Education is not the learning of facts, but the training of the mind to think

Albert Einstein
1. Important Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>VCE</td>
<td>Victorian Certificate of Education</td>
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<tr>
<td>VCAA</td>
<td>Victorian Curriculum and Assessment Authority</td>
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<tr>
<td>VTAC</td>
<td>Victorian Tertiary Admissions Centre</td>
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<tr>
<td>SAC</td>
<td>School Assessed Coursework</td>
</tr>
<tr>
<td>SAT</td>
<td>School Assessed Task</td>
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<td>ATAR</td>
<td>Australian Tertiary Admissions Rank</td>
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2. The language of the VCE

<table>
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<th>Component</th>
<th>Description</th>
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<tr>
<td>Learning Outcomes</td>
<td>Descriptions of the work (skills and knowledge) that students must satisfactorily complete or achieve in order to pass the Unit. Each unit contains Learning Outcomes.</td>
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<tr>
<td>Assessment task</td>
<td>These are the usual means by which Unit 1/2 (Year 11 subjects) students demonstrate their skills and knowledge in relation to Learning Outcomes.</td>
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<tr>
<td>School Assessed Coursework (SAC) School Assessed Tasks (SAT)</td>
<td>These are the usual means by which achievement is judged for students enrolled in Unit 3/4 studies (Year 12 subjects). All SACs and SATs are assessed by the subject teachers, these scores contribute to the subject (or study) score and eventually contribute to the student’s ATAR score.</td>
</tr>
<tr>
<td>General Achievement Test (GAT)</td>
<td>An exam, completed in June, required by all students enrolled in at least one Unit 3/4 study. GAT results are included in the final VCE results.</td>
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<tr>
<td>Special provision</td>
<td>The VCAA has a Special Provision Policy to provide Unit 3/4 students who are experiencing difficulty with the maximum opportunity to participate in and complete their senior secondary studies.</td>
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Dear Parents/Guardians,

This information is designed to assist you and your son/daughter to understand the commitment required in the final years of secondary schooling involving the Victorian Certificate of Education. It is important that your son/daughter reads this information closely as it contains important information on the structure of the VCE and the procedures that the VCAA has established in order to govern the VCE. This document also includes the procedures setup by Damascus College in order to comply with the VCAA and importantly to assist students with their organisational skills required to succeed at the VCE.

Damascus College (and specifically the teaching staff) acknowledges that it operates in a three-way partnership with parents/guardians and students in order to enhance the student’s progress towards the VCE and beyond. Hence, it is expected that all VCE students will maximise the opportunities available to them. While Teacher Advisors (TA), House Leaders and Ancillary Staff play fundamental roles it is with the subject teacher that each student should have a strong working relationship. The subject teacher and student will work together in order to complete the work required and to develop efficient strategies for preparing for the end of year exams. Both subject teachers and parents/guardians are encouraged to converse (via phone or email) with each other if necessary or just to communicate work that is being undertaken.

As young adults, Damascus College expects VCE students to be self-reliant and independent in their approach to their studies. However, there are ways in which parents and guardians can assist in promoting success. These include:

- Providing a suitable study area
- Encourage sensible management of time and a regular study routine
- Encourage student use of the College diary and semester planner. Dates for assessment tasks are known in advance and should be included in the diary
- Offer support and encouragement
- Ensure that exercise, diet and sleep are treated seriously

However, sometimes circumstances arise where a student may not be able to meet VCAA or College expectations. This may be due to family or medical issues. This booklet provides an overview of how to deal with such unforeseen circumstances. Students should always keep the school informed of problems they are experiencing as the VCAA has procedures (Special Provision Policy) to deal with these issues and the school has adopted procedures for offering appropriate assistance to students.

Please contact us regarding any problem or issues which you feel are negatively impacting on your son or daughter's progress, as Special Provision made be sought through applications to VCAA.

Encourage your son/daughter to participate fully in the life of the school as VCE success means more than academic success.

Everyone at Damascus College wishes your son/daughter every success in VCE and trust that your years as parent/guardian of a VCE student are positive ones.

Yours sincerely,

Matthew Hallowell
VCE CO-ORDINATOR
4. The Details of the VCE

The VCE is different from the courses undertaken in Years 7-10. It requires students to demonstrate specific knowledge and skills in each study. If this is achieved teachers will grant an S for satisfactory completion. An N for any assessment task can lead to the student being granted an N for the whole unit thus placing their VCE certificate in jeopardy. The flowcharts below illustrate this.

**VCE UNIT 1/2 STUDIES**

**School Assessment - Outcomes**

VCAA provides:
- Outcomes
  - Number of tasks
  - Scope of tasks
  - Assessment criteria

Teacher:
- Designs tasks within scope
- Sets deadlines
- Assesses work

**School Reporting**

Damascus provides:
- Interviews with student’s TA
- Interviews with student’s subject teacher
- Interim and Semester Reports

Teacher:
- Judges if student has demonstrated the required knowledge and skills
- Gives feedback on progress
- Gives an indication of level of achievement

**Completion of Unit**

Satisfactory (S) Completion
- S for all Outcomes = Pass in Unit
- Results communicated to VCAA

Achievement Levels
- Performance in assessment tasks determines grades
- Grades of A+ to E indicate level of progress
- Levels may give indication of units to be taken in Year 12
School Assessment - Outcomes

VCAA provides:
- Outcomes
- Number of tasks
- Scope of tasks
- Assessment criteria

Teacher:
- Designs tasks within scope
- Sets deadlines
- Assesses work

School Assessed Coursework (SAC)

VCAA provides:
- Number of tasks
- Assessment performance descriptors

Teacher:
- Designs tasks within scope
- Sets deadlines
- Assesses work, assigns a score to each SAC

School Reporting

Damascus provides:
- Interviews with student’s TA
- Interviews with student’s subject teacher
- Interim and Semester Reports

Teacher:
- Judges if student has demonstrated the required knowledge and skills
- Gives feedback on progress
- Gives an indication of level of Achievement

(continued)
Completion of Unit

**Satisfactory (S) Completion**
S for all Outcomes
= Pass in Unit

Results communicated to VCAA

**Achievement Levels**
Performance in SACs represented as a number value

Results communicated to VCAA

VCAA translates number value into letter grade A+ to E

VCAA Assessment – External Exams

VCAA provides:
End of Year Exams
Sample/Trial/Past Exam papers via website

Teacher:
Assists students to revise work
Provides strategies for study
Provides students with criteria

Final Results

**SAC Scores**
School assessed coursework for each subject is statistically moderated against each Exam (VCAA)

**Exams**
Exam is marked externally by external assessors (VCAA)

**ATAR**
After subject scaling is applied, score between 0 and 99.95 is calculated (VTAC)
5. What is expected of a VCE student?

A VCE student is a young adult who has elected to undertake the two-year course of study in Years 11 and 12. Damascus College will do its best to support each student and as expected the student is to make the best use of the opportunities available to them.

Priorities
Study should be the main priority this year. Part-time (casual) employment, socialising and sport are important and worthwhile activities but need to be viewed in moderation in the overall context of the life of a VCE student. It is important to strike a healthy balance between school, home, family, etc.

Attendance
It is expected that a VCE student will attend all classes. Class time is crucial to the completion of the Learning Outcomes. It is during class time that the content of the course is covered. The resulting knowledge and skills achieved by students may be assessed and preparation may be done for specific tasks such as SACs. The VCAA explains that all VCE units require 50 hours of class time. A student needs to attend class to satisfy the Learning Outcomes and therefore complete the work. Unexplained class absences or absence without a valid reason may result in a student failing in a unit due to unsatisfactory completion of outcomes. Students should also attend all trial examination opportunities available to them.

Assessment
Assessment is ongoing throughout each semester. Unit 3/4 Students will have a schedule of the planned assessment and SACs for each semester. Students are expected to be in attendance for all assessment. Exceptions are made in the event of Special Provision circumstances. (See the relevant section below on Special Provision policies and procedures).

Homework
At the Year 12 level, VCE students are advised to complete a minimum of about 20 hours of homework per week. Year 11 students are advised to complete about 15 hours of homework per week. These numbers are not set in stone but are simply a guide. There are many factors that would dictate the need for more time spent on homework, revision and study – for example, there may be times when a SAC/SAT is due, holiday classes are offered or preparation for end of year or semester exams is required.

Leadership
As the senior students in the College, it is expected that they will demonstrate leadership and maturity in all areas of school life – especially as role models for the younger students.

Work Organisation
The VCE years are extremely busy and activity packed and it is not uncommon to hear people express how quickly a semester is flying by. Time is an important commodity and the organisation of resources such as diary and folders will go a long way to contributing to efficiently managing tasks and note taking etc. A tidy and functional work desk area at home is critical to getting in the mood for work and using time effectively. It is advisable to plan ahead to avoid last-minute rushes. This is particularly crucial for students participating in VETiS courses who are completing that course off campus.

Communication
One of the ways to increase the chance of success is to communicate with your teachers and parents/guardians. Students should never underestimate the value when working in a partnership. It is every student’s responsibility to seek help whenever needed. This is not a sign of weakness, rather it is a sign of maturity and intelligence.
**Authentication of Work**
Students must be able to demonstrate that assessed work is their own. If it is established that work has been plagiarised from another student, VCAA must be contacted and an investigation conducted. Hence class attendance and up-to-date maintenance of class work/homework, etc. is important.

**Trial Exams**
The unit 3/4 practice exams are an essential part of the Year 12 program Damascus College offers and is compulsory for all students completing Unit 3 and 4 subjects. The practice exams allow students to prepare for the assessments of their VCAA October/November examinations and provide students the opportunity to look at the timing and knowledge for each subject’s exam. Students are then familiar with the VCAA exam process allowing them to be more relaxed come the end of year exams. The exams will be assessed and feedback given to the students. Results may also be used by teachers to assist with indicative grade calculations that are required to be submitted to VCAA. Indicative grade scores are used by VCAA to assist with calculating a derived exam score should it be needed.

The practice exams will be held on **Thursday September 28 and Friday September 29** in week one and **Tuesday October 3 to Thursday October 5** in week two of the holidays.

This format aims to simulate what the end of year exams will be like, allowing students to adequately prepare for each practice exam. The format will also give students some opportunity to rest and be fresh for the start of Term four. Damascus would encourage students to use the two weeks as revision and exam preparation time.
The College asks that "family" holidays, while tempting, should not be considered for this coming break.

**6. VCE Policy & Procedures**
While the VCAA has overall responsibility for the regulations relating to the VCE, Damascus College is responsible for developing policies and procedures by which students and teachers are guided. Further to this, it is important to realise that the VCAA’s policies and regulations are fixed and the College is obliged to set its rules within the framework of the VCAA structure. The VCAA will always support the school in upholding school based rules.

Damascus College applies the following principles in delivering the VCE:

- The policies and practices aim to be fair and reasonable and, as far as possible, encouraging to students in order to assist them to succeed at the VCE.
- When the College (especially teachers) have made reasonable efforts to assist the students to succeed, then students must accept the ultimate responsibility for their own actions, behaviour and work ethics.
- In fairness to both students and teachers, there is consistency in the way key procedures are carried out.
- All teachers, students and parents/guardians need to know in advance the expectations, assessment criteria and work to be done in relation to all units to be taken by the students.
- Students and parents/guardians need to be supplied with clear feedback, both positive and negative, about the student’s progress.

**Student Work**
Students are provided with study designs (or course outlines) and assessment timelines in their subjects. Parents/guardians are invited and encouraged to inspect these and to use these in their discussions with their son or daughter.
Teachers and students are expected to keep records of work set and completed. Feedback is available on assessment tasks to students, but an 'S' must be gained in all outcomes for the unit in order for students to pass the units undertaken.

Students must retain work completed until the end of the year. In fact, Year 11 students are encouraged to keep their work for the following year as often the work is reviewed and extended. This changes from subject to subject but teachers can provide more information on this matter.

School Assessed Coursework/Task (SAC or SAT) Completion Dates
VCE students generally complete SACs/SATs in class. The work is collected and assessed by the class teacher. For Unit 3/4 students the assessment grade issued by the teacher contributes to the student’s study score (subject to the VCAA’s statistical moderation procedure).

Students must keep abreast of any changes to work schedules, such as due dates. School activities (such as excursions, sporting events or just classroom timing and strategies) may cause a due date to be modified. In such cases it is the responsibility of the student to become aware of these changes.

Absence from a SAC
Student absence from a SAC is a serious matter. If a student is absent due to illness (even for one day) and misses a SAC, it is expected that the student completes the application form for Special provision for a school based assessment task. A doctor’s medical certificate needs to be obtained. A copy is submitted with the form and the original needs to go to the office. Absence from a SAC due to other exceptional or extraordinary circumstances will require the relevant professional’s report or certificate to be obtained. Occasionally, a Statutory Declaration will be required for unforeseen or unexpected events (All these forms are available from the VCE Co-ordinator).

Sitting for a Learner’s permit and driver’s licence or taking driving lessons are not acceptable reasons for missing a SAC. Similar for events such as holidays, music concerts or formal dances, in these cases the student will receive a zero score or a Not Assessed grade for the SAC. They will still be required to sit the SAC in order to gain an S for the unit.

Completing a Missed SAC
Whether a SAC is missed due to an official school activity or due to illness, the missed SAC is rescheduled to the nearest Monday or Wednesday at 3:30pm in the Library. Should a student fail to catch up a missed SAC on the nearest Monday or Wednesday, they will receive a zero score or a Not Assessed grade for the SAC. They will still be required sit the SAC to gain an S for the unit.

Redemption
Occasionally a student may be faced with an N for a piece of work or for a unit. This N represents a Not Satisfactory result. Generally in this case, the student has the opportunity to redeem that to an S or Satisfactory result. Before the redemption can occur the student and teacher will negotiate the work needed to be (re-)done and the due date, etc. On completion of the work the teacher will reassess the task and inform the student of the result. There is no limit to the number of times this can occur but all must be aware that there are strict VCAA and College timelines in which redemption can occur. However, if relevant, the student’s original mark or grade for that particular SAC or task will remain.

In the case of School Assessed Tasks (folios) students must be mindful of the due date the tasks are expected to be submitted. These tasks are often completed over the course of the whole unit and the due date is not negotiable. In the event of a known absence on the due date the student should submit the task the day prior to the due date. In the event of an unforeseen absence due to illness the student should provide the VCE Co-ordinator with a medical certificate.

Class Attendance
The VCAA explains that all VCE units require 50 hours of class time. A student needs to attend class to satisfy the Learning Outcomes and therefore complete the work. The VCAA encourages each school to set minimum class time and attendance rules.
Given that the major portions of the Learning Outcomes are covered in class, **Damascus College requires students to attend ALL classes**. If official school-based activities such as excursions or illness causes students to miss classes, it is the student’s responsibility to catch up on the work missed and negotiate with the teacher as to what work is to be done and a due date. Teachers will happily assist students who show initiative in catching up. If a student knows in advance of an upcoming absence, they should consider informing the teacher and find out what work will be missed.

This is important as it ensures that students not only receive the guidance and assistance necessary to complete all tasks, but it also fulfils the conditions necessary to establish verification of the authenticity of each student’s work.

No-one can argue the benefit of holidays and everyone appreciates the lower costs of accommodation in off-peak times. However, in the interest of continuity and important learning outcomes, family holidays should be avoided during term time and definitely during Term 3 holidays for students completing a Unit 3/4 subject. Experience tells that if holidays are taken during the term that, students may find it difficult to catch up. This matter becomes more critical if a Year 12 student misses a SAC or if exams/tests are approaching.

Recent educational research reveals that even missing one day has a detrimental effect in the long run.

If the occasion arises which necessitates family holidays (or similar absences) during school times, parents/guardians are asked to notify the Principal (Mr Matthew Byrne) or the Assistant Principal – Student Wellbeing (Ms Jo-Anne Kennedy) in writing as early as possible. Teachers are not required to provide work to students who take extended holidays.

The College understands that there are numerous reasons why a student may be absent from class. If this is the case, parents/guardians are asked to notify the College by 9.00am on the morning of the absence. This can be done by:

- **Phone:** 5337 2222  (press 1 for the absences option; leave a voice message if prompted)
- **Email:** absences@damascus.vic.edu.au

There is more information in the Parent Information Booklet for 2017.

If a notification of absence is not possible (or forgotten) parents/guardians are asked to give a note to their child(ren) who will deliver it to the Front Office (Student Reception). The note will have the student’s name, day(s)/date(s) and periods if only part days. This will then be recorded and attendance updated, filed and communicated to the VCE Co-ordinator.

This is very important because if the student is later found to have missed a substantial amount of time without acceptable explanation, it might impede the process of Special Provision should it be required.

Any student who has missed a number of classes in a semester unit without legitimate explanation will automatically undergo a process that involves courtesy phone calls to parents/guardians and possibly disciplinary letters that may culminate with the student facing a panel hearing. Prolonged and persistent absence from class will attract an N in the units the student missed the classes.
If a student has completed the work required but there has nevertheless been a substantial breach of attendance rules, the College is obliged, according to VCAA regulations, to assign an N for the unit.

If a student believes he/she is going to miss a substantial amount of class time in the future, this should be conveyed to the relevant VCE teacher(s) and the VCE Co-ordinator. This will ensure that the situation may be reviewed for possible special provision or time extension. VCAA provides students with the option to take the “Interrupted Studies” status which enables students to complete their units over 2 years.

7. Official Documentation

Just as Damascus College stores student and family information in its own records system for its daily operations, the VCAA organisation also utilises a system for its daily running. The two systems are not connected and therefore both must be maintained individually as accurately as possible.

VCE Student Personal Details
At the start of every year in which a student is enrolled into a VCE course, the student is asked to complete a Personal Details Form. This will record the students name, address, etc and ask the student to sign an agreement to abide by VCAA rules.

Students undertaking Unit 3/4 studies should carefully read the privacy component to the form and sign it if they wish to grant approval to the VCAA to disclose study score information to newspapers and government departments. The VCAA must comply with statutory requirements under the Information Privacy Act.

VCE Student Full Details
All VCE enrolments and school-based assessment are entered via the VASS computer system which is an online database directly communicating with the VCAA. From time to time, official enrolment detail sheets and assessment summary sheets are issued to students via TA groups.

This record contains information pertaining to each student such as name/address, etc, VCE studies the student is enrolled in, VCE studies the student has completed and results of these units (S/N).

It is crucial students closely inspect this record to ensure it is accurate. Students are asked to check this record and to inform the VCE office of any errors.

Changes in Enrolment
A change of address must be communicated to the College. Results at the end of the year are sent to a student’s address.

Students may decide to change a subject or unit. While this is not encouraged, there are valid reasons or factors that would make this a necessary step. There are restrictions on swapping to another class. These include:

- it must be done within a certain timeframe
- the effect it will have on student eligibility to satisfy the VCE minimum requirements
- Damascus College timetable and class size restrictions

All course changes are managed by the VCE Co-ordinator and always involve the parents/guardians. If necessary the Careers Advisor and others such as subject teachers and House Leader are consulted. Parents/guardians are asked to sign a form to acknowledge a desired subject or unit change.
VCE Exams Navigator
The VCE Navigator (2016 version shown at right) is a booklet provided by the VCAA and is delivered to the school in Term 3. It should be read by all students presenting for 2016 VCE examinations. This includes written, electronic/digital, oral, aural and performance examinations.

The booklet contains all the information that the student needs to know about specific requirements for the exam – everything from required materials for each subject to the maximum size of the water bottle that can be brought into the exam room.

8. Special Provision

Although there is no limit on the number of years allowed for a student to achieve the VCE, Special Provision provides students in certain circumstances with the opportunity to complete their certificate (VCE) within a timeframe comparable to that of their peers.

However, students are still required to demonstrate their achievement fairly in meeting the outcomes of the study design and completing school based assessments, SACs and VCE examinations.

Types of Special Provision
For school based assessment, the College is responsible for the Special Provision.

For VCE examinations, the VCAA is responsible for determining eligibility and for granting approval in the form of Special Examination Arrangements (SEAs) and the Derived Examination Score (DES).

In both instances parents/guardians are asked to contact the VCE Co-ordinator for more information.

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

- an acute or chronic illness (physical or psychological)
- any factors relating to personal environment
- an impairment or disability
- personal circumstances
- hearing, vision or learning disabilities.

These may apply to school based assessment or examinations depending on specific circumstances. A medical or specialist report will almost certainly be involved to ascertain the severity.

If a student is unable to complete Unit 4 because of adverse circumstances an application for Interrupted Studies can be made. Study can then be continued in the following year or later.

Students should apply for Special Provision for School based Assessment using the Special Provision for School-based Assessment and Unit Completion form. This is available from the VCE Co-ordinator.

Students suffering long-term conditions who have not been granted arrangements by the school for School based Assessments may not be eligible for similar Special Examination Arrangements for these long-term conditions.
Special Exam Arrangements (SEA)
Special Examination Arrangements may be approved to meet the needs of students who have disabilities, illnesses or other circumstances that would affect their ability to access the examinations at the end of the year. The College will apply on behalf of the student and lodge the application to VCAA. If the application is approved, the student will be informed as early as possible. Examples of special arrangements include extra writing time, use of a computer, rest breaks or permission to take frequent visits to the toilet during the examination.

The application for SEA must be lodged by Monday February 27th 2017.

Emergency Special Examination Arrangements
If a student experiences a sudden illness, accident or personal trauma immediately up to two weeks before or during the assessment period the College is able to submit an application for Emergency Special Examination Arrangement on behalf of the student. Medical evidence must be provided in these cases.

Derived Examination Score (DES)
If a student is ill or affected by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study may apply for a Derived Examination Score. If their application is approved, a DES will be calculated by the VCAA. Examples that may warrant applying for a DES are ‘personal traumas’ such as the death or serious illness or an accident involving a family member, a family break-up, significant hardship, funeral attendance or a required presence at a court case.

An application for a DES must be accompanied by recent supporting medical or another specialist. A DES can be applied for whether the examination is sat for or not. However, it is always in the student’s interest to sit for the examination. The application must be forwarded to the VCAA within seven days of the student’s last examination in the relevant performance/oral or written examination period.

If a student cannot attend an examination, it is imperative that the principal or VCE coordinator is notified immediately.

Students should be very aware that absences for assessment due to events such as driving lessons or license tests do not fall within the VCAA Special Provision guidelines.

9. VCE Rules and Regulations
The complete set of rules and regulations can be found in the “VCE and VCAL Administrative Handbook 2017” at the VCAA website http://www.vcaa.vic.edu.au/Pages/schooladmin/handbook/2017/index.aspx

10. Computer Work and Electronic Data
When students use a computer or an electronic data system of any sort to produce work relating to school assessed coursework, school assessed task or learning outcomes, it is the student’s responsibility to ensure that there is an alternative system available for use in case of hardware/software malfunction or unavailability. Hardware/software problems will not be accepted as grounds for Special Provision.
There is always a possibility that the electronic device used to store electronic student work (for example: word processing or presentation projects) will crash or become unusable due to hardware error or fault. It is imperative that all students perform regular backups of the work onto such devices as USB memory sticks or DVDs and that these are stored away from their original work. This process is especially critical for SACs. If a SAC is a lengthy one completed over several days a backup should be done more frequently. It would be encouraged that students use Microsoft OneDrive which means they can access their work from anywhere. If the online version is used it will automatically save the work as you progress.

11. Important Dates

Damascus College and VCAA Official Dates

Special Exam Arrangements (VCAA) application due
Monday 27th of February 2017

Units 1/3 and VCAL Final Date for Submission of Semester 1 Work (S/N Due Date)
Tuesday 6th June 2017

Year 11 Mid-Year Written Exams
Wednesday 7th of June 2017 – Friday 9th of June and Tuesday 13th of June 2017

General Achievement Test (GAT) (Any student completing a 3-4 subject is required to sit the GAT)
Wednesday 14th of June 2017, 10.00 am – 1.15 pm

Trial Exams (Compulsory for all students completing a 3-4 subject)
Thursday 28th – Friday 29th of September 2017 and Tuesday 3rd – Thursday 5th of October 2017 (Week 1 and 2 of holidays)

Performance and Languages oral examinations and Extended Investigation: Oral presentation
Monday 9th of October 2017 – Sunday 5th of November 2017

Units 4 and VCAL Final Date for Submission of Semester 2 Work (S/N Due Date)
Wednesday 25th of October

November Year 12 written examinations
Wednesday 1st of November 2017 – Friday 24th of November 2017

Units 2 and VCAL Final Date for Submission of Semester 2 Work (S/N Due Date)
Monday 3rd of November

SAT Scores Due Dates (Subjects with Folios)
See your teacher

Year 11 Written Exams
Wednesday 15th of November 2017 – Friday 17th of November 2017 and Monday 20th of November 2017

Year 12 results released
Friday 15th of December
12. Which one am I?

Profile of a student who needs help ....

Surfs internet on library computers

Never uses strategies for planning of work

Believes diary is not useful for organisation

Often late to school and classes

Works 16 hours per week in paid work

Overuse of social media and phone

Completes most work night before it’s due

Bedroom is messy and disorganised

Makes driving lessons during class time

Starts homework after 10:00pm

Never asks for help when things get hard

Never plays sport or exercises

Eats takeaway food frequently

Does not set short and long term goals

Work is often submitted late

Works 16 hours per week in paid work
Profile of a student with direction and a path in life

- Bedroom is organised, tidy and clean
- Takes appropriate notes in class
- Eats well including fruit & vegetables
- Minimises shifts of casual paid work
- Uses study periods at school to revise work
- Breaks up major tasks into manageable parts
- Took regular breaks in long work sessions
- Balances family, friends and school
- Always catches up on work missed if absent
- Seeks frequent help from teachers
- Adequate amount of sleep and exercise
- Uses a new work and study plan each week
- Participates in school events - eg sport
- Takes part in school events - eg sport
- Has specific times for use of social media
- Attends externally provided revision

What will your picture look like here?
13. FAQs

Units 1/2

A. What can I do if I am absent when an assessment task related to demonstrating a learning outcome is completed?

You will be required to apply for special provision through the VCE coordinator. Depending on your reason for being absent, such as an extended illness, difficult family or environmental circumstance, the student may be granted additional time to achieve the learning outcome or an alternative task may be set. In all these situations appropriate supporting documentation will be required so that the appropriate special provision be granted.

Should you not be able to complete an assessment task due to circumstances beyond your control your teacher may still be able to award you with an S based on class-work previously completed.

B. What happens if there is a question raised about whether work I submitted was my own?

The VCAA has special rules concerning students demonstrating that their assessment work is their own. An investigation may be completed. You can best demonstrate that work is your own by keeping notes, plans, drafts, etc. and discussing work in progress with your teacher. Attending all classes indicates to your teacher your development through the learning outcome. Being prepared to answer questions to demonstrate your understanding of the work also indicates progress.

C. What can I do if I have received an N for one of my Year 11 units?

You are able to redeem your result and convert the N to an S by submitting work that satisfies the outcome. However, due to VCAA timelines it may not be possible to grant an S before the final date for submission to VCAA. It is your responsibility to negotiate with the teacher about what work is required and by which date.

D. I am finding difficulty keeping up with my VETiS program and my VCE work is suffering also – what should I do?

See the VET and VCE Co-coordinators as soon as possible. Talk to your House Leader and Subject Teachers. Between all of these people the problems are certain to be resolvable.

Units 3/4

E. What if I don’t understand any part of this booklet?

See the VCE Co-ordinator for assistance. Remember, communication is crucial.

F. What happens if I am absent when a SAC/SAT is done?

If you have a good reason which falls under the VCAA’s Special Provision policy and can furnish supporting details (e.g. doctor’s certificate) an alternative time will be set by your subject teacher. However, the work will only be assessed when the medical certificate is delivered to the VCE co-ordinator. If you do not have a legitimate reason your score will be given as not graded (ie. NA).

G. What if my SAC/SAT does not reach the required standard in order to satisfy the outcomes? Can I repeat the task?
The SAC can be repeated or reworked but only to receive an ‘S’ for the Learning Outcome. The original grade remains as is.

H. Will I know my SAC/SAT grades?

After the work is assessed by your teacher, he or she will return your work and show you your result. The work will need to be kept by the College for authentication reasons. This work may also be used in the reports which a periodically produced by teachers in order to give feedback to you and your parents/guardians. These scores are also sent to VCAA and will contribute to your study score. Final results are however subject to statistical moderation by the VCAA. Final results are published in early December.

I. When will I find out my exam results?

Final results will be available to students on Monday 18th of December 2017.

14. External Revision Lectures

There are many third-party organisations that utilise current teachers to provide lectures to Victorian students. They are usually held in both Metropolitan and Regional areas. Not all subject areas are offered by all organisations but each has a range of subjects that would suit most students.

Damascus College does not endorse these organisations but teachers appreciate that if students hear the content from a different source that the work may be understood more readily.

Finding a group of students to go with makes the outing more enjoyable and if those students are in the same subject area that they can bounce ideas off each other, thus enhancing the learning.

The following is a selection of providers. More information is available from their respective websites.

Engage Education Foundation: [engageeducation.org.au](http://engageeducation.org.au)
### 15. People at School who can Help

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific VCE Questions/Concerns</td>
<td>Mr Matthew Hallowell (VCE Co-ordinator)</td>
</tr>
<tr>
<td>VETiS and VCAL Questions</td>
<td>Ms Carmel Russell (Applied Learning Co-ordinator)</td>
</tr>
<tr>
<td>Subject Changes</td>
<td>Subject Teachers for Information</td>
</tr>
<tr>
<td></td>
<td>Ms Joanne Lawrence for careers information</td>
</tr>
<tr>
<td></td>
<td>Mr Matthew Hallowell for effecting the changes</td>
</tr>
<tr>
<td>Vocational/Career Questions</td>
<td>Ms Joanne Lawrence (Careers Advisor)</td>
</tr>
<tr>
<td>General Curriculum Matters</td>
<td>Mr Ashwin Pillai</td>
</tr>
<tr>
<td>Personal Difficulties</td>
<td>Teacher Advisor (TA)</td>
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<tr>
<td></td>
<td>House Leader or Assistant</td>
</tr>
<tr>
<td></td>
<td>Ms Christie Stevens (College Counsellor)</td>
</tr>
<tr>
<td></td>
<td>Ms Jessica Dunstan (College Counsellor)</td>
</tr>
<tr>
<td>College Resource Information</td>
<td>Mrs Loretta Kaval (Head Librarian)</td>
</tr>
<tr>
<td></td>
<td>or other librarians</td>
</tr>
<tr>
<td>ITC/Computer issues</td>
<td>IT Staff (in Library)</td>
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<tr>
<td>General School/Study Difficulties</td>
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<td>House Leader Assistants</td>
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### 16. Subject Teachers and Emails

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<th>Unit 3/4 - Subjects</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Joanne Lawrence</td>
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<tr>
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<tr>
<td>Studio Arts Photography</td>
<td>Anne Griffin</td>
<td><a href="mailto:a.griffin@damascus.vic.edu.au">a.griffin@damascus.vic.edu.au</a></td>
</tr>
</tbody>
</table>
17. Useful Websites

Damascus College

www.damascus.vic.edu.au

Victorian Curriculum and Assessment Authority (VCAA)

www.vcaa.vic.edu.au

Victorian Tertiary Admissions Centre (VTAC)

www.vtac.edu.au