
RINGWOOD SECONDARY COLLEGE

SENIOR SCHOOL POLICIES 2024



Bedford Road Ringwood, Victoria 3134

Website: www.ringwoodsc.vic.edu.au

RINGWOOD SECONDARY COLLEGE

Glossary of Terms

ATAR

Australian Tertiary Admission Rank. The ATAR is a rank, not a mark. It is a number between 0.00 and 99.95 that indicates a student's position relative to all students in their age group in a given year.

GAT

General Achievement Test undertaken by all Year 12 students (VCE & VCE-VM) and any students completing a Unit 3 and 4 sequence.

Learning Outcomes

Key skills and knowledge that students must demonstrate to satisfactorily complete a unit (achieve an 'S').

SAC

A school based assessment that is graded and used to assess level of achievement and contributes to the determination of the satisfactory completion of a unit.

SAT

An ongoing school based assessment that is graded and used to assess level of achievement and contributes to the determination of the satisfactory completion of a unit.

VET

Vocational Education and Training

VCAA

Victorian Curriculum and Assessment Authority. The VCAA is responsible for curriculum, assessment and certification across Years 11 and 12 in Victoria.

VCE & VCE-VM

Victorian Certificate of Education / Victorian Certificate of Education - Vocational Major. The relevant VCE certificate is awarded to students who satisfactorily complete the requirements of units within the certificate.

VTAC

Victorian Tertiary Admissions Centre. This body is responsible for the compilation of tertiary entrance requirements and determining aggregate scores for all Victorian universities and many TAFE courses.

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Attendance Policy

Daily school attendance is important for all students to succeed in education. Students who regularly attend school and complete Year 12 or an equivalent qualification have better health and employment outcomes.

ATTENDANCE REQUIREMENTS

- Students must ensure their attendance in each subject (for each unit) is at least 90%.
- Students can receive an 'N' (Not Satisfactory) for a unit based on attendance. School approved absences* do not impact the 90% attendance requirement, however illness and other absences (including parent approved absences) do impact attendance.
- Family holidays are considered unapproved absences and will impact the 90% attendance requirement (except under exceptional circumstances). Student must contact their relevant Year Level Co-ordinator 4 weeks prior to any planned absence. Please note that rescheduling of school-based assessments may not be possible.
- If students are absent on the day of a SAC, a medical certificate or statutory declaration must be provided. Failure to provide required documentation will result in score of 0% for the SAC.

* School approved absences include: Educational activities (camps, excursions, music lessons, exams, production, sport) medical appointments and absences with a medical certificate, funeral, bereavement and religious/cultural observance.

** If a student has a serious medical condition or situation that is affecting their ability to meet this 90% attendance requirement, both the student and parents/carers are urged to have ongoing communication with the relevant Year Level Co-ordinator.

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S/N Policy

ALL STUDENTS

To gain an 'S' (Satisfactory result) a student must:

- Meet the attendance requirement (at least 90%)
- Demonstrate a satisfactory understanding of key knowledge and skills in learning activities (including classwork, Learning Tasks, SACs & SATs)

IN ADDITION:

VCE-VM STUDENTS

- Successfully complete Industry Strand – covered by VET course and work placement

LEARNING ACTIVITIES (including classwork, Learning Tasks, SACs & SATs)

1. If a student completes their classwork, Learning Tasks, SACs and/or SATs and demonstrates satisfactory understanding of the key knowledge and skills an 'S' is achieved.
2. If a student does not demonstrate a satisfactory understanding of the key knowledge and skills, or does not complete work by the set date, they will be given the opportunity to do so throughout each Learning Outcome.
3. If a student is still unable to demonstrate a satisfactory understanding of the key knowledge and skills or has not submitted work by any revised due date, a final redemption opportunity may be provided.
4. If a final redemption opportunity is provided and a student is still unable to demonstrate a satisfactory understanding of the key knowledge and skills, or has not completed any final redemption opportunities, a result of 'N' (Not Satisfactory) will be received. This will result in an overall unit result of 'N'.

* If a student is granted the opportunity to complete any redemption work to demonstrate a satisfactory understanding of key knowledge and skills, it may be in another format (if appropriate). This could be via completion of the same or an alternative task under SAC conditions, specific verbal or written questions or a timed open book task (as specified by the teacher). These options meet VCAA authentication requirements.

** Please note a student may only complete redemption tasks to redeem an 'N' to an 'S' for a Unit. Students may not resubmit to improve a school-based assessment score.

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School Assessed Coursework (SAC) Policy

SACs

All individual SAC dates, conditions and approved materials will be confirmed with students at least one week prior.

As a reference document, a year-long SAC calendar will be made available to students within Term 1.

SAC CONDITIONS

- SACs will be completed under exam conditions.
- No electronic devices (including smartwatches) can be worn/brought to the SAC – they must be securely stored in a student's locker or handed to the teacher before the commencement of the SAC.
- Students are to sit in allocated seats according to teacher instructions.
- Students cannot have information written on any part of their body.
- Students are not to look at or copy work from another student.
- Students cannot bring any unauthorised notes or materials into the SAC.
- Students are not to communicate with other students once the teacher has initiated commencement of SAC conditions (communication includes speaking, gestures, facial expressions etc.)
- Students must not share resources (pens, pencils, erasers, calculators or dictionaries).
- Clear water bottles may be used during a SAC, however no other food/drink is permitted.
- Pencil cases that are not clear must be placed on the floor and not accessed throughout the SAC.
- Students are not to share SAC information, where an unfair advantage may be gained by another student.

** If a student is in breach of any of these conditions, they may receive a score of 0% for the SAC.

SAC CATCH-UP

- If a student is absent from a SAC due to illness, they must inform their classroom teacher and Year Level Co-ordinator. Upon return to school they must submit a medical certificate to their Year Level Co-ordinator and complete the SAC during an arranged SAC Catch-Up session.
- If a student is absent from a SAC due to a legitimate or unavoidable school approved absence, they must inform the teacher prior to the SAC. This is considered a reason for teachers and/or Year Level Co-ordinator to allow a student to complete the SAC during an arranged SAC Catch-Up session.
- If a student is unable to attend an arranged SAC Catch-Up session, a medical certificate must be submitted to the Year Level Co-ordinator.
- Any absence from a SAC or arranged SAC Catch-Up session without a medical certificate will result in a score of 0% for the assessment, with the exception of a school approved absence.

PLEASE NOTE

- Classroom teacher to release raw numerical scores within a reasonable timeframe upon completion of the SAC.
- All Unit 3 & 4 school results are subject to change when moderated statewide by VCAA.
- Any other circumstances that do not meet the above points in relation to the completion of a SAC are at the discretion of the Senior School Leader in liaison with the classroom teacher.

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School Assessed Task (SAT) Policy

Subjects that require a School Assessed Task (SAT) include:

- Art Creative Practice
- Media
- Product Design and Technology
- Software Development
- Visual Communication Design

Due to the ongoing nature of the SAT, the due date and time set by the teacher is not negotiable.

ABSENT DUE TO APPROVED SCHOOL EVENT OR ILLNESS

As a SAT is completed over an extended period of time, it is still required to be submitted on the due date irrespective of any student absence or illness. In the case of emergency, contact must be made with the Senior School Leader and/or Year Level Co-ordinator for advice.

If the above procedure is not followed correctly, a zero will be given for the relevant SAT assessment criteria. If a student is faced with an ongoing or long-term medical concern, they need to discuss the situation with the Year Level Co-ordinator and the subject teacher prior to the due date. Submission of relevant medical documentation will also be required.

WORK NOT SUBMITTED

- If a student does not submit any components of the SAT, N/A is entered in the total score box.
- If a student does not submit one or more components of the SAT, a zero will be given for the relevant SAT assessment criteria.
- The student may still obtain an 'S' if their submitted work meets the requirements of the SAT.

PLEASE NOTE

- Classroom teacher to release raw numerical scores within approximately three weeks of the submission date.
- All school results are subject to change when moderated statewide by VCAA.
- Any other circumstances that do not meet the above points in relation to submission of the SAT and its assessment is up to the discretion of the Senior School Leader and in liaison with the classroom teacher.

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Unscored VCE Policy

Students who do not require a direct pathway from VCE to university may apply to complete an unscored VCE. This allows students to still attain their VCE without undertaking exams (except for the GAT).

Students approved to complete an unscored VCE will not receive study scores for subjects undertaken, or an overall ATAR. This may influence future pathways for students.

To ensure the best outcomes for each student, applications for undertaking an unscored VCE require discussions between students, parents/carers, careers practitioner and the relevant Year 12 Co-ordinator.

UNSCORED VCE REQUIREMENTS

Once approval to complete an unscored VCE has been granted, students are expected to:

- Undertake five Unit 3 & 4 subject sequences
- Meet the attendance requirement (at least 90%)
- Demonstrate a satisfactory understanding of key knowledge and skills in learning activities (including classwork, Learning Tasks, SACs & SATs)
- Sit the GAT
- Attend all scheduled lessons until confirmation has been received that all unscored VCE requirements have been met

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VCE Authentication Policy

Students must be aware that it is their responsibility to ensure all work submitted for assessment is genuinely their own. If any part or all of the work cannot be authenticated, the matter will be dealt with as a breach of rules.

Rules for Authentication of School-Based Assessment

Students must observe and apply the VCAA authentication rules for school-based assessments.

The VCAA authentication rules for school-based assessment state that a student must:

- make sure that all work submitted for assessment is their own
- not plagiarise the work of someone else or another source
- not cheat
- acknowledge all resources used, including:
 - texts, websites and other source material
 - the name and status of any person or source who provided assistance and the type of assistance provided
- not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work.
- not submit the same piece of work for assessment in more than one study, or more than once within a study
- not circulate or publish a piece of work that is being submitted for assessment in a study in the academic year of enrolment
- not knowingly assist another student in a breach of rules.
- Acceptable levels of assistance include:
 - incorporating ideas or material derived from other sources (for example, by reading, viewing or note taking) but which have been transformed by the student and used in a new context
 - prompting and general advice from another person or source, which leads to refinements or self-correction or both
- Unacceptable forms of assistance include:
 - use of or copying another person's work, including their teacher's work, another source's work or other resources without acknowledgement
 - use of or copying sample answers provided by their teacher, another person or another source
 - corrections or improvements made or dictated by another person, including their teacher

In considering whether a student's work is their own, teachers should consider if the work:

- is atypical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

What happens if the authenticity of my work is questioned?

If a piece of work submitted by a student has authenticity concerns, any of the following may occur:

- The teacher may require the student to provide evidence that supports the authenticity of the work. For example: preparation notes, drafts or an additional piece of work.
- If the authentication of the work is still of concern, the student will be required to attend a VCE Breach of Rules meeting. This meeting will be attended by a combination of the teacher, Year Level Co-ordinator, Senior School Leader and/or Assistant Principal, along with the student and a support person (generally a parent/carer) if desired. The student will be asked to demonstrate their understanding of the piece of work in the meeting. The student may be presented with evidence challenging the authenticity. If the work is deemed to be that of the student's, no further action will take place.
- If a breach of rules has been determined, a number of consequences may be implemented. These include but are not limited to, a warning, completing a redemption task, receiving a score of zero for the task, an N for the task (and Unit).
- If your work is not accepted as authentic, you will be notified and informed of procedures for appeal to VCAA.

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