

SALE COLLEGE VCE STUDENT HANDBOOK



Every student will learn, achieve and succeed.

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Glossary of terms

Assessment

In Units 3 and 4 the student's level of achievement is determined by a combination of School-Assessed Coursework (SACs), School-Assessed Tasks (SATs) and Examinations.

Assessment task

A task set by the teacher to assess students' achievements of unit outcomes (see also Outcomes).

Australian Tertiary Admission Rank (ATAR)

The overall ranking on a scale of 0 – 100 that a student receives, based on his or her Study Scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for courses.

Authentication

The process of ensuring that the work submitted by students for assessment is their own.

Chief Assessor

An expert appointed by the Victorian Curriculum and Assessment Authority in each study to supervise the marking of the external examination(s) in that study.

Derived Exam Score

Students who are ill or affected by other personal circumstances at the time of a VCE external assessment and whose result is unlikely to be a fair or accurate indication of their learning or achievement in the study may apply for a DES. This is done through the VCE coordinator

Examinations

Unit 3 and 4 external assessments set and marked by the Victorian Curriculum and Assessment Authority. All studies have at least one examination. Written examinations, Performance and Oral examinations are held in October and November.

General Achievement Test (GAT)

The test that is done by all students doing a Unit 3 and 4 sequence. It is used by the Victorian Curriculum and Assessment Authority to check that schools are marking

school-assessed tasks to the same standard and as part of statistical moderation of coursework. It doesn't count towards students' VCE graduation, but students' GAT results are reported to them with their Statement of Results.

Graded Assessment

All VCE studies have three graded assessments for each Unit 3 and 4 sequence. Each study includes at least one examination, most have Coursework, and some have School-Assessed Tasks.

Outcomes

What a student must know, or be able to do, in order to satisfactorily complete a unit as specified in the study design.

Satisfactory Completion

The school's decision that a student has demonstrated achievement of outcomes for a unit. Students receive an 'S' for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an 'N' for it.

School-Assessed Coursework (SAC)

A school-based assessment which is reported as a grade for either a Unit 3 and 4 sequence or Unit 3 and Unit 4 individually. Coursework assessment consists of a set of assessment tasks that assess students' achievement of the unit outcomes.

School-Assessed Task (SAT)

A school-based assessment for a Unit 3 and 4 sequence and reported as a grade. A School-Assessed Task is set by the Victorian Curriculum and Assessment Authority and assessed by teachers in accordance with published criteria. Tasks are subject to review by a panel appointed by the VCAA. **Semester** One half of the academic year. Most units are completed in one semester.

Sequence

Units 3 and 4 are designed to be taken as a sequence at Year 12 level.

Special Provisions

Special arrangements that are made to allow students who are experiencing significant

hardship the maximum opportunity to demonstrate both what they know and what they can do.

Statement of Marks

For each examination including the GAT, students can apply to the Victorian Curriculum and Assessment Authority for a statement showing the marks they obtained for each question/criteria and the maximum mark available.

Statement of Marks – Study Score

A Statement is also available containing the scores for each of the graded assessments and describing the calculation of the Study Score. See also Statement of Results.

Statement of Results

The document(s) issued by the Victorian Curriculum and Assessment Authority showing the results a student achieved in the VCE, and whether he or she has graduated. See also VCE Certificate.

Statistical Moderation

The process used to ensure that schools' assessments are comparable throughout the State. It involves adjusting each school's coursework scores for each study to match the level and spread of the combined examination and GAT scores for the students in that school doing that study.

Studies

The subjects available in the VCE.

Study Design

A study design for each VCE study is published by the Victorian Curriculum and Assessment Authority. It specifies the content for the study and how students' work is to be assessed. Schools and other VCE providers must adhere to the study designs.

Study Score

A score from zero to 50 which shows how a student performed in a study, relative to all other students doing the same study. It is based on students' results in school assessments and examinations.

Units

The components of a study. There are usually four units in a study, numbered 1, 2, 3 and 4.

VCE Certificate

The Certificate awarded to students who meet the requirements for graduation of the VCE. See also Statement of Results.

Victorian Curriculum and Assessment Authority (VCAA)

The Victorian Government Authority responsible to the Minister of Education for conducting the VCE, among other things.

Vocational Education and Training (VET)

Nationally recognised vocational certificates now integrated within the VCE.

VTAC Victorian Tertiary Admissions Centre

Acts on behalf of universities and TAFEs coordinating the application process. It calculates and distributes the Australian Tertiary Admission Rank (ATAR).

Key Dates for 2020

Unit 1/2 Exams

All Unit 1/2 students are expected to sit internal exams at the end of each semester.

All internal exams are set, marked and supervised by Sale College staff. The exam results will contribute to their semester reports.

Exam Dates 2020

Monday 1st June – Thursday 4th June

Monday 16th November – Thursday 19th November

Unit 3/4 Exams

Unit 3 Exams

All students completing a Unit 3 subject are expected to sit internal exams at the end of semester one. These exams will run from Monday 1st June – Thursday 4th June

Unit 3/4 Trial Exams

All students completing a 3/4 Unit will sit trial exams from Monday 5th October – Thursday 8th October in order to prepare them for their end of year exams. These are marked by the class teacher and returned with feedback.

Unit 3/4 Exam Dates 2020

Exam timetables will be published by the VCAA towards the end of semester one. Students will receive their individual exam timetable attached to the VCAA Exam Navigator during term 3.

General Achievement Test (GAT) – Wednesday 10th June

End of Year Written Exams – Wednesday 28th October – Wednesday 18th November

Study Expectations

Students are expected to complete homework and revision each night and some on the weekend. While there can be variation in student motivation, capacity and work habits, the following guidelines per night would be considered the minimum with some additional time on the weekends. Research shows that part-time employment that exceeds 10 hours per week has a negative effect on student performance and achievement. A regular and balanced approach to study and the various other commitments young people have is considered healthy and productive:

- » Unit 3/4 – 2.5 to 3 hours per night
- » Unit 1/2 – 2 to 2.5 hours per night
- » Year 10 – 1.5 to 2 hours per night

The Victorian Certificate of Education

This handbook outlines the way the VCE is administered at Sale College. It should be regularly consulted and is an essential guide for all VCE teachers and students.

The Victorian Certificate of Education (VCE) is a senior secondary certificate of education and is designed to be completed over a minimum of two years. It includes general education curriculum components (VCE studies) and programs from Vocational Education and Training (VET) qualifications. Each VCE study is designed to provide a two-year program. Studies at Unit 1 and Unit 2 level are nationally and internationally benchmarked to a Year 11 standard, and studies at Unit 3 and Unit 4 level are benchmarked to a Year 12 standard. In many studies there are multiple options for students to choose from, such as mathematics and history. Units 1 and 2 can be completed as single units and Units 3 and 4 in each study are designed to be undertaken as a sequence.

Each VCE unit involves 50 hours of scheduled classroom instruction normally over the duration of a semester. In addition, it is expected that students will undertake up to 50 hours of self-directed learning for each unit.

Satisfactory completion of a VCE unit is based on successful completion of outcomes. Each VCE unit comprises a set of two to four outcomes. Satisfactory completion of units is determined by the school, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements. The learning outcomes and associated assessment tasks are specified in accredited VCE study designs.

Levels of achievement for Units 1 and 2 are determined by schools and not reported to the VCAA.

Levels of achievement for Unit 3 and 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 only two graded assessment components, comprising one School-based Assessment and one external examination. Graded assessments are reported on an 11-point scale ranging from grade A+ to E, or as UG (Ungraded).

Minimum Requirements

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

- Three units from the English group, with at least one sequence at Unit 3 and 4 level
- At least three sequences of Unit 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

At Sale College students undertake the following:

5 subjects, which includes at least one study from the English group of units (English, English Language, Literature).

The VCE may include an unlimited number of units of Vocational Education and Training (VET). A School-Based New Apprenticeship (SBNA) also provides the opportunity for two or more units to go towards the VCE. With approval, Year 11 students may study Units 3 and 4.

ATARs

The ATAR is calculated from an aggregate produced by adding results for up to six Unit 3-4 sequences of studies including: The VTAC scale study score in English, English (EAL), Literature or English Language and the three next highest VTAC scaled scores permissible (which together with English study make the “Primary Four”) And 10% of any fifth and sixth permissible studies that are available. Students are then ranked in order of these aggregates - the highest rank being 99.95 then decreasing in steps of 0.05.

ATAR Subject Restrictions

There are several restrictions on study combinations that will affect the calculation of the ATAR. At most two results from any of the English and Mathematics study grouping can contribute to the “Primary Four”. At most, three results from any of the listed groups can contribute to the ATAR, whether they are VCE results, Higher education Study results or VET results. For a comprehensive explanation, please consult www.vtac.edu.au

Selecting VCE Units

Each VCE study or subject is divided into four units: Units 1, 2, 3 and 4. In most cases students are able to enter particular studies at the commencement of Units 1, 2 or 3. Units 3 and 4 form a consecutive sequence. Once a student has selected Unit 3 of a particular study, he or she must also select Unit 4.

When choosing subjects students should consider their:

- Interests
- Abilities
- Possible career paths
- Qualifications required for those careers
- The prerequisites for particular tertiary courses.

It is essential students consult the ‘VTAC Pre-requisite and Course Explorer’ at www.vtac.edu.au using ‘the year of intended tertiary study’ to determine pre-requisite VCE studies.

Note regarding Mathematics:

- General Mathematics (1-2) leads to Further Mathematics (3-4).
- Mathematical Methods (1-2) may lead to Units 3-4 in Further Mathematics, Mathematical Methods and/or Specialist Mathematics.
- Specialist Mathematics (3-4) can only be undertaken if Mathematical Methods (3-4) has been or is also being studied.
- Only two Unit 3-4 sequences of Mathematics count towards the primary four in your ATAR (Australian Tertiary Admissions Rank). At most three results can contribute to our overall ATAR.

VCAA Requirements

When a student begins VCE they sign a VCE enrolment form. Such signing indicates that the student understands that they are undertaking to meet the School and the Victorian Curriculum and Assessment Authority’s rules and requirements. Therefore, it is essential that the material in this handbook be fully understood. Each student:

- Can expect to receive an outline of assessment tasks and learning outcomes as well as grade criteria for assessment tasks
- Shall be given a list of due dates and an assessment schedule (note that this may be revised)
- Shall be given the opportunity to undertake specific training in examination techniques and revision practices
- Shall sign and update his/her enrolment form as required by the School on behalf of the VCAA.

Satisfactory Completion

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. This decision will be based on the teacher's judgment of the student's performance on assessment tasks and class work designated for the unit. *The key knowledge and skills and the Advice for Teachers* included in the Study Design will assist teachers in making this judgment. The judgment of satisfactory completion is a school responsibility. To achieve an outcome the student must:

- **Produce work that meets the required standard**

- Submit work on time or under negotiated timelines
 - Submit work that is clearly his or her own
 - Observe the VCAA and school rules
 - The teacher judges that all outcomes are achieved, the student satisfactorily completes the unit.
- Please Note: Examinations do not determine an 'S' or 'N' grade. At Year 11 level examinations are extremely important as part of preparation for Unit 3 and 4 studies, however, it is work undertaken during the semester which determines whether learning outcomes have been achieved.

Changing or Withdrawing from Courses/Subject

Students wishing to change their courses must first collect a *Change of Subject* form these will be reviewed by the VCE coordinator. A student will not be able to change courses until the form is complete and submitted to the VCE coordinator and approval given. The completed form is then kept in the student's VASS file. The VASS Coordinator will then submit a Change of Entry Information to the VCAA. The VCE Coordinator will be informed of all course changes. Late changes or changes that may affect a student's pathways may require a meeting.

**Please note that a request for a subject change should be received by the end of week three (Friday 14th February).*

Resubmission

Units 1- 2: Students may be permitted to resubmit unsatisfactory work up until the end of the semester. This can be negotiated individually for satisfactory completion of a unit to occur. At times a student's circumstances warrant extending the timeline beyond the end of the semester.

Units 3-4: If, in the judgment of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, the teacher may take into consideration previously submitted work by the student in order to achieve a Satisfactory Completion, or allow the student to submit further work. Students may not resubmit tasks for the reconsideration of coursework scores awarded by the school. Normally, students complete work for a unit during the semester in which the unit is undertaken. The school may decide to delay the decision about satisfactory completion to allow for a student to complete or resubmit work. Where teachers have concerns regarding the granting of an 'S' result, particularly in units 3 and 4, they should consult the VCE coordinator.

Lost or Damaged Work

It is the responsibility of students to see that work is handed to the teacher and that the work submitted has been recorded as being received. ***Work must not be left on teachers' desks but handed in during class time in accordance with deadline requirements.*** Where work is lost or damaged it must be reported to the VCE coordinator. If a student/teacher has lost a SAC, or a Task has been stolen or damaged, they must complete a written statement of the circumstances. The statement must be signed and dated. The school must complete the Lost/stolen/Damaged School-assessed Tasks form, enter an estimated score on VASS, and send the form to VCAA. The principal, acting on advice from the teacher and on the basis of records kept, will determine an initial assessment. The initial assessment may be adjusted as a result of the review process.

Note that none of this applies to work lost or damaged due to computer misuse or malfunction. Students are responsible for proper management of computer material by ensuring that:

- There is an alternate system available in case of computer or printer malfunction or unavailability
- Hard copies of the work in progress are produced regularly
- Each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.

Appealing a School Based Assessment

Where a student feels that the process or assessment outcome for a school based assessment is not fair or accurate they should put this concern in writing to the Campus Principal.

The Campus Principal will investigate the complaint based on evidence collected from the classroom teacher and the student/s concerned. The finding of this investigation will be made in a timely fashion and communicated in writing to all parties involved.

Special Provision (for school-based assessment)

Special provision will be made by arrangement with the VCE coordinator to accommodate VCE students in the following circumstances:

- Students experiencing significant hardship (physical or psychological) during their VCE
- Students with disabilities or impairments, including learning disabilities.

Supporting documents are required when applying for Special Provision. This documentation may take the form of medical certificates or other reports from health professionals.

Special provision may take one or more of the following forms:

- Provision of facilities and technology
- Appropriate assistance to complete set tasks
- Sit a substitute task
- Re-scheduling of an assessment task
- Extra time to complete the task
- Rest breaks within the task period

Special Provision (external assessment)

If a student experiences illness, personal trauma or other circumstances occurring immediately before or during the examination period, which affects their performance, they can apply for a Derived Examination Score. The Application for a Derived Examination Score can be obtained from the VCE Coordinator. The student completes the application and submits it to the VCE Coordinator who then forwards it to VCAA. The application must reach VCAA no later than seven days after the student's last scheduled examination. An external panel determines whether the application is successful and students have a 7-day right of appeal. Please note that a DES cannot be granted for the GAT. A two-week period prior to the examination is considered to be "immediately before". The application must have documentation supporting the application. If a student is granted a Derived Examination Score (DES) by the VCAA they will receive an estimated score derived statistically from the student's other assessments. The school does not provide the estimate.

School-assessed Coursework (SAC) and School-assessed Tasks (SAT)

Note: SAT only apply to the following studies at Sale College: Art, Studio Arts, Media, Visual Communication & Design, Systems Engineering and Computing (Infomatics).

All VCE studies have SAC or SAT designed to enable the student to demonstrate the achievement of an outcome. The class teacher, based on VCAA criteria, will allocate scores on each of these tasks. SAC and SAT are to be completed mainly in class time.

School-assessed Coursework – SAC

At Sale College students will be provided with the following feedback on their SAC performance:

- Advice on particular problem areas and advice on where improvements can occur in future tasks, and
- Achievement on criteria and a numerical score for the task that contributes to the study score.

School-assessed Tasks – SAT

At Sale College students will be provided with feedback on work in progress in SATs, one of which should be in written form. They will also receive a score/grade.

NB: It must be pointed out to students that the SAC or SAT scores awarded by Sale College staff are unmoderated and may change after VCAA statistical moderation process.

Dates of SAC tasks and SAT

Students will be provided with an assessment schedule with relevant dates for each SAC or SAT at the commencement of the year.

Deadlines

A deadline is a due date when a task shall be completed and submitted. Teachers will provide students with details of the nature of the assessment and the time allocated to complete the task. Teachers will provide students with dates as to when School Assessed Coursework and School Assessed Tasks are to be completed. Students must submit work by the specified date and time. If a deadline cannot be met, a student must seek an extension from the relevant subject teacher.

Feedback to students

After School Assessed Coursework and School Assessed Tasks have been submitted and marked, teachers should provide feedback to students within two weeks.

Appropriate feedback includes:

- Advice on problem areas, advice on where and how improvements can be made.
- Teachers will give students either a numerical or a letter grade on School Assessed Coursework.
- The work will be awarded an S or N on students' performance against outcomes.
- It is important to note that due to **statistical moderation** the grade obtained by the student on a piece of School Assessed Coursework in Units 3 & 4, is very likely to change.
- Students should be aware that it is their ranking within the group that is important.
- For each subject internal marks on School Assessed Coursework are moderated against the external exam result(s) of the group and the GAT. If the internal marks are lower than the exam results the internal marks will be moved up. Likewise, if the internal marks are higher than the exam results the internal marks will be moved down.

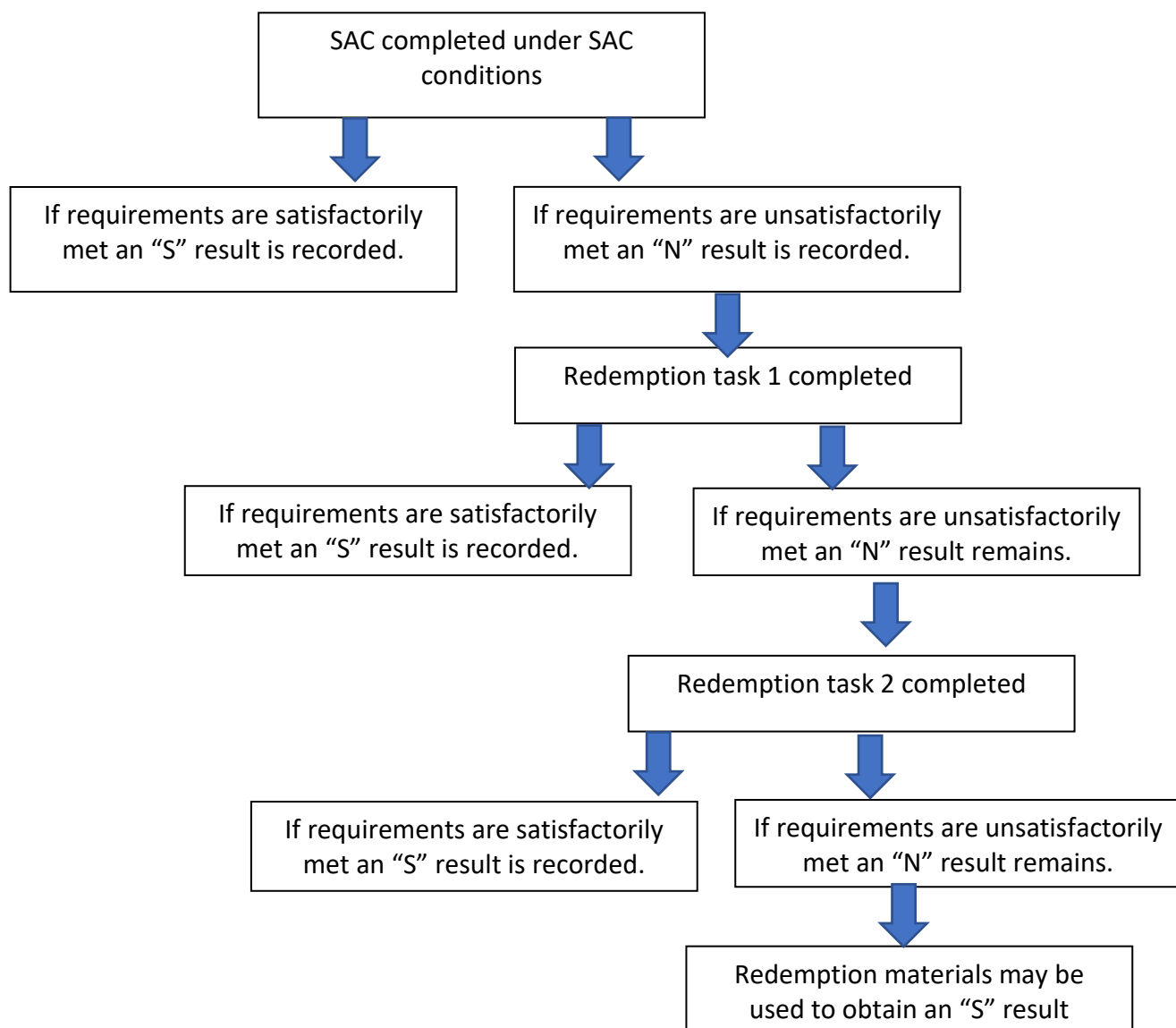
Failure to attend SAC tasks or to submit a SAT on time

Most SAC tasks will be conducted in class time (there are some exceptions to this in subjects which require practical reports). Students who fail to attend a scheduled SAC task must inform the school/their subject teacher at the earliest possible time. Students should provide documentary evidence in support for the absence e.g. Medical certificate or statutory declaration. Any concerns relating to this process and a particular student should be referred to the VCE coordinator for advice. Students will be required to complete the SAC task during a SAC catch-up session afterschool at a time organised between the student and their subject teacher, within a reasonable timeframe.

Redemption Policy

Redeemable work is defined as that which has not satisfactorily met the requirements of the outcome to which the task is related. The student will be given the opportunity to redeem their "N" result to an "S". The relevant teacher and the VCE Coordinator will negotiate with the student as to the method of redemption. Redemption ONLY applies to SACs or SATs that have been completed, assessed and deemed unsatisfactory. Redeemed work will not be reassessed for a new numerical score and can only be redeemed to "S" level. If this occurs the students will receive "S" for the outcome. Failure to meet requirements for redemption will result in "N" for the outcome and therefore "N" for the unit.

*Please note, there may be circumstances where students require specific assessment needs these matters should be referred directly. In these situations the recommended SAC redemption policy may not apply.



Redemption Material

A range of redemption material may be used in order to demonstrate a student’s level of understanding of the course outcomes. This may include coursework, oral responses to specific questions or additional work.

Students at risk of “N” results

If a student is at risk of being awarded an N, the student and parents will be notified and the student will be required to discuss his/her progress with a panel consisting of the subject teacher and the VCE Team Leader. Subject teachers are to ensure that parents/guardians are kept informed about their students’ progress. Students who are at risk of receiving an N result should have a notification entered on Compass and a notice will be sent via Requirements Not Met with GPAs. Subject teachers are to ensure that they have contacted home to communicate the progress of the student and are to enter a Compass contact entry following their communication with home.

VCAA Examinations

VCAA provides all student enrolled in a Unit 3 & 4 sequence with a booklet on external exams. This booklet contains the November exam timetable, list of approved equipment and examination rules. Each student enrolled in a Unit 3 & 4 sequence will be give an individual exam timetable. It is the students' responsibility to read the Examination timetable and make sure they are on time for their exams. Students who arrive late for an examination will be admitted into the room providing they arrive within half an hour of the commencement of writing time.

Internal Examinations

Students will complete mid-year and end of year exams. Unit 1 and 2 exams are to be reported on in the end of semester exams. All students completing a unit 3/4 subject are expected to complete their October practice exams. These exams provide feedback to both staff and students and may also be used to assist teachers in arriving at indicative grades for students. If a student wishes to make a change to their scheduled exam times due to a clash or medical appointment, they are to submit an Exam Change Request form and submit this to the VCE coordinator a week prior to the exams beginning.

General Achievement Test (GAT)

All VCE students undertaking any graded Unit 3 & 4 study will be required to sit for the GAT. It is an important part of the VCE assessment process and is used as checking device for SAC, SAT, and final examinations as well as in the calculation of the Derived Examination Score.

Authentication

In order to meet the requirements for Satisfactory completion of a unit, students must submit work that is clearly their own. Apart from reference to, and incorporation of appropriate text and source material, no part of a student's work may be copied from any other person's work. A student may not accept from nor give undue assistance to any other person in the preparation and submission of work. Students are responsible for ensuring that the teacher has no difficulty in authenticating their work. Teachers cannot authenticate work about which they have doubts until further evidence is provided. Students will observe the following procedures to ensure authentication of Unit 1 & 2 Assessment Tasks, and Unit 3 & 4 SAC Tasks and SAT:

- The student must retain ALL materials that have been used in the development of the task to enable the teacher to determine that the work is the student's own.
- Students must not submit the same piece of work for assessment in more than one subject.
- Students who knowingly assist another student in a breach of rules will be penalized.

Teachers will observe the following procedures to ensure authentication of Assessment Tasks, SAC Tasks and SAT:

- The teacher will monitor the development of the task by sighting preliminary work where appropriate, and by observing the individual tasks being undertaken by the student in class.
- The teacher may consider it appropriate to ask the student to demonstrate his or her understanding of the task at or about the time of submission of the work.
- The work will be assessed only if a teacher can determine that, to the best of his or her knowledge, the work is the student's own.

Breach of AUTHENTICATION Rules:

A number of penalties may be imposed a number for a substantive breach of the rules. These may include:

- Reprimanding a student.
- Requiring the student to resubmit the work to achieve "S".

- Refusing to accept that part of the work that infringes the rules and deem the remaining part to have been assessed.
- Refusing to accept the whole work and the student will receive “N”.

Study Scores

For each student, the Victorian Curriculum and Assessment Authority calculates a Study Score for each Unit 3-4 VCE study which has been satisfactorily completed and for which the student has received grades for the various school-assessed work components and the examinations. The Study Score is a score on a scale of 0 to 50 showing the students achievement relative to that of all other students doing a particular study. The Study Scores are normalised to a mean of 30 and a standard deviation of 7. Scores of 23 – 37 indicate that the student is in the middle range. For studies with large enrolments (1000 or more) the following table shows the approximate proportion of students who will achieve a Study Score higher than the stated values. For studies with fewer enrolments, the proportion may vary slightly.

Study Score (Relative Position)	Percentage of students above this position (approximate)
45	2
40	8
35	24
30	50
25	76
20	92

Study Scores are the starting points for the calculation of the Australian Tertiary Admission Rank (ATAR). Note that it is the VCAA which calculates the Study Score and the Victorian Tertiary Admissions Centre which calculates the ATAR.

Computing Guidelines

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available for producing assessable work in case of computer or printer malfunction or unavailability
- Hard copies of the work in progress are produced regularly
- Each time changes are made, the work is saved as a backup file, which should not be stored on the computer.

Attendance Policy

Students undertake the majority of their learning and assessment in class and consequently attendance is critical. The school expects that students will not make personal appointments during the normal school day. At Sale College 90% attendance in all scheduled classes for each term is required. Students who are absent without the express approval of the School for more than ten per cent of scheduled class time for any one unit in a term may receive “N” for that unit. The responsibility rests with each individual student to account for all absences. The school will maintain and retain documentation and records relating to each VCE student's attendance and to record approved and unapproved absences. The 90% does not include all sanctioned school activities such as: VET classes, compulsory subject-based expeditions or excursions. The school must be notified on the morning of any other absence and absences must be followed up by:

- Notification from a parent/guardian; or
- A medical certificate submitted to the attendance officer on the day of his or her return to school.

Please note: Students receiving any form of Government assistance need to be aware that all

unexplained absences must be forwarded to Centrelink for auditing purposes. This may result in the withdrawal of payment or repayments of monies received by students.

**As well as the above VCE requirements students are also expected to follow Sale College uniform, behaviour and ICT policies that can be found on the school website.

Distance Education

A student will need to have a history of being a motivated, independent learner and have no possible alternative to the subject wishing to be studied within the school's curriculum.

Once enrolled, it is the student's responsibility to communicate with their tutor at the DECV, VVLN or VSL directly. The student must ensure that they have the relevant course materials, textbooks and equipment required to complete the course. They should direct any queries about the curriculum and/or assessment to their assigned tutor. Please note: **Distance Education enrolment must have the approval of the College Principal and any final enrolment at DECV will be subject to that approval.**