



VCE Policies Booklet

VCE Policies

Beaumaris Secondary College takes pride in delivering a VCE Curriculum that ensures fairness and equity for students. The following are VCE policies that support these values and have been informed by the [VCAA VCE Administrative Handbook](#).

Obtaining the VCE

Satisfactory completion of a VCE unit is based on successful completion of outcomes. Satisfactory completion of units is determined by the school, in accordance with VCAA requirements. Levels of achievement for Units 1 and 2 are determined by schools and are not reported to the VCAA. Levels of achievement for Unit 3-4 sequences are assessed using School-based Assessment and external assessments (including examinations). Each VCE study has three graded assessment components: either one School-based Assessment and two external assessments, or two School-based Assessments and one external assessment. Each of the three graded assessment components contributes to a study score. Scored VCE VET studies have two graded assessment components, comprising one School-based Assessment and one external examination.

The minimum requirement is satisfactory completion of 16 units, which must include:

- three units from the English group, including a Unit 3-4 sequence
- at least three other sequences of Unit 3-4 studies, which can include further sequences from the English group.

The Victorian Tertiary Admissions Centre (VTAC) advises that satisfactory completion of a scored Unit 3-4 sequence from the English group of studies is required for the calculation of a student's Australian Tertiary Admission Rank (ATAR).

Satisfactory VCE unit result

For satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set of outcomes as specified in the VCAA study design which can be found on the [VCAA Website](#). Students are required to complete the range of learning experiences delivered in class to demonstrate their understanding of the key knowledge and skills relevant to receive an S (Satisfactory) for that outcome. A formal assessment will be part of the demonstration of satisfactory completion of the outcome.

The student will receive an S (satisfactory) for a unit if the teacher determines that the student has:

- produced work that demonstrates achievement of the outcomes
- submitted work that is clearly their own.

Not satisfactory VCE unit result

The student will receive an N (not satisfactory) for the unit when one or more of the following occurs:

- the work does not demonstrate achievement of the outcomes
- the student has failed to meet a school deadline for the assessment task, including if an extension of time has been granted for any reason, including Special Provision
- the work cannot be authenticated, for example through lack of attendance
- there has been a substantial breach of rules.

Attendance

Regular attendance in class for VCE is crucial to access the learning, feedback and required assessment in each subject. Attendance in class provides the necessary opportunities for student work to be authenticated by teachers. Students are expected to be in attendance for their VCE class for a **minimum of 90%** per Unit (semester). To be eligible to pass a Unit, students are permitted to have **no more than 5 unapproved absences**. The student is only eligible to pass the unit if their **total approved and unapproved absences do not exceed 10 absences** from the total class time of the Unit. Consideration of absences of more than 10 would be at the discretion of the Principal, based on significant personal circumstances.

Examples of approved absences include:

- medical illness,
- interschool sport,
- school excursion/incursion or camp,
- medical appointments (e.g. Doctor, Specialist appointments, Psychologist) – where possible, these should be scheduled outside of class time.

Examples of unapproved absences include:

- unexplained/parent choice,
- family holidays,
- illness in excess of 5 days without a medical certificate,
- truancy.

All absences should be reported by the parent/carer on Compass with medical certificates attached. Hard copy certificates should be brought to Reception.

Students must arrive to class on time for each session. Late attendance to class will also be taken into consideration when calculating student attendance. Students must provide a medical certificate if they are absent on the day of a Unit 3/4 School-Assessed Coursework (SAC) and recommended for Unit 1/2. For Unit 3/4 studies, students will need to complete the missed SAC on the closest Thursday to the original date at 3.20 pm in the Senior Centre, unless an alternative time has been arranged with the Subject Teacher and/or the VCE Coordinator. For Unit 1/2 studies, students will reschedule their SAC with their teacher.

Study Session Attendance for VCE students

Preamble

The majority of Year 12 students are completing five studies which equates to having 3x study sessions each week. Additionally, we have a number of students across Years 11 and 12 who are:

- completing studies via Virtual School Victoria for one or more subjects,
- studying languages through the Victorian School of Languages,
- completing a VET unit through a TAFE institute.

These study options typically result in students having timetabled study sessions/additional study sessions throughout the week.

Session 1 and 4 Study Periods

Students can spend session 1 and session 4 study periods at home. Students who elect to utilise their session 1 study periods at the College in the Senior Centre are most welcome to do so and will be required to sign in via the Compass Kiosk. Similarly, students can stay at school and work in the Senior Centre for their session 4 study periods. Those students who choose to study at home for their session 4 study periods should sign out via the Compass Kiosk during the lunch break.

Session 2 and 3 Study Periods

Any study periods during sessions 2 and 3 continue to be timetabled and staffed, and on-site attendance is compulsory for students at these times. We maintain a Compass roll and teacher supervision/support during session 2 and 3 study periods. Students are to base themselves in the Senior Centre for these study periods and are expected to use the time for completing schoolwork and/or doing their own study/revision.

Year 12 Permanent Lunch Pass

A Compass consent form must be completed for Year 12 students who wish to leave school grounds to go home or to have lunch outside of school prior to the Principal granting a permanent lunch pass.

The following restrictions apply:

1. Students are not to drive, ride bikes or take public transport.
2. Students are to adhere to safe pedestrian practices when crossing the street.
3. Students granted such passes should be wearing their Year 12 jumpers so they are identifiable to staff.
4. Lunch pass holders are expected back at college before the end of lunchtime.
5. Students should not be late to session 4.
6. Students are expected to stay on-site for session 3 even if they have a study session.
7. School values and expectations are still applicable while students are off-site with the lunch pass.

Students who fail to comply with these requirements will have their lunch passes withdrawn. They do not have to sign in and out of the college at lunch time. We encourage parents to discuss this with their children prior to approving the form.

School Assessed Coursework (SAC)

Students will be required to complete at least one formal assessment (SAC) for each Outcome within a Unit as part of obtaining a satisfactory result for each Outcome. Most assessment tasks will be in class session times, however in some subject areas, these will be longer tasks going over multiple lessons. It is expected that all students are present for their assessment tasks, unless they are absent for an approved reason (e.g. interschool sport, medical illness with medical certificate).

The SACs are used to establish the level of achievement relating to the outcomes for each study. Each study will have several SACs throughout the year. At Unit 1/2 the grades are not reported to VCAA. The grades are reported to VCAA at Unit 3/4 and become a part of the final study score for each subject. As such it is important that they are fairly and consistently administered to all students.

Unit 3/4 SAC Attendance Guidelines	
A student absence for a SAC	Impact of absence on result
For an approved school activity (e.g. interschool sport, excursion)	Student reschedules SAC with no impact to their SAC score
Due to illness and provides a medical certificate	Student reschedules SAC with no impact to their SAC score
Due to illness but does not provide a medical certificate	Student reschedules SAC with SAC score reduced by 50%
Due to an unapproved absence (e.g. parent choice, family holiday, unexplained absence)	Student must complete the SAC to obtain an S (satisfactory) for the Outcome. SAC score is reduced by 100% to 0.

Late arrival to a SAC

Where a student arrives late to SAC they will still be admitted into the assessment and complete the assessment with the remaining time left. Students will not receive time lost due to late arrival unless granted by the VCE Coordinator or Principal Team for significant personal circumstances.

Rescheduled SACs

Unit 1/2

If a student is absent for an assessment in a Unit 1 or 2 subject, the parent/carer needs to record this absence on Compass. The student then needs to speak with the subject teacher to reschedule the assessment – this may be the next class, lunchtime or afterschool. Where possible, students should provide a medical certificate for their absence.

Unit 3/4

If a student is absent for a Unit 3/4 SAC, the assessment will be rescheduled to the next Thursday following the original date of the SAC. Rescheduled SACs occur at 3.20 pm on Thursdays in the Senior Centre. In certain cases, the Subject Teacher or VCE Coordinator may arrange for the student to complete the SAC at an alternative catch-up time.

Protocols for rescheduling Unit 3/4 SACs

School sporting event – Prior to the event the student must inform the classroom teacher that they will be requesting a rescheduling if a school sporting commitment coincides with a scheduled SAC. If a student misses a SAC on a Thursday and arrives back to school by the end of the school day or earlier, students will complete the rescheduled SAC on that same day.

School excursion or incursion – Prior to the excursion the student must inform the classroom teacher that they will be requesting a rescheduled SAC if a school excursion or incursion coincides with a scheduled SAC.

Illness – If the student is ill, the family needs to notify the school on the morning of the SAC where practicable. They must obtain a **doctor's certificate on the same day** verifying the illness. A retrospective certificate is not acceptable. Where a medical certificate is not supplied the SAC score will be reduced by 50%. Medical certificates should be uploaded by families onto Compass or given to Reception as soon as the student returns to school.

Significant personal circumstances – A compelling personal circumstance, such as a death in the family, may warrant a rescheduling of a SAC. In such cases the student or a family member must contact the school on the morning of the SAC or earlier to discuss the matter. Permission for rescheduling must be given by the VCE Coordinator prior to the scheduled SAC time. Please note that family holidays, even overseas ones, are not an acceptable reason for rescheduling.

Any student who does not comply with these policy guidelines and misses a SAC without an acceptable explanation as outlined above will not receive a mark for that assessment task. They will still be required to complete the task to demonstrate satisfactory achievement of an outcome in order to pass the Unit.

Rescheduled SACs are held on the first available Thursday following the scheduled class time. They are held in the Senior Centre from 3.20 pm. A student must not make a commitment for this time of the week in case they should require a rescheduled SAC. A medical certificate is required if the student is not present for the rescheduled SAC. Other times can only be negotiated if there has been a number of SACs rescheduled in the same week (e.g. if the student has had an extended illness and has consequently missed a number of assessment tasks).

Submission of School Assessed Tasks (SATs)

School-Assessed Tasks must be submitted by the scheduled date and time as set by the subject teacher. Any late submission of SATs, even by a matter of minutes, will result in the work being awarded an NA (not assessed). Students are, accordingly, strongly urged to submit School-Assessed Tasks by the afternoon of the day prior to the due date in order to minimise the chances of mishaps preventing the prompt submission of the work.

Extension for an Assessment Task

Extension for an assessment task may be granted only as a result of significant personal circumstances. Applications for an extension should be made to the VCE Coordinator by email before the due date for assessment. Where an extension has been granted, the student is required to submit the assessment task by this date or a NA (Not Assessed) will be awarded.

Redemption of an Outcome

If a student does not demonstrate the satisfactory completion of an outcome through the coursework and SAC, they will be required to complete a redemption task, or a set of redemption requirements, within five school days. If the task is not completed within this timeframe or to a satisfactory standard, they will receive an N for the outcome, resulting in an N for the Unit.

Authentication of student work

Students must observe and apply the rules for authentication of School-based Assessment. Students must sign an authentication record for work done outside class when they submit the completed task.

The VCAA authentication rules state that:

- a student must ensure that all unacknowledged work submitted for assessment is their own
- a student must acknowledge all resources used, including
 - texts, websites and other source material
 - the name and status of any person who provided assistance and the type of assistance provided
- a student must not receive undue assistance from another person in the preparation and submission of work
- acceptable levels of assistance include
 - the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which have 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, another person's work or other resources without acknowledgement
 - corrections or improvements made or dictated by another person
- a student must not submit the same piece of work for assessment in more than one study, or more than once within a study
- a student must not circulate or publish written work that is being submitted for assessment in a study in the academic year of enrolment
- a student must not knowingly assist another student in a breach of rules.

If there is a suspected breach of rules, there will be an investigation conducted with the VCE Coordinator, Assistant Principal and subject teacher and student/s.

Plagiarism

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

A student must acknowledge all resources used, including texts, websites and other source material. This acknowledgement should be submitted along with the SAT itself.

A student must not receive undue assistance from another person in the preparation and submission of work.

- Acceptable levels of assistance include the incorporation of ideas or material derived from other sources but which have been transformed by the student, as well as prompting and general advice from another person which leads to refinements.
- Unacceptable forms of assistance include use of (or copying) another person's work or resources without acknowledgement or direct / specific improvements given by another person.

A student must follow the assessment conditions as given by the teacher (including any conditions related to materials allowed, speaking or collaborating with others, time limits, etc.).

A student must not knowingly assist another student in breaking these rules.

Special Provision

Special Provision is available to students completing the VCE for classroom learning, School-based Assessment and VCE external assessments.

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 learning disorders.

These circumstances do not include matters or situations of the student's own choosing, such as involvement in social or sporting activities or school events.

Prolonged absence from school or study is not in itself grounds for Special Provision. However, provisions are available to students experiencing severe hardship that may result in prolonged absence. Students granted Special Provision must still complete all school work related to satisfactory completion of the outcomes of a VCE unit. Students absent from school for prolonged periods must still comply with the school's authentication procedures to demonstrate that they have completed the work and that the work is their own. Students who are eligible for integration funding may not necessarily meet the eligibility criteria for Special Provision in the VCE.

Study Centre Supervision

The Senior Centre is a study space available for VCE students to use for private or collaborative study. It is open from 8am – 5pm. The centre is supervised by either the Assistant Principal, VCE Coordinator or Yard Duty teacher throughout this time. If students have a study session appearing in their timetable due to a reduced course load or VSV enrolment, students are expected to be in the Senior Centre for this time and report to the supervising teacher, except during sessions 1 and 4 when onsite attendance is optional.

Completion of VCE units without a study score

In some circumstances, it may be deemed appropriate for a student to complete one or more Unit 3-4 subjects without the calculation of a study score.

This option is only provided in response to individual student need, and not as an alternative VCE program for a cohort of students. Examples of circumstances where it may be appropriate to offer this option include the following:

- illness and absence
- mental health and wellbeing issues
- clear and well-supported post-school aspirations that do not require an ATAR (e.g. an offer of an apprenticeship)
- other specific and personal circumstances (not based on academic results).

A student at Beaumaris Secondary College must satisfy an approval process before being allowed to continue in a subject on an 'unscored' basis. The student can initiate this process by following these steps:

1. The student is to have an initial conversation with their GOAL Mentor, who will provide support and advice to the student throughout the approval process.
2. The student will be referred to the Careers Team for a careers consultation, to determine if any of the student's post-school pathway options require a study score for the subject(s) in question.
3. The student is to meet with the VCE Coordinator, who will review the advice and feedback provided by the Careers Team and GOAL Mentor before deciding on the outcome.
4. If the student receives school approval to pursue any units without the calculation of a study score, the VCE Coordinator will contact the student's parents/guardian for their written consent.
5. Finally, the student will also confirm in writing that they agree to continue in the subject(s) without the calculation of a study score.

Students who are completing units without the calculation of a study score will still be required to:

- attend classes regularly and complete the coursework to an acceptable standard in order to satisfy the outcomes for each unit (like all other students)
- complete SACs (school-assessed coursework) under conditions determined by the subject teacher.

Language of the VCE

ATAR Australian Tertiary Admission Rank – A student's ATAR is determined by VTAC using the student's scaled study scores. The ATAR is a percentile which ranks students for the purpose of tertiary selection.

Authentication The process of ensuring that work submitted by students for assessment is genuinely their own. Teachers monitor the completion of students' work.

Career Education Funding (CEF) A program, including course counselling, which assist students make informed choices about possible future directions.

DES Derived Exam Score – An estimated score for a particular exam which may be used under Special Provision.

EAL English as an Additional Language – For VCE students who have studied less than seven years in English instruction. Students must meet VCCA criteria to enrol as an EAL student, previously known as ESL (English as a Second Language).

GAT General Achievement Test – All students undertaking a Unit 3 & 4 sequence must sit this 3-hour test in June. GATs are used by VCAA to monitor school assessments and for the determination of a DES and may be used to assist with selection into tertiary courses.

Learning Outcomes What a student must know or be able to do by the time they have finished the Unit.

'S' or 'N' These letters mean 'S' for satisfactory (pass) or 'N' not satisfactory (not passed).

School Assessed Coursework (SAC) Work done, mainly in class time, to assess performance in Units 3 & 4. Set and marked by teachers according to VCAA (Victorian Curriculum & Assessment Authority) specifications.

School Assessed Tasks (SATs) Tasks done in class time to assess performance in Art, Media, Studio Arts Visual Design, Food Technology, and Design and Technology studies.

Sequence A sequence is a Unit 3 followed by Unit 4. One of the requirements for passing the VCE is the successful completion of four Unit 3 & 4 sequences.

Special Provision Individual students may need special provision in their learning program to achieve the

learning outcomes, and in assessment to demonstrate their learning and achievement.

Student Program This is the total package of VCE and VET studies normally taken over two years.

Study/Studies VCE subject(s) such as English, Biology, General Maths, etc.

Study Design This is the curriculum documentation outlining all the required key skills and knowledge within a specific study.

Study Score This indicates how a student performed in relation to all other students in the state who took the study. It is calculated using the student's final scores for school-assessed coursework, school-assessed tasks, externally-assessed tasks and examinations for each study and is scored out of 50.

TAFE Technical and Further Education – Institutes that offer post-secondary courses.

Unit Each VCE study is divided into 4 units. Each unit lasts one semester. Units 1 & 2 are normally at Year 11 level, and Units 3 & 4 are normally at Year 12 level.

VCAA Victorian Curriculum and Assessment Authority. The accrediting and authorising body responsible for overseeing the VCE.

VCE Victorian Certificate of Education – The senior secondary certificate of education in Victoria, incorporating both a General Curriculum and Vocational Major pathway.

VET Vocational Education and Training – This training is provided by Registered Training Organisations and provides a hands-on learning experience in both the General and Vocational Major VCE pathways.

VCE/VET This refers to the expanding range of nationally recognised vocational studies now integrated within the VCE.

VM Vocational Major – A two-year applied learning program that's part of the VCE, focused on developing skills for work and life and providing hands-on experience in one or more industries.

VTAC Victorian Tertiary Admissions Centre – The body responsible for administering the application, selection and offer processes on behalf of tertiary institutions.

Policy review and approval

Policy last reviewed	21/3/2025
Approved by	Principal
Next scheduled review date	January 2026