



Brighton Secondary College

Senior School, Years 10, 11 and 12

A Guide for Students and Parents



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1. INTRODUCTION

This booklet is designed to assist senior school students and their parents understand the requirements of Brighton Secondary College and the Victorian Curriculum and Assessment Authority (VCAA) for students undertaking VCE studies. Students in the Senior School have greater responsibility for their own learning and management of their course. It is important that they establish their priorities for the year and ensure that organising time for study, homework and research are high on their list if they want to do well. Year 10 students are expected to complete a minimum of 10 hours of homework a week and VCE students a minimum of 15 hours a week. Students, at times, will need to do more than this to complete all required tasks. This is their opportunity to optimise their chances of being a successful applicant for university, college or TAFE course, or for employment in the workforce.

2. SENIOR SCHOOL ADVISORY AND DISCIPLINE COMMITTEE

Membership: Assistant Principal, Senior School (Chair)
Student Welfare Co-ordinator
Year 12 Co-ordinator (as required)
Year 11 Co-ordinator (as required)
Year 10 Co-ordinator (as required)
Careers/VET Manager (as required)
(Input from relevant staff as required)

Meeting Times: As required to deal with specific issues as they arise

Aim of Committee:

- to assist students to successfully complete the Year 10, VCAL or VCE
- to assist students in meeting deadlines
- to assist students to develop organisational skills
- to provide assistance to students requiring alternative educational paths and/or career paths
- to assist teachers with the administrative requirements of the Senior School

Brief Description of Committee's Activities:

The committee meets regularly and deals with the following areas:

- considering applications for requests for Extensions of Time , which may come from either students or referrals from teachers
- considering applications for Rescheduling of School Assessed Coursework Task
- considering applications for Special Provision
- resolving issues relating to lost, stolen, or damaged work
- resolving appeals against decisions on unit completion results
- resolving any issues of dispute between school/staff/students
- resolving issues relating to authentication
- counselling students in relation to attendance and work output
- referring students to other appropriate bodies (outside counselling agencies, Careers Manager and so on)



3. ORGANISING YOUR PROGRAM

Study skills

The key to being successful is ORGANISATION. Students must plan their time and how it is to be used. A wall planner in their bedroom (or place of study) to show them at a glance what needs to be completed during the year/unit is a good start.

Organisation of time means establishing regular working times on a weekly basis. Preparing a work timetable at the beginning of each week is useful. Set times, especially a starting time should be included. A reasonable amount of time should be allocated to each subject or unit. This of course will vary throughout the year and it will depend on School Based Assessment Task dates, Examination schedules, and for Year 12 students School Assessed Task (SAT), and School Assessed Coursework (SAC) dates also.

The timetable must be realistic. Few people can work effectively for long periods of time, so sensible breaks should be built into the timetable, remembering to allow for other commitments, such as family, sport and employment.

Here are some hints to help students plan:

- Know when School Based Assessment Tasks, School-assessed Tasks and School Assessed Coursework are due and allow enough time to be fully prepared for them.
- Prepare for any tests by revising class work and research over several nights.
- Place more difficult work in the early part of your timetable so that you are not tackling it when you are tired.
- Avoid doing your most difficult subjects one after the other.
- Never procrastinate. Do not delay work just because it is not due.
- Be prepared to adjust your timetable according to your experience.
- If you have difficulty with planning and organisation, seek assistance.

4. ATTENDANCE REQUIREMENT

The aim of this policy is to ensure that students who attend Brighton Secondary College to complete their senior years are doing so in the true spirit of the course completion and the VCE and are following the educational standards that are necessary to achieve maximum success. **Students are expected to attend all timetabled classes** and parents are asked to assist by not allowing students to stay home unless they are too sick to attend school. All medical or dental appointments should be made, whenever possible, out of school hours.

Attendance Requirements:

1. Attendance at all timetabled classes at Brighton Secondary College is compulsory. Students must attend a minimum of 90% of the days in a semester.
2. If a student has not attended a minimum of 80% of timetabled classes for a particular subject or unit they will be deemed to have not met the requirements of that subject or unit and will receive a "N" for the unit if it is a VCE study. All absences must be accompanied by a medical/parent note on the day of return to school.

If student attendance falls below 50% of timetabled classes, even when the absences are covered by a medical certificate (or equivalent), they may receive an "N" (or "NA" for Year 10 subjects) because they have not attended sufficient classes to undertake the course work and demonstrate achievement of learning outcomes.



3. Work done in class is necessary to allow work to be authenticated. Long term illness or other special circumstances may result in the school granting the student special provision. If approved this would mean the attendance rules do not apply. Each student's case will be assessed individually. Students must apply to the Assistant Principal, Senior School for an application form.

4. Staying at home to do work is **not** an acceptable excuse for being absent.

5. Students who are genuinely sick on the day a School Based Assessment task is due or a SAC is set must contact their Year Level Coordinator or the Assistant Principal, Senior School, explaining the reason for their absence and the details of when they will return to school.

- a) If the work cannot be delivered to the school by proxy, it must be handed in by 9.00a.m. on the day of return to school, together with a medical certificate
- b) The SAC will be re-scheduled only if a medical certificate covers the absence. A different topic may be set.

Please note: the only acceptable excuse for being absent on the due date for work or SAC is illness that can be explained by a medical certificate.

SATs must be submitted by the due date, they cannot be accepted after the due date.

6. Students over the age of 18 may write their own absence notes provided the student's parents have informed the school in writing that they authorise the students to write their own notes. This rule does not apply to students who live independently.

5. ASSESSMENT AND REPORTING

Satisfactory completion of a VCE unit .

In order to satisfactorily complete a VCE unit, students must receive an "S" for all Learning Outcomes, and must submit work that is clearly their own.

If a student receives an "N" for one or more of the Learning Outcomes due to:

- Failing to hand in work by the due date
- Extension deadlines not being met
- The work not being up to the standard required to achieve an "S"
- The work not being accepted based on authentication grounds,

then the student will receive an "N" for the VCE Unit.

Internal school appeals procedure regarding satisfactory completion of a unit

There is no appeal to the VCAA over the school's decisions about non-satisfactory completion of a unit.

The following outlines Brighton Secondary College's internal appeals procedure.

Any student who believes he/she is entitled to be awarded an S for a VCE unit of study may appeal the decision by the class teacher to award them an N for the VCE unit. This appeal must be lodged in writing to the College Principal outlining the reasons for the appeal and detailing any unusual circumstances that may be relevant. Appeals must be lodged no later than one week following the conclusion of the semester, or within fourteen days of notification of failing the unit.

The appeal will be considered by a panel consisting of College Principal, Assistant Principal, Senior School, relevant Year Level Coordinator and a teacher of the subject. The Principal may vary the composition of the panel at their discretion. In considering the appeal advice may be sought from the classroom teacher, KLA Leader and other expert staff.

Work that was considered in making the decision on satisfactory completion will be sought from both the classroom teacher and the student. The teacher's assessments of the work will also be considered.

The decision of the panel will be issued to the student in writing.



The Principal, in considering the appeal, has the right to seek advice from any source she feels is appropriate.

The decision of the Principal is final. No further appeal is available.

Completion dates

Due dates will be given to students, in writing, at the beginning of the subject/unit. All work and/or redemptions must be finalised for semester one prior to the June examination period and for semester two prior to the November examination period.

Reporting

All senior school students will receive a interim report at the end of terms 1 and 3 and a detailed end of semester report at the end of term 2. Year 10 and 11 students also receive a semester 2 report at the end of term 4.

For Year 12 students, the Statements of Results for Units 3 and 4 from VCAA, which will include a summary of "S" and "N" results, Students' school assessments and examination grades and their Study Score, will be available during the week beginning Monday, December 17, 2007.

School assessment for Unit 3 and 4 studies (Year 12 studies)

There are two kinds of school assessment in Units 3 and 4. The first is called *coursework assessment*. This assesses how students have performed the assessment task specified in the Study Design. These tasks must be done mainly in class time. The second is called *school-assessed task*. This kind of task will be the same for every school, and the specifications will be set by VCAA.

General Achievement Test (GAT).

All students enrolled in one or more sequences of Units 3 and 4 must sit the General Achievement Test (GAT).

The GAT will take place on Friday June 13, 2008 from 10.00 am – 1.15 pm.

A sentence will appear on the Statement of Results to indicate whether or not the student has obtained results in the GAT.

A confidential statement of GAT results will be sent to students. Numerical scores are reported for each of three components:

- Written communication
- Mathematics/Science/Technology
- Humanities/Arts/Social Science

6. PROCEDURES AND RULES RELATING TO ASSESSMENT OF SCHOOL BASED ASSESSMENT TASKS, AND SCHOOL-ASSESSED COURSEWORK AND TASKS.

Rules

The following rules apply to all students in the Senior School.

Rules for Students

1. Students must ensure that all unacknowledged work submitted is genuinely their own work.
2. Students must acknowledge all resources used: this will include text and source material and the name(s) and status of the person(s) who provided assistance, and the type of assistance received.
3. 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 improvements to their work.

4. Students must periodically produce appropriate documentation of the development of the work. This will enable the teacher to monitor the development of the work and to keep a record of the process and to attest that the work is the student's own.
5. Students must not submit the same piece of work for assessment more than once.

Computer use

When students use a computer to produce work 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 drafting and authentication requirements, and
- Each time changes are made, the work is saved onto a back-up disk. The back-up disk should not be stored with the computer.

Breach of Rules

The Principal must be informed of all enquiries into possible breach of rules relating to assessment.

The Principal has the power to:

- Reprimand a student
or
- Give the student the opportunity to resubmit work if this can occur within the dates designated by VCAA where VCE studies are concerned
or
- Refuse to accept that part of the work which infringes the rules and base a decision whether to award the learning outcome an "N" or an "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 learning outcome.

Extension of Time (Special Provision)

A student must have displayed a regular history of work on the School Based Assessment or Coursework Assessment task before being eligible for a time extension. Only one Extension of Time may be granted in each unit. A student must apply BEFORE the due date to be eligible for an extension.

If students cannot meet the deadline date, they may negotiate ONE extension for a School Based Assessment task only, with their class teacher. Students will apply verbally at least TWO DAYS prior to the deadline.

Any further extension of time is not automatic, but it may be granted by the Assistant Principal, Senior School in the following circumstances:

- ILLNESS – For an extension of time based on illness/handicap or incapacity, a medical certificate is required.
- FOR AN EXTENDED ILLNESS – The parent/guardian/student shall notify the school as soon as possible, in order to negotiate appropriate action.
- PHYSICAL DISABILITY
- PERSONAL ENVIRONMENT

The duration of the extension will be decided by the Assistant Principal, Senior School Manager after consultation with the class teacher.



Extension of Time (Special Provision) for SACs in unit 3 and 4 studies can only be applied for from the Assistant Principal, Senior School and must be made on the appropriate form.

Extension of Time (Special Provision) Forms can be obtained from the Senior School Office or class teacher.

Redemption

If you have followed all the proper procedures (i.e. a regular history of work and the work submitted is a "reasonable attempt") and you have received an "N" for a piece of assessment you **may** be asked to redeem part, or all, of that work to bring it up to a satisfactory standard. A Redemption Form is available from the Senior School office. Once the form has been completed, and a new due date agreed upon, in writing, there can be no more time extensions or redemptions. If the work is of a satisfactory standard you will receive an "S". If you fail to meet the redemption due date or the work remains of a not satisfactory standard an "N" will be awarded. Only one redemption is available for each piece of work. The maximum time available to redeem is two weeks. The time granted will depend on the nature and extent of the work to be redeemed.

NOTE – if work is redeemed, the original grade still stands. Therefore, the student will receive an "S", however, the original grade will go towards the Study Score (in Units 3 and 4) for that subject.

Lost, Stolen or Damaged Work

Any student who has work that falls into this category must complete a written statement describing the circumstances.

The Assistant Principal, Senior School acting on advice from the class teacher, and the student statement, will determine the initial assessment **for any SAC or SAT** that falls into this category, and then will inform VCAA in writing. It is in the student's best interest to regularly show progress of their work to their teachers, to ensure that the teacher can make an accurate assessment of the quality of the work.

Submission of School Based Assessment Tasks, SACs and SATs.

- Work is to be submitted directly to the subject teacher and students should not ask for their work to be placed on a teacher's desk. If the subject teacher is absent the day work is due, the work is to be left with your Year Level Coordinator.
- SATs are handed in directly to the class teacher upon completion.

Examinations

All Year 10 and 11 studies will have school based examinations in June and November.

If a student is absent from an examination a doctor's certificate is required for the examination to be undertaken at an alternative time, and be graded. Otherwise, the student will still be required to undertake the examination but it will not be graded.

All (Year 12) Units 3 and 4 studies have one or two examinations set and assessed by VCAA. (See information in Important Dates Section and Derived Examination Score Section)

7. SPECIAL PROVISION POLICY AND PROCEDURE

This policy should be read in conjunction with the Senior School Handbook and VCE Administrative Handbook.

The aims of this policy are to ensure that

- every student is assessed fairly
- every student has the opportunity to perform to the best of their ability



A student is eligible for Special Provision for:

- › School –based Assessments
- › School Assessed Coursework
- › School-assessed Tasks

If during the completion of any of these tasks, he or she is:

- Affected to a significant degree by illness, by any factors relating to personal environment or by other serious cause
or
- Prevented by illness, by any factors relating to personal environment or by other serious cause from completing a task for graded assessment
or
- Disadvantaged by any physical disability or impairment.

Applications for Special Provision

If a student believes he/she may be eligible for Special Provision they need to discuss their circumstances with their Year Level Coordinator, Assistant Principal, Senior School or the Student Welfare Coordinator or the School Chaplain.

Students must complete a Special Provision Application Form available from the Senior School Office. All applications need to be accompanied by appropriate and current documentation. This may include medical certificates and medical reports, reports from social workers, youth workers, or other para-professionals. Students are required to apply directly to the Assistant Principal, Senior School.

Decisions Regarding Special Provision

Decisions regarding Special Provision will be made by the Assistant Principal, Senior School in consultation with the Senior School Advisory Committee as required. The decision will be communicated to the student concerned by the Assistant Principal, Senior School.

Teachers of the student concerned will be informed in writing of the decision to grant Special Provision to the student. Material regarding assistance to be provided to the student will also be circulated.

Special Provision Assistance Provided

Where a student has been granted Special Provision teachers will be requested to apply any special provisions or arrangements for SACs, SATs or other school based assessment tasks that are deemed appropriate. There are a number of ways in which alternative arrangements may be made to enable students to be assessed against the outcomes of the subject/unit, including

- › Setting a substitute task of similar scope and demand
- › Replacing one task with a task of a different kind
- › Allowing the student to undertake the task at a later date
- › Using another planned task to assess more outcomes or aspects of outcomes than originally intended
- › Allowing the student extra time to complete the task
- › Using an estimate based on other assessments or work completed by the student (in circumstances where the above provisions are not feasible or reasonable)

The final score for the student is determined taking into account any disadvantage that has not been accommodated by the special arrangements put in place for the student (it could involve the use of an estimate). In the case of unit 3 and 4 studies this score is then reported to VCAA as the final school assessed score for the student, and Special Provision is not reported to VCAA.

Derived Examination Score(Units 3 and 4)

A student may apply for Derived Examination Score for:

- Examinations



Application for a Derived Examination Score must be made directly to VCAA immediately following the last examination for the student in that examination period on the prescribed form, available from the Senior School Office or Chief Supervisor of Examinations.

The decision regarding eligibility for Derived Examination Score is determined by VCAA. An expert panel appointed by VCAA reviews the application and makes a decision. If granted, an estimated score will be calculated by VCAA using the student's other assessments. The student will receive the higher of the estimated score and the actual score, and this score will be used in calculating the final Study Score for the student.

Appeals

An applicant for Special Provision may appeal the decision of the Panel to the Principal. The appeal should

- be lodged in writing,
- be lodged within ten days of the receipt of written notice of the panel's original decision, and
- include additional independent evidence of the student's condition or circumstance

8. SPECIAL ARRANGEMENTS FOR EXAMINATIONS

Any student who believes they may be eligible for Special Arrangements for Examinations should see the Assistant Principal, Senior School as early as possible. For units 3 and 4 application needs to be made to VCAA who will make the final decision on any changed arrangements for examination.

9. STUDENTS OF NON-ENGLISH SPEAKING BACKGROUNDS (NESB)

For units 3 and 4 only, schools and VCAA may acknowledge that a student has not been able to perform at his or her optimum level on a SAC or SAT owing to comparative unfamiliarity with the English language by granting English as a second language (ESL) status.

ESL Eligibility:

It is possible to apply for ESL status if both the following conditions are met.

- a) The student has been a resident in Australia for not more than 7 calendar years in total.
- b) English has been the student's major language of instruction for a total period of not more than seven years over the period of their education.

ESL Assistance:

Where a student has been granted ESL status, an extension of time of up to a fortnight **may** be permitted for School-assessed Tasks. Students must complete an "ESL extension of time request" form which is available from the Senior School office. Extensions will only be granted on the basis of difficulties with the English language, not disorganisation. For this reason students who apply for the extension must have met all draft deadlines and teachers must be able to authenticate their work.

Extensions of time are at the subject teachers' discretion and very rarely will the full two weeks be granted.

Students with physical disabilities or impairments.

Students who enter the Senior School with a physical disability or other impairment of a permanent nature and who may require assistance in order to progress in the VCE, will be eligible for assistance on application to the Assistant Principal, Senior School.

Deaf and hearing-impaired students.

Students may apply for recognition as being comparatively unfamiliar with the English language if they have a hearing loss of 60 decibels or greater in the better ear. Applications are made to the Assistant Principal, Senior School.



10. TERTIARY ENTRANCE REQUIREMENTS

The Victorian Tertiary Admissions Centre (VTAC) is the body responsible in administering the selection of students on behalf of Universities, Colleges and TAFEs. The Tertiary Entrance Requirements Handbooks are available from Ms Morgan, the Careers Coordinator. She can assist students in finding out what are particular course requirements.

The Equivalent National Tertiary Entrance Rank (ENTER) is the main avenue by which students enter a tertiary course. Students who do not satisfactorily complete Units 3 and 4 of English will not receive an ENTER. Year 12 students will have timetabled Careers Information Sessions with Ms Morgan in Term 3, to help explain the process of tertiary selection and career options.

11. SENIOR SCHOOL COORDINATORS

Assistant Principal, Senior School	Ms Kaye Sentry
Year 12 Coordinator	Ms Sue Graham
Learning Advisor	Mr Nick Karailis
Year 11 Coordinator	Ms Stacey Allen
Learning Advisor	Ms Carolyn Joubbran
Year 10 Coordinator	Ms Jenny Vlandhreas
Learning Advisor	Mr Denis Overberg
Careers Manager	Ms Mary Morgan/Ms Lee Angelidis
Senior School Phone Number	Ms Dee Gargano 9591 5581