



VCE Assessment and Attendance Policy

RATIONALE

There are two requirements for the successful completion of a VCE unit of study:

1. Satisfactory demonstration of each outcome of the study, completed under observed rules
2. Sufficient attendance in class

VCAA advises that the school sets minimum class time and attendance rules.

AIMS

1. Students must submit their own work as set by teachers, in order to demonstrate satisfactory achievement of outcomes. This work must be completed within the time frames indicated by the teacher. Adjustment to the timeframes can be made at the discretion of the VCE office on evidence of illness, excursions, co-curricular involvement or significant personal circumstances. Any student not submitting work on time or who submits work that does not satisfy the requirement will have a further limited time in which to redeem that work for a satisfactory standard. This redemption opportunity will be communicated to the parent.

2. Whilst the College expects all students to strive for 100% attendance, an attendance policy that takes into account approved and unapproved absences applies.

IMPLEMENTATION

1) Assessment

a) All work submitted for assessment must be the student's own work, with any resources appropriately acknowledged. A student who breaches this rule will have the assessment downgraded or annulled and will be required to repeat the task to demonstrate the Outcome is satisfactorily achieved.

b) SACs: A SAC can only be rescheduled for a graded assessment according to the rules as outlined in the Letter to Parents. Illness must be verified by a doctor's certificate (or suitably qualified professional, e.g. Psychiatrist/Psychologist) to be eligible for full marks for a rescheduled SAC. If a minimum level, set by the teacher as sufficient to demonstrate the Outcome, is not attained by the student, a redemption task must be completed within a specified timeframe.

c) SATs: SATs are on-going tasks and normally rescheduling submission time would not be appropriate. Students must make every effort to submit the SAT by the due date and time even if ill, and must contact the VCE office for permission to make any other arrangement.

d) Common Assessment Tasks (CATs) are completed in Year 11 subjects. If the student is ill, has a significant personal circumstance approved by the VCE office, or is on a school activity; the task can be completed for graded assessment at a time negotiated with the classroom teacher, and generally at the next available opportunity. If a student is absent for a CAT, students must have a medical certificate. If there is no medical certificate the grade will be Not Assessed. Not Assessed can be used in the following instances:

- The student does not complete the CAT
- The work is submitted late without authorisation from the Senior School Team.
- The student has been found to have breached assessment rules (as determined by the sub school)

In each case the reason for the grade Not Assessed, should be explained in the comment. If the work is submitted less than one week late, feedback should still be given through the rubric and comment section, however the grade will remain as Not Assessed. Rescheduled CATs are organised via the classroom teacher.

e) The parent will be informed if there is a requirement for a task to be completed due to submission of inadequate or late work, and the timeframe for it.

SAC attendance policy

A student cannot be scored for a missed SAC unless they have an approved absence. Reasons for approval are:

1. Medical with a certificate or RAT
2. Representing the school at excursions or sporting events
3. Exceptional circumstances (not specified on documentation to the students but covers areas like bereavement)

Family holidays

1. If a student goes on holiday and there are no SACs in the period of the absence. No consequence needs to be applied unless the absences exceed the attendance policy.
2. If a student goes on holiday and there is a SAC during the absence:
 - a. If the absence exceeds the attendance policy, the student cannot gain the satisfactory demonstration of the unit. The SAC does not have to be completed as the 'N' has already been awarded.
 - b. If the absences do not exceed the attendance policy the student must complete the SAC on return and it will not be scored. However, the student must satisfactorily complete the SAC together with any other essential tasks deemed necessary by the teacher(s).

SAC return

1. Students' SACs are marked and cross marked within 3 weeks of the assessment. With the exception of some subjects where the assessment partnership is with another school.
2. Students marks are recorded by the teachers for submission to VCAA on Compass
3. SACs are returned to the students before external exams in Term 4.

2) Attendance

a) For other than school based absences, parents are asked to contact the VCE office by phone to notify of their daughter's absence and the reason for it.

b) To be eligible to pass a Unit, students are permitted to have **no more than 5 unapproved absences**. Unapproved absences include unexplained, parent choice, illness in excess of 5 days without a medical certificate and school activities in excess of approved absences as outlined in point 3.

c) As long as a student's **total approved and unapproved absences do not exceed 10** of the total class time of the Unit, the student is eligible to pass the Unit. Approved absences include dental, psychologist or psychiatrist appointments, illness, counselling, absence at school sporting events (representation in two sports are approved, Year 11 students may coach a school team as one sport), and school excursions/incursions. The VCE office may be contacted to consider approval for other educational activities and for significant personal circumstances, such as bereavement.

d) Each student is required to check the accuracy of attendance data on Compass. Any perceived errors are to be discussed with student managers or class teachers.

e) If VCE students are competing in a sport at an elite level (external to the College) they must meet with the Head of Senior School to discuss the impact on their VCE studies, including assessment tasks, If approved the sport they are competing in will be classed as 1 or 2 of their approved MGSC school sports teams.

f) If VCE students are absent for any part of the Headstart program they must meet with the Head of Senior School or subject teacher to discuss the impact on their VCE studies, including assessment tasks.

Variation to implementation of this Policy

A variation in the implementation of this policy is at the discretion of the Principal in consultation with the Director of Senior School.

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2023
Consultation	Senior School team, MGSC
Approved by	Principal
Next scheduled review date	2026