leader. The VCE/VCAL Leader and/or Assistant Principal will meet, and students will be allowed to express their position in relation to the issue. Students who are found to have submitted work that is plagiarised, copied or that has been completed with the assistance of non-approved resources will be required to complete a Redemption Task to meet the Outcomes on the first occasion. The student will be graded zero/NYC for the Assessment Task if that is where the indiscretion was committed. Any students found guilty a second time in a year will receive an N for the Unit in which the offence was detected whether that unit is the same one as for the first indiscretion or a different unit of study.

SPECIAL PROVISION

Special Provision is designed to allow students who have experienced hardship the maximum opportunity to demonstrate what they know and what they can do.

*****Please note –Special Provision will not be applied in VCE/VCAL without prior authorisation from the VCE/VCAL Leader.***

There are three forms of provision:

1. Curriculum Delivery and Student Programs / School Based Assessment
2. Special Examination Arrangements/External Assessment
3. Derived Exam Scores

In each case there are specific VCAA eligibility requirements that apply. For the first category of Special Provision, the school determines what is suitable, while the school applies to the VCAA for the second two forms. ***In considering any ongoing Special Provision, the college has a responsibility to only grant Special Provision where there is significant documented evidence, and that there is a strong likelihood of success of any application to be approved by the VCAA for Special Examination Arrangements. The likelihood of success is determined by the guidelines for Special Provision from VCAA.***

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

- an acute or chronic illness (physical or psychological)
- factors relating to personal circumstance
- an impairment or disability, including a learning disorder

Special Provision arrangements used in VCAA exams include:

- Extra writing time to complete the exam
- Rest breaks
- Provision of appropriate materials dependent upon the student's needs e.g. a laptop, enlarged print, standing desk etc
- Provision of a scribe if necessary

Special Provision arrangements used in SACs/SATs to enable students to address their issues include:

- Allowing the student to complete at a later date
- Rest breaks
- Provision of a scribe if necessary
- Allowing the student extra time
- Access to a separate room
- Setting a substitute task of the same type/challenge
- Replacing a task with a different type of task
- Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended
- Using technology, aides or other special arrangements to undertake assessment tasks

For students completing Unit 3 and 4 studies, Special Examination Arrangements can be requested if the condition would disadvantage the student in exams. Please note, the due date for applications is in March of that year, so eligible students need to be identified early. Families will be prompted to consider if Special Provision is applicable during the VCE Information presentations.

School-based applications for all coursework and Unit 1 / 2 exams will be dealt with by the VCE Leader and, if approved, the student's teachers and Domain Leaders will be notified of the strategies that should be applied as part of this consideration. This can be used as part of a formal application to the VCAA.

External applications for Special Examination Conditions and Derived Examination Scores (for Special Provision) will be completed by the student and VCE Leader and then forwarded to the VCAA.

GENERAL ACHIEVEMENT TEST (GAT)

The GAT is a test undertaken by all students completing any Unit 3 and 4 VCE studies including VCE/VET. It is used as a checking tool in the statistical moderation of SACs, and in the generation of Study Scores/ATARs along with Indicative Grades and class result profiles, via Special Provision should students be unable to complete exams effectively (Derived Exam Score). Please note that this is by application to VCAA and may or may not be approved.

It is in the students' best interests to complete this test to the best of their abilities, as it may well affect themselves and all students in their class if they don't. The GAT may also now be used to assist in applications to courses at some universities.

Regular Year 12 VCE classes will not take place on the day of the GAT.

VIRTUAL SCHOOL VICTORIA

Alkira Secondary College offers a broad range of VCE study options in all learning areas. Alkira Secondary College may allow a student to undertake a VCE study with Virtual School Victoria (VSV) if all of the following conditions are met:

- The student achieved a 'Satisfactory Semester/Unit Result' in all Year 10 / Year 11 English units
- The subject is offered at Alkira SC but clashes with another study in their pathway plan
- There is a teacher at the college that can support the student with their learning

*Selecting VCE Units through Virtual School (as a current Alkira SC student) is a potential option for Year 11 and 12 students only.

Any student wishing to complete a VCE study with Virtual School Victoria must complete an Application form (collect from VCE Leader) and submit this during the course selection process. Course selection is to be completed with the understanding that any application to study with VSV may not be successful so other informed study selections should be made.

UNSCORED VCE

All VCE students at Alkira Secondary College enrol in the VCE with the understanding that they will be required to undertake exams for each Unit 3 / 4 sequence. The VCE Leader, Heads of House and Assistant Principals *may* identify a very small number of students prior to the end of Term 3 each year and offer them the opportunity to undertake an 'Unscored VCE'. This offer will be made after careful consideration of many different factors that have/are impacting on the individual student. Undertaking an Unscored VCE will reduce post-secondary school options and as such the decision is one *initiated by the College in conjunction with the student and their family*. The VCE Leader, Assistant Principals and Careers/Pathways Leaders, will guide prospective students and their families through this process and inform teachers of any student approved for this pathway.

VCE EXAMINATIONS

The setting of unit 1 and 2 examinations in all subjects in Year 11 is a school policy. The Year 12 exams are set and administered by VCAA at the end of Unit 4 between October and November. At Year 11, the Semester 1 exam assesses skills and knowledge across all outcomes in Unit 1 and Unit 2 will as draw upon outcomes covered in Semester 2.

Attendance at examinations is an expectation for all students at the college. Parents should contact the VCE Leader if there are issues regarding student attendance in the examination period. Special consideration will be given on medical or compassionate grounds when formal documentation is provided. Family holidays are not an acceptable reason for non-attendance at examinations.

Formal documentation includes medical certificates or certificates of attendance from other authorised organisations for exceptional circumstances.

Attendance in examination periods

Year 11 students are expected to attend school for exams only during the exam period.

Students who are absent for an examination

The school will not provide alternative times for students to sit exams (unless an exam is rescheduled due to an exam timetable clash). Students who are absent have to provide the school with a medical certificate or official notification providing a reason for absence. Family holidays are not recognised by the school as an acceptable reason for absence from an examination.

Students who are absent from an exam with an approved absence will be awarded an NA.

Students with Special Provision

Examinations may be modified according to individual student requirements based on approved Special Examination Arrangements. Modifications may include such things as adjusting content, allowing extra time, providing assistance with writing, use of a laptop, breaks, separate rooms etc.

Students enrolled during the semester

Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete the exam. Students who are enrolled 5-10 weeks before the exam are expected to sit the examination; however, teachers should modify the expectations according to the areas of study that the student has covered.

Students who are enrolled less than four weeks prior to the exam will be expected to complete an alternative task (set by the classroom teacher) during the examination time.

Reporting on examinations

Examination results for Year 11 VCE are reported as a separate item on the mid and end of year reports. Year 11 examinations are separate to School Assessed Course work (SAC) (please refer to Assessment and Reporting Policy).

Supporting Documents

The College website lists supporting documents that have been referred to in this policy. Visit <http://www.alkirasecondarycollege.com.au/> for these documents.

RELATED POLICIES AND RESOURCES

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

REVIEW CYCLE AND EVALUATION

This policy was last updated on April 2020 and is scheduled for review April 2024.