MONBULK
COLLEGE

VCE/VCAL

Attendance, SAC and Authentication Policy

(summary – for full document http://monbulkcol.vic.edu.au/students-parents/our-policies)

2021

MONBULK COLLEGE VCE/VCAL ATTENDANCE POLICY

RATIONALE:
Monbulk College believes that students learn best when they attend classes.

AIM:
- To maximise student attendance.
- To communicate expectations clearly to students, parents and staff.
- To ensure absences are monitored and followed up.
- To involve parents in maximising student attendance.

EXPECTATIONS:
Students are expected to attend all timetabled classes.
A student must achieve a **90%** attendance rate to satisfy VCE/VET/VCAL authentication requirements.

CONSEQUENCES:
A student who does not meet 90% attendance may be awarded an 'N' result for the unit. If this occurs the student will be interviewed by a panel consisting of the Team Leader, Assistant Principal in charge of Senior School and the subject teacher. The panel will make a recommendation to the Principal after this meeting as to the appropriate course of action.

TYPES OF ABSENCES:
Approved.
Illness with medical certificate
Serious family/personal issues (Supported with relevant documentation)
College approved activities eg excursions, camps, sport, VCAL work placement

Unapproved
All other absences

- Approved absences do not count against 90% attendance requirements.
- Extended approved absences may still result in non-satisfactory completion of a unit. eg. through long periods of illness or travel.

PROCEDURE FOR NON-ATTENDANCE AT A SAC:
- Team Leader completes **'Documentation of Absence from a SAC Form'** for the Student File
- Students with an unapproved absence will receive a **zero** for the SAC but required to sit/complete for demonstration of knowledge towards the outcome

ROLES AND RESPONSIBILITIES:
Students, Parent & Guardian
- For approved college activities students are to inform their classroom teacher prior to the activity and ensure work missed is completed.
- For illness students are to provide medical certificates to the Team Leader and ensure work missed is completed.
- For serious family/personal issues the student has the responsibility to inform the Team Leader as soon as possible and provide an explanation from parent/guardian explaining absence.

Staff
- The classroom teacher is to notify the Team Leader immediately if there is absence from a SAC, and/or if consecutive unapproved absences occur.
- To closely monitor student attendance in each class, discuss with individual students when attendance is a concern and implement appropriate consequences and inform the Team Leader
- To communicate with parents/guardians if appropriate (teacher to inform the Team Leader prior to home contact).
- To notify Team Leader if any student's attendance is an ongoing concern.
- Maintain accurate and up to date attendance records.
- Staff have a responsibility to notify relevant staff regarding College Approved activities, 5 days prior to the event, as set out in the College Excursion Guidelines

Year Level Team Leader
- To keep staff informed of approved absences, particularly during SAC or assessment periods.
- To make parental contact for repeated unapproved absences and implement appropriate consequences.
- To observe patterns of attendance and intervene as appropriate

Satisfactory Completion of VCE

Students must complete the following requirements:

- at least 16 units
- at least three units of an English Study
- at least four Unit 3 and 4 sequences including an English study

VCE Units Undertaken

Students are required to study:

- 6 units per semester in Year 11 and
- 5 units per semester in Year 12.
  (Units 3 and 4 must be taken as a sequence)

Satisfactory Completion of a Unit

Outcomes are the basis for satisfactory completion of VCE units in all Studies.

Each VCE unit includes a set of 2 to 4 outcomes.

Satisfactory completion of units is determined by the school, in accordance with VCAA requirements.

The assessment tasks are part of the regular teaching and learning program.

For satisfactory completion of a unit, a student must:

- demonstrate achievement of each of the outcomes for that unit as specified in the study design

Satisfactory completion of a learning outcome means:

- it meets the required standard.
- the work was submitted before the school deadline, including where extension of time was granted.
- the work is clearly the student's own and can be authenticated by the teacher.
- there has been no substantive breach of rules in the submission of work

Late submissions

Late submissions will only be accepted with an approved extension with the necessary documentation.

Students applying for an extension of time must:

- provide acceptable reasons and evidence (e.g Medical Certificate)
- gain approval from the Year Level Team Leader and then negotiate with the subject teacher for a new assessment date.

Failure to meet a deadline, including an approved extension, will automatically result in the student being awarded a Not Satisfactory grading for the assessment task
Most assessments are done in class and extensions of time should only apply because of illness or other serious reasons. Students need to provide documented reasons to their Year Level Team Leader for their absences and negotiate with the subject teacher for a new assessment date and time to complete the task.

Summary of work deadlines and guidelines

On time	= graded
With extension	= graded
Late work without extension (in within 1 weeks)	= task not graded, award S/N
Late work without extension (in after 1 weeks)	= fail the task

Implementation of School Assessed Coursework

1. School Assessed Coursework tasks will generally be completed within class time or by teacher negotiated arrangement which may include afterschool and/or weekends.

2. Students will not be permitted to take SAC tasks home to be completed unless this is a specific requirement of the Assessment Task.

3. Teachers will supply students with a brief description of the task, an assessment criteria sheet, the time limit, word range and a timeline for each SAC task at least a week prior to its commencement.

4. Students must submit their task at the end of the assessment period. Failure to do so will incur a zero mark for that assessment task.
   NOTE: It is better to submit incomplete work rather than no work.

5. In the event of an unsatisfactory SAC result, students are to be given the opportunity to redeem the Outcome, but the original numerical grade for the SAC will stand.

Non Attendance During School Assessed Coursework

Students are required to attend all classes where School Assessed Coursework tasks are being conducted.

1. Students are not permitted to miss classes to prepare for assessment tasks. All preparation is to be completed at home or in the study's designated class time.
2. Where a student is absent from a SAC, parents should contact the College to indicate absence.
3. Students absent at the time of the assessment task must produce documentation from a professional, qualified to advise the College on the nature of the circumstances surrounding the absence. e.g. doctor, social worker, psychologists.
4. On returning to school the student MUST present themselves to the Year Level Team Leader with the relevant documentation.
5. *If a student does not submit the appropriate documentation explaining their absence they will receive a zero mark for this assessment task.*
6. If approval is granted the student will be required to complete a variation of the original assessment task within a given time frame on the school grounds. Supervision will be provided by the subject teacher.

Feedback To Students

Students are advised that the total scores for coursework assessment are subject to statistical moderation and are likely to change.

After work is submitted and marked, teachers will provide feedback to students in the form of:

- advice on strengths and particular problem areas
- advice on where and how improvements can be made for further learning
- marks on individual coursework tasks. These will be issued on assessment sheets which include the criteria and mark.
- One copy of the assessment task and the criteria sheet should be kept by the student and a copy will be kept by the teacher

Lost, Stolen or Damaged SATs and SACs

A teacher or student who has lost one of these assessments, who has had work stolen or who has damaged one of these assessments, must complete a written statement describing the circumstances. The statement must be signed and dated. The school will keep a record of the loss, theft or damage.

The Principal, acting on advice from the teacher and on the basis of records kept, shall determine the process to be followed (which may involve redoing the SAC) and unit result for the student.

Process for Awarding an 'N' Grade

Students and staff are reminded that the following process **must** be followed when awarding an 'N" grade for a study:

1. Students and Parents are to be issued with a *'Coursework Notification'* (outlining student work required and deadline), with a copy provided to the Team Leader.

and,

2. Teacher alerts Team Leader to student 'at risk of failing' behaviour (e.g. work not-submitted, sub-standard, behavioural, attendance). Teacher must make contact with Parents regarding concerns and potential failure.

Right Of Appeal

Students can be given an **'N'** for an outcome and/or unit for:

- failing to meet a school deadline
- failing to produce relevant documentation covering an absence from a SAC/SAT
- failure of a student to authenticate their own work
- failing to meet a deadline after an extension of time
- failure to satisfactorily meet the assessment criteria
- failing to meet the College attendance requirements

If a student wishes to appeal a non-satisfactory result they should do so in writing stating circumstances and reasons for appeal. This should be submitted to the Assistant Principal in charge of Senior School within 3 days of being notified of the 'N' result.

Monbulk College Grading System for Year 11 Assessment Tasks

<u>*VCE (Yr 11 Assessment Tasks)*</u>

A+	90 – 100%
A	80 – 89%
B+	75 – 79%
B	70 – 74%
C+	65 – 69%
C	60 – 64%
D+	55 – 59%
D	50 – 54%
E+	45 – 49%
E	40 – 44%
UG	0 – 39%

NA – Absent

NA – Late

NA – Not submitted

AUTHENTICATION REQUIREMENTS

Statement of Belief

It is the presumption of Monbulk College that all VCE students will submit work for assessment purposes, which demonstrates their own individual understanding. It is the responsibility of the each VCE student to be able to provide concrete evidence that any work submitted is indeed their own work.

(i) Teachers' Authentication Responsibilities

- To provide the opportunity for students to complete most work during supervised time in class.

- To regularly consult with students and keep a formal record of the monitoring process, which includes attendance.

- To be aware of individuals' levels of performance

- To inform students well in advance about time lines, including details of stages of completion

- To vary assessment items and requirements every year.

(ii) Students' Authentication Responsibilities

- **The onus is on the student to provide evidence that the work submitted is the students' own.**

- To retain all planning materials, notes, rough drafts and annotated drafts for major work tasks; at least until the final assessment is made public for that particular piece of work. Students who fail to submit the prescribe drafts may jeopardise the subject teacher's ability to authenticate the work.

- Where group work is required to develop necessary data for an assessment task, the final product must reflect the work of each individual student.

- Where electronic means are used, the final versions, style and contents are to be consistent with the teacher sighted versions.

- To ensure that `undue assistance,' or cheating, does not occur. 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.

- To acknowledge all resources used, including:
  - Text and source material
  - The name and status of any person who provided assistance and the type of assistance provided.

- Students who knowingly assist other students in a breach of rules may be penalised.

- Students must not submit the same piece of work for more than one assessment task.

- **Computer use**

When students use a computer to produce any assessment task, it is the student's responsibility to ensure that:

- there is an alternative system available for use in case of computer or printer malfunction or unavailability:
- hard copies of the work in progress are produced regularly to meet authentication requirements: and
- that all work is saved onto a backup device, which should not be stored with the computer.
- If the work cannot be authenticated, then the matter must be dealt with as a breach of rules relating to assessment as outlined in the *VCE and VCAL Administrative Handbook 2018*

Breach of Rules

As SACs are mainly done in class and within a limited time frame and under test conditions authentication records are not required. However, students who knowingly acquire and/or seek undue assistance will incur penalties.

The teacher may consider it appropriate to ask the student to demonstrate his or her understanding of the task where similarities exist between students' work or where plagiarism has occurred. The subject teacher in conjunction with the Assistant Principal and/or Year Level Team Leader, will interview the student(s) concerned and a discipline measure will be implemented if appropriate. The Principal must be informed of all incidents into possible breach of rules relating to assessment. All penalties imposed by the school must have the approval of the Principal. If a breach of rules is established the Principal will notify the student within 14 days of the penalty imposed and of the right of appeal the student may have. Should the school be satisfied, on the basis of evidence, that there has been a substantial breach of rules, then the principal has the power to:

- reprimand a student

and/or

- give the student the opportunity to resubmit work, if this can occur within the dates designated by VCAA;

or

- refuse to accept that part of the work which infringes the rules and base a decision whether to award the task an '**N**' or '**S**' upon the remainder of the work.

or

- refuse to accept any of the work if the infringement is judged by the principal to merit such a decision, in which case an '**N**' will be awarded for the work.

Where work was initially accepted for assessment and a breach of discipline has been discovered **after** the initial assessment has been made, the principal shall determine which of the above penalties shall be imposed. This may result in a change of the original result in accordance with the above procedure.

If an '**N'** is awarded for an assessment task then this would adversely affect the study score and may result in the failure of a Unit.

VCE PARENT/GUARDIAN STUDENT AGREEMENT

Monbulk College
VCE Handbook
2021 - 2022

May 2021

Dear Parent/guardian,

We request that parents and students read the Monbulk College VCE Handbook for 2021-2022. This handbook contains important information that will help your child have a smooth transition over the next two years. It includes the requirements and responsibilities that will lead to successfully completing VCE.

Students are to return this signed form to the school by;

Monday, May 17th 2021. (or prior to date)

Please feel free to call me if you have any queries.

Michael Hyett
Year 11 Team Leader

STUDENT NAME: _____**H/G:** _____

I/we have read and understand the requirements and responsibilities for VCE and agree to abide by the guidelines as set by VCAA and Monbulk College.

PARENT NAME: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____

DATE: _____ / _____ / 2021