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CONTACT INFORMATION

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Assistant Principal – Later Years
Ms Maria Oddo

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Later Years Student Outcomes Leader
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Mr Cameron Stow
Later Years Curriculum, Advocacy & Student Leader
Mr Christian Brink

Year 12 Coordinator
Mr Norman Trewin
Year 11 Coordinator
Mrs Samantha Blackbourn
Year 10 Coordinators
Mrs Fabiana Johnston
Mr James Alexander

Careers Coordinator
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Production: Layout & Design
Later Years Executive Officer
Ms Lee McGrath

FURTHER INFORMATION

Victorian Curriculum and Assessment Authority – www.vcaa.vic.edu.au
Victorian Tertiary Admissions Centre – www.vtac.edu.au
Introduction

Please read this booklet carefully as it contains important information from VCAA (The Victorian Curriculum Assessment Authority) and the College regarding Policies and Procedures. While undertaking the VCE (Victorian Certificate of Education) students need to focus on:

1. Completing the VCE (managed by VCAA)

The VCAA website is at www.vcaa.vic.edu.au and provides lots of information about the VCE including specific subject advice and past exams etc.

2. Receiving an ATAR – Australian Tertiary Admissions Rank; managed by VTAC (The Victorian Tertiary Admissions Centre)

Every VCE Unit has a number of Outcomes that students must complete in order to satisfy the requirement of the VCE. In addition, Units 3 & 4 have up to three different types of Graded Assessments. The types of graded assessments found in Units 3 & 4 are:

- School Assessed Coursework SACs
- School Assessed Tasks SATs
- Examinations

The results from the Graded Assessments are combined to determine a final subject Study Score. The weighting of each assessment differs for each subject. Subject teachers will provide this information for students early in the school year.

Satisfactory Completion of VCE Units

For satisfactory completion of a VCE unit, students must demonstrate achievement of a set of Outcomes for the Unit of Study, as specified in the subject study design. The decision about satisfactory completion of Outcomes is based on the teacher’s assessment of the student’s overall performance on assessment tasks designated for the unit. Satisfactory performance on these tasks is sufficient evidence to award an S for the unit. The decision to award an S for the unit is different from the assessment of levels of achievement.

The student receives S for a unit when the school determines that all Outcomes are achieved satisfactorily. For this to occur the student must:

- Produce work that demonstrates achievement of the Outcomes
- Submits work on time
- Submits work that is clearly their own
- Observe the VCAA rules
- Observe the school rule with regard to 90% attendance for each subject

Not Satisfactory (N) VCE Unit result

A student can receive N for a unit or a series of units when one or more of the Outcomes are not achieved because:

- The work does not demonstrate achievement of the Outcomes
- The student has failed to meet a school deadline
- The work cannot be authenticated
- There has been a breach of the rules of the VCAA or the school (including the 90% attendance rule)
VCE PROGRAM REQUIREMENTS

YEAR 10 (INTO 11) PROGRESSION POLICY

Requirements for Progression:
When considering whether a student is to progress up to Year 11, the following criteria will be assessed:

Unit Requirements:
• The number of Units satisfactorily completed

Assessment Task Levels:
• the student’s level of achievement in the Assessment Tasks in each Unit

Attendance:
• The student’s attendance rate in each Unit

Subject Selection:
• The student’s current and proposed subject selection

1. Unit Requirements
Year 10 students are required to satisfactorily complete:
• 8 out of 12 Units over the year
• at least 4 out of 6 Units in Semester 2
• at least one Unit of English

Note: An unsatisfactory achievement level (UG) or N in more than half of the assessment tasks, including the exam, for any unit will result in an overall unsatisfactory result for that unit.

2. Assessment Task Levels of Achievement
The student’s level of achievement in Assessment Tasks for each Unit will be considered in determining satisfactory completion for each unit. An unsatisfactory achievement level (UG) or N in more than half of the Assessment Tasks, including the Examination, for any Unit will result in an overall unsatisfactory result for that Unit. This will be considered by a VCE Panel in determining their progression and pathway in terms of VCE/VET or VCAL.

3. Attendance
Students are required to attend school and all of their classes, except when legitimate and serious reasons prevent such attendance.

To be considered for progression, students are required to meet the College’s minimum attendance requirement of 90% (refer to Sunbury Downs College Attendance Policy).

4. Current and Proposed Subject Selections
A student’s current and proposed subject selections will be taken into account by a VCE Panel in determining whether they are to progress into Year 11.
# VCE PROGRAM REQUIREMENTS

## YEAR 10 ( INTO 11 ) PROGRESSION POLICY cont....

### Summary of Requirements for Progression

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Unit Requirements</strong></td>
<td>Students must satisfactorily complete:</td>
</tr>
<tr>
<td></td>
<td>• 8 out of 12 Units for the year</td>
</tr>
<tr>
<td></td>
<td>• at least 4 out of 6 Units Semester 2</td>
</tr>
<tr>
<td></td>
<td>• at least 1 Unit of English</td>
</tr>
<tr>
<td></td>
<td>• an unsatisfactory (UG) or N achievement level in more than half of the Assessment Tasks</td>
</tr>
<tr>
<td></td>
<td>per Unit, including the examination, to achieve a satisfactory unit result</td>
</tr>
<tr>
<td><strong>2. Assessment Task Levels of Achievement</strong></td>
<td>Included in Unit requirements from 2013</td>
</tr>
<tr>
<td><strong>3. Attendance</strong></td>
<td>Minimum 90% in each unit</td>
</tr>
<tr>
<td><strong>4. Current &amp; Proposed Subject Selections</strong></td>
<td>Considered by Year Level Coordinator</td>
</tr>
</tbody>
</table>

### 5. IMPLEMENTATION:

**(i) Semester 1**

Students who do not satisfactorily complete 2 or more Units in Semester 1 will be required to attend an interview with their parents and a VCE Panel. The purpose of the interview is to:

- gain parental support in assisting improved student learning outcomes
- implement strategies for improving student learning in Semester 2
- establish an agreed process for monitoring student learning

**(ii) Semester 2**

Students who do not satisfactorily achieve the progression requirements at the end of Semester 2 will not progress into a full Year 11 course, whether this is VCE/VET or VCAL. In this case, the Year Level Coordinator will conduct an interview with the student and their parents. This interview will determine the best pathway for the student. Alternatives could include: continuing their education at another institution, repeating Year 10, or doing a bridging year with a mix of Year 10 and 11 subjects.

**Note:** Each student will be reviewed on an individual basis.

**(iii) Special Consideration**

Extenuating circumstances may be considered in determining a student’s suitability for VCE/VET or VCAL. Such circumstances would include:

- prolonged illness
- time of arrival at the College
- other personal circumstances
### VCE PROGRAM REQUIREMENTS

#### YEAR 10 ( INTO 11 ) PROGRESSION POLICY cont....

<table>
<thead>
<tr>
<th>(iv) Students on Modified Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Careful consideration will be given to the pathways for students on modified curriculum programs. These students will be considered on an individual basis, taking the students’ individual learning needs into account. However, it will generally be the case that only students who have met the minimum standards detailed above in the Unit Requirements for un-modified results should continue into the VCE.</td>
</tr>
</tbody>
</table>

Consultation will take place between the College, the student and their parent(s)/guardians(s) to determine the most appropriate pathway.

<table>
<thead>
<tr>
<th>SUPPORT:</th>
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</thead>
<tbody>
<tr>
<td>The College provides a range of programs to maximise the success of each individual. These programs are aimed at enhancing a student’s chances at both the academic and personal success eg: Magnus Opus, Homework Club, and VCE Supportive Friends.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This policy will be reviewed annually in relation to its impact on improving student learning.</td>
</tr>
</tbody>
</table>
Requirements for Progression:
When considering whether a student is to progress up to Year 12, the following criteria will be assessed:

Unit Requirements:
• The number of Units satisfactorily completed

Assessment Task Levels:
• the student’s level of achievement in the Assessment Tasks in each Unit

Attendance:
• The student’s attendance rate in each Unit

Subject Selection:
• The student’s current and proposed subject selection

1. Unit Requirements
Year 11 students are required to satisfactorily complete at their home school:
• 8 out of 12 Units over the year
• at least 4 out of 6 Units in Semester 2
• at least 1 Unit of English

Note: A pass (‘A - E’) in more than half of the Assessment Tasks of a Unit, including the Examination, is required to achieve a satisfactory Unit result

2. Exam Assessment Task Level of Achievement
Students will be enrolled into Year 12 if they achieve at least a pass (E) for their Examination Assessment Tasks in 4 out of 6 Units.

Attendance
Students are required to attend school and all of their classes, except where legitimate and serious reasons prevent such attendance

To be considered for progression, students are required to meet the College’s minimum attendance requirement of 90% (refer to Sunbury Downs College Attendance Policy for further information)

Summary of Requirements for Progression

1. Unit Requirements
Students must satisfactorily complete:
• 8 out of 12 Units for the year
• at least 4 out of 6 Units Semester 2
• at least 1 Unit of English
• a pass (‘A - E’) in more than half of the Assessment Tasks of a Unit, including the Examination, to achieve a satisfactory Unit result

2. Assessment Task Levels of Achievement
A pass in at least 4 out of 6 Examination Assessment Tasks for Semester 2

3. Attendance
Minimum 90% in each Unit
**VCE PROGRAM REQUIREMENTS**

**YEAR 11 ( Into 12 ) PROGRESSION POLICY**

**IMPLEMENTATION:**

(i) **Semester 1**
Students who do not satisfactorily complete two or more Units in Semester 1 will be required to attend an interview with their parents and a VCE Panel. The purpose of the interview is to:

- gain parental support in assisting improved student learning outcomes
- implement strategies for improving student learning in Semester 2
- establish an agreed process for monitoring student learning.

(ii) **Semester 2**
Students who do not satisfactorily achieve the progression requirements at the end of Semester 2 will not enter into a full Year 12 course, whether this is VCE or VCAL. In this case, a VCE Panel will conduct a Student Support Group meeting with the student and their parents. This interview will determine the best pathway for the student. Alternatives could include: continuing their education at another institution, repeating Year 11, or doing a bridging year with a mix of Year 11 and 12 subjects.

**Note: Each student will be reviewed on an individual basis.**

(iii) **Special Consideration**
Extenuating circumstances may be considered in determining a student’s suitability for VCE or VCAL. Such circumstances could include:

- prolonged illness
- time of arrival at the college
- other personal circumstances.

**Support:**
The College provides a range of programs to maximise the success of each individual student. These programs are aimed at enhancing a student’s chances at both the academic and personal success eg: Magnus Opus, Homework Club, VCE Supportive Friends, and VCE Rigour Writing.
STUDENT RESPONSIBILITIES

✓ Students must ensure that all unacknowledged (uncited) work that submitted by them is genuinely their own work

✓ Students must acknowledge (cite) all resources used. This includes text and source material and name or names and status of the person or persons who provided assistance and the type of assistance received

✓ Students must not accept undue assistance from any person. Undue assistance would include providing actual adjustment or improvement to a student’s work, or dictating or directing a student to insert a particular text

✓ When practicable, students will complete coursework under teacher supervision. Students must periodically produce appropriate documentation of the development of work completed away from the teacher. This will enable the teacher to monitor the development of the work, to keep a record of the process and to be able to attest that the work is the student’s own

✓ Students must not submit the same piece of work for completion of more than one Outcome

✓ Students who knowingly assist another student in a breach of rules may be penalised

✓ Students and their parents or guardians must sign on the subject selection form acknowledging that they are aware that 90% attendance overall and for each subject is necessary for a satisfactory result

✓ Students and parents are required to sign on the subject selection sheet for the Year 2014 that they have read and understood the requirements for the satisfactory completion of the VCE

✓ Students must complete ‘Holiday Learning Tasks’ – set by their teachers during each Study Break, commencing the summer break prior to the commencement of Year 11

✓ Students are expected to attend VCE after school classes and other after school study sessions as a means of improving their outcomes

COURSE OUTCOMES

To complete any Unit, a student must satisfactorily achieve the course Outcomes for the Unit set out in the VCAA Study Design for every subject.

Satisfactory achievement of course Outcomes means:

- The work is clearly the student’s own
- It achieves the course Outcome to the required standard
- The work was submitted on time
- There has been no substantive breach of rules

If satisfactory achievement of course Outcomes is granted, the student receives an ‘S’ for the Unit. A student may not be granted satisfactory completion if:

- There is doubt whether the work is the student’s own
- The work is not of the required standard
- The student has failed to meet the school deadline for the work requirement, including an extension of time where it has been granted, for any reason including special provision
- There has been a substantive breach of rules including school attendance rules

If satisfactory achievement of Outcomes is not granted, the student receives an ‘N’ for the Unit.
School Assessed Coursework (SACs)

SACs, based on the VCAA Study Designs are set and run by the College. SACs are conducted at various times throughout the school year. Utilising a variety of methods of Assessment, including;

- Case study analysis
- Data analysis
- Writing tasks
- Investigations
- Experiments
- Multi-media presentations
- Oral presentation
- Tests

School Assessed Tasks are mostly conducted during class time, although this is not always the case. Like all SACs, attendance to scheduled ‘out of normal school hours’ SACs is compulsory. A medical certificate is required if an absence occurs. SAC results count for 25% - 50% of your study score. This will vary between studies.

SACs are marked at school with numerical scores that are then sent to the VCAA.

Students receive an indicative grade (A+ - E) for Satisfactory Achievement. A (UG) Ungraded or (NA) Not Assessed is received for each SAC.

Moderation:
The scores sent to the VCAA are results that may be moderated. Moderation is the process where SAC scores are adjusted to be consistent with Examination scores. Further information concerning moderation is provided by the VCAA during the school year.

- Please remember that when you get a SAC result; “grades are subject to change and are moderated on the basis of the students own external exam results”

Absence from a SAC

A student who is absent for a SAC must provide a medical certificate and complete a SAC Rescheduling Form in order to sit the SAC. These forms can be located at the Later Year Mini School Office.

School Assessed Tasks - SATs

SATs are set by the VCAA and are only conducted in the following Units:

- Product, Design & Technology (Wood/Textiles)
- Food and Technology
- Media
- Studio Arts
- Systems Engineering
- Visual Communication Design

This work usually consists of folios of work.
The SATs are marked at school against strict SAT Assessment Criteria prescribed by VCAA.
Teachers of these subjects will provide students with information of the Assessment Criteria for each SAT.

- Unit 3&4 SAT results are released as part of the student’s statement of VCE results
- Unit 3&4 SAT folios and any related piece of work will not be able to be given back to students until December.
This is a VCAA requirement.
Authentication

Students must be responsible for ensuring that the teacher has no difficulty in authenticating their work. They should understand that teachers cannot authenticate work about which they have doubts, until further evidence is provided.

Victorian Curriculum Assessment Authority Rules:
1. Students must submit for assessment only work that is their own. All assistance received by the student in producing the work must be acknowledged and be obvious to the reader.
2. Students must acknowledge all recourses used, including:
   • Text and source material
   • The name(s) and status of any person(s) who provided assistance and the type of assistance provided
3. Students must not receive undue assistance from any other person in the preparation and submission of work

Acceptable levels of assistance include:
• The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context
• Prompting and general advice from another person or source which leads to refinements and/or self-correction

Unacceptable forms of assistance include:
• Use of, or copying of, another student/persons work or study notes. Students must ensure that all unacknowledged work submitted is genuinely their own
• Actual corrections or improvements made or dictated by another person
• Students must not submit the same piece of work for assessment more than once
• Student who knowingly assist other students in a Breach of Rules may be penalised

Teachers may require students to submit class work, complete tests, or undergo an interview to prove authentication. Serious breaches of authentication rules will require the VCE panel to convene.

VCE PANEL MEMBERSHIP
• Principal Class Member
• Sub-School Leader
• Study teacher

Students will be informed of the panel’s decision and any requirements that need to be met.

Special Provision

A student is eligible for ‘Special Provision’ for school coursework Assessments & Examinations. If during the completion of these tasks, he or she is:
• Affected significantly 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. Students who are eligible should discuss the matter with their Year Level Coordinator before the conclusion of Term 3

Students do not have grounds for ‘Special Provision’ if they:
• Are absent from school or study for prolonged periods without evidence of significant hardship
• Are comparatively unfamiliar with the English language as their only disadvantage
• Are affected by teacher absence and other teacher-related difficulties
• Misread an examination timetable or an examination paper

How to apply....
• The student must notify the school of circumstance which might entitle him or her to Special Provision. The student should notify their Coordinator and complete a Special Provision application.
• All applications should be accompanied by appropriate and current documentation, which might include medical certificates, medical reports or reports from social workers, youth workers or other professionals.
• Applications for the 2014 academic year must be completed in Term 4, 2013.
Examinations

Units 1 & 2
All students undertaking a Unit 1 & 2 sequence are required to undertake internal examinations. An examination for all Unit 1 subjects will take place at the conclusion of Semester 1 and examinations for all Unit 2 subjects will take place at the conclusion of Semester 2. The examinations range from 3 hours 15 minutes to 1 hour 30 minutes.

Units 3 & 4
• These examinations are set by the VCAA and are conducted at the end of the year (OCT/NOV).
• All Unit 3 & 4 subjects have exams during the final November Examinations
• The exams range from 1.5 to 3.25 hours in duration
• Subject teachers will give students specific advice on the material to be covered along with the style and format of each examination
• Students studying a 3/4 sequence is provided with a VCAA Examination Timetable
• All students undertaking a Unit 3 & 4 sequence is required to undertake compulsory Practice Examination in preparation for the final VCAA Examinations

Later Years Attendance Requirements

Parents and students are required to sign on the subject selection form for the Year 2013 to indicate they have read and agree to the attendance requirements for VCE.

For the purposes of fulfilling VCAA attendance requirements and the College Attendance Policy, it is the student’s responsibility to attend and be on time to all classes. Students who arrive late must sign in; all absences must be covered by a note.

The attendance requirement set by this school is a minimum of 90%. Absences due to illness or other acceptable reasons covered by preferably medical certificates or notes will be deemed approved absences and will not be deducted from the 90%. Absences due to illness, of more than 2 consecutive days must be covered by a medical certificate. Absences on the day of an outcome must be covered by a medical certificate, otherwise the work, which will be undertaken at a later date, will not be graded. At Year 12 this will mean an NA (Not Assessed) for the task. Absences due to family holidays are deemed unapproved absences. Failure to meet the minimum requirement will result in ‘N’ for the Unit Outcome.

Students must attend all classes unless a member of the Later Years Team has approved an absence for a legitimate reason. The attendance requirement of 90% applies to each subject.

Year 11 students enrolled in a Unit 3 or 4 study class must attend school even when those classes are not operating and study in the Education Resource Centre during the sessions affected. If these rooms are not available due to exams, etc. they are to see a staff member of the Later Years Leadership Team to be assigned a room for private study.
Study Scores

The maximum study score for each subject is 50. The score is calculated from exam results and SAC/SAT results. Study scores are released in December as part of a student’s statement of VCE results.

ATAR Score

ATAR score are used for university entrance and selection into other tertiary courses. To receive an ATAR students must pass their VCE. This means students must have passed the required number of Units. In addition students must pass a sequence of English 3 & 4 in a single calendar year.

The ATAR score is out of 100 and is calculated from Unit 3 & 4 English or Literature results and the three next best Unit 3 & 4 Study Scores.

If students have completed a fifth and/or sixth 3 & 4 Unit, 10% is added to the overall ATAR. There are some restrictions to the combinations of subjects used to calculate the ATAR.

Students are advised to seek advice about these rules when making subject selections.

Scaling:
Scaling is used in the calculation of ATAR scores. This is done to compensate for the different levels of competition in different subjects. Scaling is introduced so students are able to select any VCE subject without being disadvantaged.

Please Note: It is very important that student select subjects that suit their area of expertise, interests, skills and career path, not because of scaling.

The General Achievement Test (GAT)

This is a compulsory test for Unit 3 & 4 students. It is a General Achievement Test – is not a test of knowledge about a particular subject or topic. It will measure the general achievement students have accomplished across three broad areas:

- Written communication
- Mathematics, science and technology
- Humanities, arts and social science

The results from the GAT will be used to monitor school assessment.
How does the GAT affect my VCE results?

The General Achievement Test (GAT) is an important part of the VCE assessment procedures. Although GAT results do not count directly towards a student’s VCE results, they play an important role in ensuring that school assessments and examinations have been accurately assessed.

If a student applies for a Derived Examination Score the GAT is used in determining a derived score. Therefore students should attempt to score as high as possible on all parts of the GAT.

Achievement on the GAT is a good predictor of achievement on other assessments. If students have done well on the GAT, then their achievements are likely to be high in their school assessments and examinations.

Any student undertaking a Unit 3&4 sequence is required to undertake a compulsory practice GAT.

Uniform

It is a requirement of enrolment at Sunbury Downs College that all VCE students must be in full uniform at all times.

Please refer to the uniform requirements as outlined in the Student Planner.

Study Sessions – Year 12 Students Only

All Year 12 students are expected to use their private study time effectively. The Education Resource Centre (ERC) and the Year 12 Study Centre are available to Year 12 students during class time.

Students are not permitted to leave school grounds during study sessions.

Teacher Absence – Year 12 Classes Only

When a Year 12 subject teacher is absent, the class will not be covered by a replacement teacher. (The exception to this is when an absence exceeds three days, the class will be covered). When a class is not covered students are expected to use this time as a study session and therefore sing into the Year 12 Study Centre of ERC.
### Term Dates: 2014

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>28 Jan (Teachers Start back)</td>
<td>4 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>22 April</td>
<td>27 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>14 July</td>
<td>19 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>6 October</td>
<td>19 December</td>
</tr>
</tbody>
</table>

### Sunbury Downs College Bell Times

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move to Lockers</td>
<td>8:55am</td>
</tr>
<tr>
<td>Home Group</td>
<td>9:00am</td>
</tr>
<tr>
<td>Session 1</td>
<td>9:08am</td>
</tr>
<tr>
<td>Session 2</td>
<td>9:56am</td>
</tr>
<tr>
<td>Recess</td>
<td>10:44am</td>
</tr>
<tr>
<td>Music to move to Lockers</td>
<td>11:04am</td>
</tr>
<tr>
<td>Session 3</td>
<td>11:09am</td>
</tr>
<tr>
<td>Session 4</td>
<td>11:57am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:45pm</td>
</tr>
<tr>
<td>Music to move to Lockers</td>
<td>1:30pm</td>
</tr>
<tr>
<td>Session 5</td>
<td>1:35pm</td>
</tr>
<tr>
<td>Session 6</td>
<td>2:23pm</td>
</tr>
</tbody>
</table>

**Term Dates:**
- **Term 1:** 28 January (school teachers start) to 4 April
- **Term 2:** 22 April to 27 June
- **Term 3:** 14 July to 19 September
- **Term 4:** 6 October to 19 December
**ASSESSMENT TASKS**
For each Unit there are a number of Outcomes which must be met. These are assessed either S (Satisfactory) or N (Not Satisfactory) as prescribed by VCAA. In addition to this, Unit 1 and 2 subjects at our College have assessment tasks which are assessed via a grade A+ to E (Satisfactory), UG (Ungraded), NA (Not Assessed). These assessment tasks arise out of the Outcomes and are not additional pieces of work. The letter grade is internally awarded and not required by VCAA to be recorded on the students' final VCE results.

**COMMON STUDY**
All students must undertake English (4 Units) as their common study, as part of their VCE program. The 4 Units of English may be selected from VCE English / ESL Units 1-4 or Literature Units 3 & 4.

**COURSEWORK AND SCHOOL ASSESSED TASKS**
The internal assessment component of Unit 3 and 4 will be assessed by either prescribed coursework or assessment tasks. Coursework tasks will be relatively short, mainly completed in the classroom under exam conditions.

**GENERAL ASSESSMENT TEST (GAT)**
A test set by the VCAA which must be completed by ALL students (at Year 11 or 12) attempting a VCE Unit 3-4 sequence. The result is used as a comparison with internal Coursework. In addition the GAT and external exams will be used to statistically moderate school assessed coursework.

**AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)**
Rank position between 0-100 based on results of coursework, assessment tasks and examination for Units 3-4 used for selection to further study (TAFE and University). The English score plus the next best three results are tallied and 10% of the fifth and sixth subject are added to attain a score. Please note comparative scores for subjects are adjusted by VCAA. This is now a nationally recognized rating scheme.

**NOTE:** STUDENTS MAY WISH TO ATTEMPT SIX (6) UNIT 3-4 SEQUENCES AT VCE TO IMPROVE ATAR SCORES.

**OUTCOMES**
Outcomes define what students will know and be able to do as a result of undertaking a study. They can include research projects, practical exercises, models, essays and other assignments. Satisfactory completion of a VCE Unit will be based on meeting all the prescribed outcomes, often under exam conditions. Deadlines for the set work to attain Outcomes are given to students by teacher at the beginning of the Unit of Study. Outcome dates are published and distributed at the start of each semester.

**SATISFACTORY COMPLETION OF UNITS**
Satisfactory completion of all Units of Study will be based on satisfactorily meeting the Outcomes prescribed for each Unit. Generally these will be completed in set class time. Students that are absent will be required to sit the tasks after school, or at another allocated time... Where illness or other factors affect performance, students may seek consideration to gain special provisions for internal and/or external assessment. This information can be attained by the Year Level Coordinator.

**SEMESTER**
Equivalent to half a school year or two terms, however Units 2 & 4 commence usually 2-3 weeks before the end of Term 2.

**SEQUENCE OF UNITS**
Most subjects are being designed as a sequence of four Units, to be taken in each semester over two years. However, it is possible to change subjects at the end of Unit One and end of Unit 2. Units 3 and 4 must be both satisfactorily completed to count toward the VCE.

**STUDY (OR SUBJECT)**
A sequence of half year Units in a particular curriculum area e.g. English, Mathematics, etc.

**VCAA**
Victorian Curriculum and Assessment Authority.

**VCE**
Victorian Certificate of Education