VCE & VCAL INFORMATION EVENING
FEBRUARY 16th 2016
COLLEGE AUDITORIUM

6.30 pm
Refreshments

7 pm
Commencement

Michael O’Brien
Principal
Welcome and Introduction of Key Staff

Roy Menegas
Year 11 Manager

Joel Guye
Year 12 Manager

Elizabeth Reardon
Welfare Manager

Danielle Bunker
VCAL Manager
Courtyard Discussion with Parents

Hugh Glenn
VCE Manager
The VCE Explained

7.30pm
Meet the Mentors

8pm
Evening Concludes
VCE INFORMATION

VCE Terminology

- **SAC** = School-Assessed Coursework. Usually an in class test.

- **SAT** = School-Assessed Task. An assessed task that takes place over multiple lessons - generally in creative subjects Eg. Studio Arts folio)

- **Unit** = A course in a VCE subject over a semester. Students need to complete 16 Units to be awarded the VCE. Units 1&2 = Year 11. Units 3&4 = Year 12.

- **GAT** = General Achievement Test. A general test of knowledge and skills. An important safety net for exams and used in moderating some marks. All students enrolled in at least one Year 12 subject must sit the GAT.
  
  Date: Tuesday 7th June 10am at Swinburne.

- **ATAR** = Australian Tertiary Admission Rank. Score out of 100 at the end of the year. A ranking Australia wide for entry to further study.

Satisfactory Completion of the VCE

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

- three units from the English group, including at least one from the 3 and 4 level.
- an additional three sequences of Units 3 and 4 studies other than English.

The calculation of an ATAR requires satisfactory completion of both Units 3 and 4 of an English group.

Note: Year Level Managers ensure a student’s program enables them to attain their VCE in the expected time.

Satisfactory Completion of a VCE Unit

- Demonstrate specified knowledge and skills in each unit
- **SACs** are an opportunity to demonstrate knowledge and skills
- Coursework completed = class work and homework set by subject teacher
- **Attendance** Requirement.
**Attendance Policy**

- Completion of a VCE Unit requires 50 hours of class time. At Swinburne Senior, this equates to no more than 4 classes being missed in a subject per semester. This means an attendance of 85%.
- There can be some flexibility with this where there is documented medical or other unavoidable reasons for missing class. These circumstances need to be communicated to the school with documentation as soon as possible.
- Parents and guardians are able to check their student’s attendance online by going to Compass at: [http://sssc.vic.jdlf.com.au/](http://sssc.vic.jdlf.com.au/)
  A username and password has been mailed to all parents for access to this attendance data.
- School and in particular Mentors and Year Level Managers will be vigilant in monitoring attendance and communicating concerns.

**Missed SACs**

- Documentation must be provided to the school where a student misses a SAC. This requires:
  - At Year 12 a **medical certificate** or other appropriate documentation, attesting to acceptable reasons given to the **VCE Manager**.
  - At Year 11 a medical certificate or signed note, attesting to acceptable reasons given to the mentor.

- If documentation is not provided a SAC score may not contribute to the student’s final score. This ensures that assessment conditions are equitable for all students.

**Study Scores**

Students undertaking a Unit 3 and 4 subject will receive a Study Score for each subject which is a score out of 50. The score will be the calculated by VCAA based on a students’ performance in the internal assessments and their exam. For most subjects the internal assessment is worth 50% and the exam is worth 50%.

The Study Score is not a percentage mark but rather a ranking of students in the state for that subject. A score of 30 is a ranking exactly in the middle. To achieve a Study Score of above 40 a student must perform better than 91% of the state.
**Calculation of the ATAR**

The ATAR score is an overall ranking of a student’s performance in the VCE. The rank is determined based primarily on a student’s best four Study Scores which must include an English subject. A student then receives a 10% bonus for their fifth and sixth subjects. Students with the highest score in the state receive 99.95.

**Completing the VCE without an ATAR Score**

There are a range of circumstances in which a student can achieve their VCE certificate without receiving an ATAR score. These include:

- Not completing a Unit 3 & 4 sequence in an English subject.
- Not receiving a study score in at least four Unit 3 & 4 subjects because the student did not receive a score for a majority of Graded Assessments which include the exam, their Unit 3 marks and their Unit 4 marks.

Students who would like to attempt an unscored VCE only should speak with the VCE Manager.

**Special Exam Arrangements**

Students undertaking Year 12 subjects can apply for Special Exam Arrangements where they have a documented health issue which would be assisted by Special Exam Arrangements such as rest breaks or a separate room. Also, where students have a Learning Disability which has been documented in a secondary school Psychological Assessment they may be eligible for special arrangements such as extra writing time or the use of a computer. The school will assist students in completing application forms which are received and determined by VCAA. The first of March is officially the last date for submission of these applications. Please the Welfare Manager or the VCE Manager for further information.

**Special Provision – Internal Assessment**

Students with health issues or learning disabilities can also apply for Special Provisions for their internal assessment tasks. Students approved for Special Exam Arrangements will automatically receive equivalent conditions for their internal assessment tasks.

Substantial health issues or learning disabilities may also give rise to extensions or altered conditions for internal assessment where it is equitable for students. See the VCE Manager or Welfare Manager to discuss such provisions.
**Derived Exam Scores**

In circumstances where a student is unable to sit the exam due to extreme, unexpected circumstances such as illness they can apply for a Derived Exam Score. Similarly students whose performance in the exam is affected by serious health or other circumstance can apply for a Derived Exam Score. Students who experience these circumstances should contact the VCE Manager of Welfare Manager to receive details about an application. Independent documentation is required to be submitted with an application.

A Derived Score is calculated by using the students’ GAT score and their SAC scores. This underlines the importance of sitting the GAT as an insurance policy.

Students need to attend their exams if they are at all able. Derived exam scores are only awarded in exceptional circumstances.

**Career and Pathways at Swinburne Senior Secondary College**

All students are encouraged to make an appointment with Tracy the Careers & Pathways Advisor during the year.

The Careers Centre is located on the bottom floor of the main building, next to the student common room. **Appointments are available during the school week.**

Parents are more than welcome to attend these interviews, and times can be made outside of the scheduled hours to accommodate this.

Tracy is available to assist students with:
- Subject selection for mid-year and end-of-year for Year 11’s
- Understanding entrance information for TAFE, Uni and ITCs
  - How to navigate VTAC and apply
  - How to apply for SEAS (Special Entry Access Scheme)
  - How to navigate the TAFE Directory and apply to TAFE
  - How to accept or defer an offer, or what to do if you don’t get an offer
- Using the Careers’ programs to assess strengths, interests and possible career options
- Getting a casual job—searching for work, writing a resume and letter of application, and preparing for interviews
- Apprenticeships and traineeships
- Gap year activities and student exchange programs
- Referrals to other support staff
  - Elizabeth or Marcus in Welfare
  - Rachel/Desi and the team in Study Support
VTAC – Victorian Tertiary Admissions Centre

VTAC, the Victorian Tertiary Admissions Centre, is a non-government organisation that processes undergraduate course applications and offers, and liaises between students and the Universities, TAFEs and Independent Tertiary Colleges. VTAC is also responsible for calculating and distributing the ATAR (Australian Tertiary Admissions Rank) to Year 12s.

In order to apply for most University, TAFE and ITCs courses for 2017, current Year 12 students must lodge an application via the VTAC website, www.vtac.edu.au.

SEAS – Special Entry Access Scheme

SEAS acts to support students who have had their education affected by circumstances such as low socioeconomic status, difficult personal and/or family circumstances or personal illness/disability. Any students who believe they fall into one or more of these categories should submit a SEAS application when completing their VTAC application.

More information regarding VTAC and SEAS will be available to students and parents in July/August, when course applications through VTAC open. If students or parents have questions, they are encouraged to contact Tracy in person or via phone (8862 4411) or email (mccallum.tracy.t@edumail.vic.gov.au).

USEFUL WEBSITES

School Website
(up-coming events etc.)

Compass Student Manager
(student attendance, parent approval of absences etc.)

VCAA
(Info about VCE processes, FAQs, exam dates, past exam papers etc.)

VTAC
(Applying for courses, Receiving ATAR scores etc.)
http://www.vtac.edu.au/
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<th>Staff Member</th>
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<tbody>
<tr>
<td>Michael O’Brien (Principal)</td>
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