



St Bede's College

# VCE Matters


February 2020

# VCE Matters

- Where can I find information for questions that I have?
- VCE Matters on School Portal
- VCE Matters link on SIMON
- VCE Policy
- These are all sources of written information but sometimes they do not directly answer your question



# VCE Matters


- Staff whom I can seek out to answer my questions?
  - Mr Devlin (VCE Administrator)
  - Office in F Building
  - House Co-Ordinators
  - Ms Warfe (Senior Years Co-Ordinator)
  - Mr Fordham (Teaching and Learning Leader 10-12)
  - Mr Jones and Ms Haggett (Deputies for Welfare and Teaching/Learning respectively)
- 

# VCE Matters


- Listening Today can help you avoid.....
  1. Getting a zero for a SAC
  2. Getting a J for a subject meaning its not completed
  3. A VCE panel meeting because you have not followed VCE policy




# VCE Matters

- SAC's and SAT's
  - Dates are set – you will soon get a SAC calendar. Look at it and record when yours are scheduled. Your subject teacher should also alert you at least a week before hand .
  - There will be some weeks when you have multiple SACs and some days when you do. Plan now. This is your workload.
  - If you are completing folio pieces then it is your responsibility to secure your work. Take photos, have backups, show your teacher regularly – have evidence that you have done it.
- 

# VCE Matters

- Missing a SAC
  - If you know you cannot attend school on a day when a SAC is scheduled then you must apply for an alternative date. This must be done before the day of the SAC so start early. (forms on VCE Matters and outside my office).
  - If you miss on the day because of illness. You must also fill in this form and return it as soon as you can afterwards (Next day preferable).
  - You **MUST** supply evidence – medical certificate or statutory declaration. There is **NO** avoiding this under any circumstance.
- 

# VCE Matters

- Things to remember:
  - Family vacations are not a valid excuse to miss a SAC
  - Computer malfunction is not an excuse (backup your work and save as you go)
  - Folio work – forgetting it on the day, leaving on train, dog eating your work etc are not valid reasons
  - Mobile phones and smart watches are a big no. No excuse here. Do not ever take into a SAC or an exam.
  - Only take approved VCAA materials into a SAC (clear water bottles, no whiteout, approved calculators, dictionary with no handwriting in it, etc)
  - Bound reference or notes in SACs must follow the rules.
- 

# VCE Matters

If in doubt ask  
the question.

- Special Provision

- If you have a documented condition that affects your ability to complete an assessment then this applies to you. VCAA decide if its legitimate and official documentation is required. Due March (after if condition occurs afterward)


- The following is direct from the VCAA

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


- an acute or chronic illness (physical or psychological)
- factors relating to personal circumstance
- an impairment or disability, including a learning disorder.



# VCE Matters

- SEAS
  - If you have circumstances this year that affect your ability to complete school work you can apply for support to gain entry into university courses.
  - This is done later in the year. Documentation is required.
- 

# VCE Matters

- Upcoming requirements
  - Check personal details form. Make sure they are all correct. Put in a personal email address instead of a school address.
  - Read VCE policy
  - Write out your timelines for each subject including SAC dates
  - Doing a unit 3/4 outside of school? See me this week.
  - If you believe you have a special provision then talk to your coordinator or myself.
- 

# VCE Matters

- Some good tips
- Talk to students who have already completed a unit 3/4 subject as to what it was like and what they did at different times.
- Seek help/assistance early and don't be left wondering
- Be organised

