

Welcome to the VCE

VCE Policy

- To be enrolled in VCE, you need to agree to follow the rules set out by VCAA and the College
- To get your VCE, you need to do a minimum of 16 units with 3 being English

Key parts of the policy

- There is a minimum attendance requirement of 90%. You can have no more than 10% unauthorised absences
- Authorised absences include College events
- Family holidays are unauthorised absences – they affect your attendance and can not be used as an excuse to miss SACs.

Key parts of the policy

- You must satisfactorily complete all outcomes to get an “S” for a subject.
- Outcomes are measured by SACs – School Assessed Coursework

Key parts of the policy

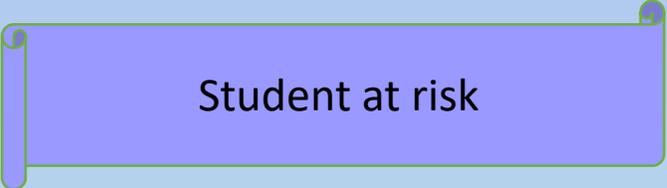
- Breach of rules are reported to the VCE administrator who investigates the breach and a VCE panel will notify you and your parents of the outcome
- Breaches include:
 - Having an electronic device (including smart watches) during SACs
 - Plagiarism
 - Bringing in unauthorised materials into a SAC

Paperwork

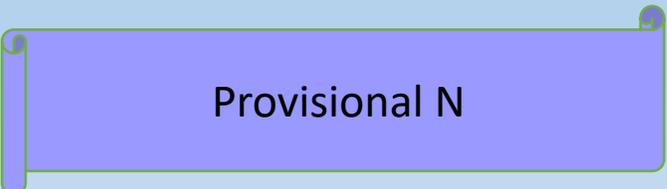
- Absence from SAC or need special provision (you have 4 days to return the form)
- At risk of not attaining an “S”
- Provisional N



Alt SAC Date form



Student at risk



Provisional N



ST BEDE'S COLLEGE

2 MENTONE PARADE, MENTONE, VICTORIA 3194

Phone: 9582 5999 Fax: 9582 5757

www.stbedes.catholic.edu.au

ABN: 59 127 195 135

Request For:

- Alternative SAC Date**
- Alternative SAT Date**
- Special Provision**

Student Name:	
Tutor Group:	
VCE Unit:	
Outcome Number:	
Outcome Title:	
Subject Teacher:	

Official Date:	
Requested Date/Provision:	
Reason For Request:	
Documentary Evidence Provided:	

Signature of Student:			
Signature of Parent:			
Daytime Contact No of Parent Signing:		First Name:	
Date:			

APPROVAL GRANTED:	
Date of SAC:	
Subject Teacher's Signature:	
Learning Area Leader: <i>(If there is more than one teacher of the subject):</i>	
VCE Coordinator:	



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VCE PARENTAL NOTIFICATION OF STUDENT AT RISK

In each Unit at VCE your son completes internally assessed pieces of work called "School Assessed Coursework" (SAC) and for these he receives a score/percentage. He will also complete external examinations for Unit 3 and 4 subjects. The overall assessment of each Unit is measured on whether the "Outcome" (key learning/skills) has been demonstrated by the student – this is reported as either "Satisfactory" (S) or "Not Satisfactory" (N) by the subject teacher. One criterion which needs to be met in order to successfully complete VCE is the attainment of at least 16 Units over Years 11 and 12; a second criterion is attendance – if attendance is below expectations without reasonable evidence explaining the absence (such as medical certificates) then an "N" will be awarded regardless.

A "VCE parental notification of student at risk" letter informs parents/guardians of issues with their son's level of performance in a Unit which, if unaddressed, would lead to a low results or to an award of an "N".

Student Name:	
Subject:	
Subject Teacher:	
Date of Notification:	
Tutor Group Teacher:	
House Co-ordinator:	

In the VCE Unit named above, your son's current performance level indicates that they are at risk. 'At risk' means one or more of the following:

1. Your son's standard of homework and/or classwork is low, indicating little work or motivation on your son's behalf
2. Your son's level of unexplained absences is high
3. Your son's general level of motivation in this subject area is low
4. Your son has not completed set work – work has not been done
If your son was to continue with his present motivation and level of assessments he would be in danger of receiving an 'N' overall

Your son is at risk in this Unit for the following specific reason/s:

In order to not be "at risk", your son should, or is required to do the following:

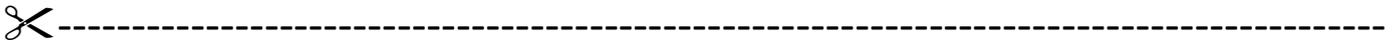
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If you require further information, please contact:

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We thank you for your support.

Please return the signed attached form to the VCE Coordinator by:	
Approved & Signed by VCE Coordinator:	
Date Received by VCE Coordinator:	



Reply Slip

As a parent / guardian of the above named student, I am fully aware of why my son is deemed 'at risk' and I am fully aware of the requirements my son must fulfil in order to remedy the situation.

Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	

If you have any further comments:

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VCE PARENTAL NOTIFICATION OF A PROVISIONAL "N"

In each Unit at VCE your son completes internally assessed pieces of work called "School Assessed Coursework" (SAC). The overall assessment of each Unit is measured on whether the "Outcome" (key learning/skills) has been demonstrated by the student – this is reported as either "Satisfactory" (S) or "Not Satisfactory" (N) by the subject teacher. One criterion which needs to be met in order to successfully complete VCE is the attainment of at least 16 Units over Years 11 and 12; a second criterion is attendance – if attendance is below expectations without reasonable evidence explaining the absence (such as medical certificates) then an "N" will be awarded regardless.

Student Name:	
Subject:	
Subject Teacher:	
Date of Notification:	
Tutor Group Teacher:	
House Co-ordinator:	

In the VCE Unit named above, your son's current performance level indicates that an "N" will be awarded – at this moment it is a provisional "N". The award of an "N" would mean the following:

1. Your son has not demonstrated a satisfactory understanding of the Outcome/s for the Unit
2. Your son would not be able to count this Unit towards his VCE
3. If the subject is English, this may have severe consequences for the completion of your son's VCE

Unless the provisional "N" is awarded due to significant unexplained absences, your son still has time to meet requirements and achieve an overall "S" for the Unit

Your son has the impending "N" for the following specific reason/s:

In order to not receive an "N" for this Unit, your son is required to:

PLEASE NOTE: Meeting this requirement does not change the original SAC mark that your son received

If you require further information, please contact:

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Please sign and return the attached form to the VCE Coordinator by date:	
Signed:	

Attachment: Impending "N" Form



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REPLY SLIP

VCE PARENTAL NOTIFICATION OF A PROVISIONAL "N"

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Student Name:	
Subject:	
Subject Teacher:	
Date of Notification:	
Tutor Group Teacher:	
House Co-ordinator:	

As a parent / guardian of the above named student, I am fully aware of the consequences of the provisional "N" and I am fully aware of the requirements my son must fulfil in order to remedy the situation.

Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	

If you have any further comments:

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Students doing a 3/4 subject

- If you miss a SAC, it will be rescheduled for Day 1 afterschool
- If you do not have a valid reason, you may get a zero but still have to do it to get an “S”
- Scores are used for ranking and may change based on exams – your goal is to be the best in the class and use SACs to improve before the exam

