

Bentleigh
Secondary College

2021

VCE HANDBOOK

SENIOR SCHOOL

Name

‘Being the best you can be’

BENTLEIGH SECONDARY COLLEGE



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Introduction

This handbook contains policies, dates and advice for students of Senior School studies in 2020. It has been compiled from school policies and the guidelines set out in the VCE Administrative Handbook 2020 published by VCAA.

The Senior School Administrative Team for 2021 is:

Acting Assistant Principal	▶	Mr Arun Karunaratne
Assistant Principal Engagement and Connectedness	▶	Mr Marc Koenig
Assistant Principal Curriculum, Feedback and Practice	▶	Ms Schy Prewett
Acting Head of Senior School	▶	Ms Jenny Vlahandreas
Head of Year 12	▶	Ms Phoebe Lindsay
Head of Year 11	▶	Mr John Karydis
Head of Year 10	▶	Mr Mitchell Wedderburn
Pathways Co-ordinator	▶	Ms Rebecca Poulos
Head of Well Being	▶	Mr Wayne Davis

Bell Times

Locker Bell	8:45am
Warning Bell	8:55am
Homegroup	9:00am – 9:10am
Period 1	9:11am – 9:59am
Period 2	10:00am – 10:48am
Recess	10:48am – 11:08am (Warning Bell 11:08am – 11:12am)
Period 3	11:12am – 12:00pm
Period 4	12:01pm – 12:49pm
Lunch 1	12:49pm – 1:09pm
Lunch 2	1:09pm – 1:29pm
Period 5	1:33pm – 2:21pm
Period 6	2:22pm – 3:10pm

Senior School Studies Offered

YEAR 10	YEAR 11	YEAR 12
English – Advanced English	English	English
EAL	EAL	EAL
Mathematics – General – Essential	Accounting	Accounting
Year 10 Science (VCE Preparation)	Biology	Biology
Science Electives	Business Management	Business Management
Humanities Electives	Chemistry	Chemistry
PE/Health Electives	Drama	Drama
Arts Electives	Product Design and Technology – Wood – Textiles	Product Design and Technology – Wood – Textiles
Japanese	Food Studies	Food Studies
Mentoring	Health and Human Development	Health and Human Development
VCE/VETIS Study	History – 20th Century	History – Revolutions
	Computing	Informatics Software Development
	Languages – Japanese	Languages – Japanese
	Legal Studies	Legal Studies
	Literature	Literature
	Mathematics – Further – Mathematical Methods – Specialist	Mathematics – Further – Mathematical Methods – Specialist
	Media	Media
	Music Performance	Music Performance
	Outdoor and Environmental Studies	Outdoor and Environmental Studies
	Physical Education	Physical Education
	Physics	Physics
	Psychology	Psychology
	Studio Arts	Studio Arts
	Visual Communication and Design	Visual Communication and Design

Student Responsibilities

The Senior School provides an adult learning environment. The focus is to create a positive culture and maximise student learning and success. Associated with this culture are the expectations we have of our students:

- all Year 10 students arrive at 8.45am and attend home group every morning
- all Year 11 and 12 students arrive at school at 8.55am. Year 12 students may apply for study leave (see page 14)
- all senior students must attend year level assemblies in period 4 on Wednesdays
- students in Year 12 must undertake four studies in addition to an English study
- students in Year 11 must undertake five studies in addition to an English study, this may vary under exceptional circumstances
- changes to student programs can only be made with the approval of the Head of Senior School. **UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO DROP A STUDY ON THEIR OWN**
- students working in the study area must respect certain rules; no eating or drinking, working quietly and respecting the rights of other students
- students must follow all college policies including Attendance and Uniform Policies

- Year 11 students must sit compulsory exams in all studies during June and November
- it is the student's responsibility to catch up on missed work due to class absence
- if a student is absent a parental note or medical certificate must be provided on return to school
- if a student is absent when assessed VCE/VETIS work is scheduled or due for submission they **MUST**:
 - ring the Head of Year Level immediately to inform them
 - ensure they have a **medical certificate**
 - on their return to school, provide a note and the medical certificate to the Head of Year Level
 - be prepared to complete the task/submit the work at a designated time to be specified by the subject teacher. **THERE IS NO NEGOTIATION.**

If the above procedure is not followed an 'NA' grade will be entered for the assessment task.

At Year 12 an 'NA' grade will impact severely on the study score for the unit and thus the student's ATAR.

At Year 11 an 'NA' grade will affect the student's semester report and possible promotion to that subject in Year 12.

At Year 10 late work will be penalized 10% each day.

Uniform

Students are required to wear the correct college uniform at all times. Should a student be unable to wear full uniform for the day due to unforeseen circumstances, the student is required to present a parent note to the Head of Year Level **before** school. The uniform card in the back of the student organiser will then be annotated. The student must present him/herself in full school uniform on the next school day.

College Uniform — Approved By School Council

College uniform is compulsory for all students and must be worn at school, while travelling to and from school and on any school excursion, except where the teacher in charge has obtained the approval of the Assistant Principal for other clothes to be worn and this is noted on the consent form. All uniform items should be clearly named for identification.

Jewellery

Jewellery is not to be worn, apart from a watch. For students with pierced ears, one pair of simple studs or sleepers in the ear lobes is acceptable. No earrings or studs of any kind are to be worn in the nose, eyebrow or any other part of the anatomy — even if it is a clear earring or covered with a band aid.

Grooming

Hair must be kept regularly washed and in a healthy state. Hair grooming, styling and colouring must be appropriate to a school setting. No extremes will be acceptable: including dreadlocks, bright hair dyes or shaved heads. Make-up and nail polish are not to be worn. Students will be expected to remove such adornments.

Hats

Only the college sun hat is acceptable and may be worn outside for protection from the sun.

Jackets

Coloured jackets of any description are not to be worn over the school uniform, either at school or while travelling to or from school. The navy college waterproof jacket is an option for all year levels.

Blazer

The College Blazer is optional for all students. This may be worn throughout the year with both the Summer and Winter uniform.

Summer uniform is worn in Terms 1 & 4 and change into Winter uniform as directed by the college during Term 2. Winter uniform is worn in Terms 2 & 3. Hair ribbons – navy blue or maroon. A combination of Summer and Winter Uniforms are not to be worn.

Summer

College dress (**no shorter than 2cm above the knee**), with plain knee length white socks

OR

College navy blue shorts, trousers or slacks
(PSW with Bentleigh Secondary College Logo ONLY).

White cotton college shirt
(PSW brand with Bentleigh Secondary College Logo).

Plain black flat leather lace up shoes or black polishable leather t-bar shoes (these must be buckled up at all times).

College blue woollen pullover or blazer or college jacket.

Winter

College winter skirt (**no shorter than 2cm above the knee**), maroon tartan with white over-check with black tights or plain knee length white socks.

OR

College navy blue trouser slacks
(PSW brand with Bentleigh Secondary College Logo).

White cotton college shirt
(PSW brand with Bentleigh Secondary College Logo).

Plain black flat leather lace up shoes or black polishable leather t-bar shoes (these must be buckled up at all times).

Navy or black belts only.

College blue woollen pullover or college jacket.

Navy scarves with college logo are optional (**available from PSW**) or plain black scarves are acceptable. Any other type of scarf is not acceptable.

Hair ribbons — navy blue or maroon.

Black sports shoes are **not** regarded as acceptable footwear and **must not** be worn by students. Under no circumstances can students participate in workshop classes without correct shoes, even on a casual dress day of with a uniform pass.

PHYSICAL EDUCATION UNIFORM

College blue sports shorts

College blue polo shirt with logo and house colours on sleeves or new school design polo

White sports socks

College sun hat for sun protection, outdoors only.

Runners or sports shoes (non-marking soles)

Optional: College rugby top. Plain navy tracksuit pants. **(available from PSW).**

Note: Students are not permitted to undertake PE unless wearing the correct uniform. Students representing the college in sports teams should be properly attired in transit—either in PE or college uniform.

SCHOOL BAGS

A school bag with the college logo is available from PSW. This is the preferred school bag for all students. Absolutely no graffiti on school bags is allowed.

OFFICIAL SUPPLIER OF COLLEGE UNIFORM

PSW Quality Apparel

15 Mills Street Cheltenham

Phone: 9583 3287

Website: www.psw.com.au

Shop Hours:

Monday to Friday: 8:30am – 5:00pm

Saturday: 9:00am – 1:00pm

(Saturday 9:00am – 5:00pm for Terms 1 and 4)



How to Complete Your VCE Successfully

1. Enrol

You must complete the VCAA (Victorian Curriculum Assessment Authority) enrolment form. You should have done this as part of the Early Commencement Program, 2020.

VCE PROGRAM REQUIREMENTS

Student programs over the years of VCE at Bentleigh Secondary College are:

Year 10 — One or two VCE/VET Study

Year 11 — An English Study 1 & 2
Five other VCE studies

Year 12 — An English Study 3 & 4
Four other VCE Studies

Note: Even when one Unit 3 & 4 study has been completed in Year 11, a Year 12 student's program normally will be five VCE studies.

In some circumstances students may spread VCE over more than two years. Each case is considered on an individual basis. Students will be designated as a Year 12 student only in the year they will gain their VCE.

2. Finalise Changes to your Program of Studies

Any changes needed to be completed before the start of Early Commencement in 2020. After this date, subjects are fixed.

3. Complete all set Tasks for Assessment Satisfactorily

Make certain you:

- know what work has been set for each study
- know by which date each assessed piece of work must be completed
- copy all completion dates into your student organiser.

4. Meet Deadlines

The most common reason for failure to complete VCE is not meeting due dates!

5. Achieve a Positive Relationship with your Teachers

- work **with** your teachers, not against them
- ask/know **how** you can improve
- seek assistance when needed
- accept constructive criticism and learn from it.

6. Complete Sufficient Units

In order to obtain a VCE certificate you must attain 'SATISFACTORY' in a minimum of sixteen units, including:

- at least three units from the English Study Group, with Units 3 & 4 a requirement
- at least three sequences of Unit 3 & 4 studies other than English.

These requirements also need to be met for the calculation of an ATAR score.

SATISFACTORY COMPLETION OF A UNIT — SUMMARY

To gain an 'S' in a study the following requirements must be met:

- a satisfactory skill level demonstrated
- all set work completed satisfactorily
- fewer than seven unapproved absences in a unit
- fewer than fifteen total absences in a unit.

Completing a Unit

All assessed work must be submitted by due dates set for that study. It must also be of a satisfactory standard. If both criteria are met, an 'S' is recorded for the unit.

If an assessed task is not completed by the due date, is of an unsatisfactory standard and Special Provision is not granted, students must:

- arrange with their teacher for the completion of the task. They must comply with these arrangements within two weeks
- realise they will be given the chance to satisfactorily complete work to gain an 'S' result for a study but, in Year 10 they will lose 10% each day for late work and in VCE they will not be graded for any late work. This will significantly impact on their final report at Year 11 or on their study score at Year 12. All late work will receive 'NA' (Not Assessed) grade
- if students do not comply with their teacher's arrangements, a Notification of an Impending 'N' result letter will be sent home. This will outline an appeal process that students must follow to complete the work. If this process is not followed, parents will be contacted and an interview will take place with the Year Level Heads who will instruct them to complete the work by a set date. Students who do not comply with these instructions will receive an 'N' result for the unit.

Students must be aware that the process of appeal is not available after the end of Semester 2 due to the VCAA timeline for unit results.

Appealing Against a Decision of Non Satisfactory Completion Of A Unit

A student may be awarded an 'N' for a unit as a consequence of:

- failing to meet set deadlines for assessed work
- unsatisfactory skill development
- breach of attendance policy.

In such circumstances, the student has the right of appeal to the college.

The Head of Senior School must receive the student's appeal application in writing within seven days of the student receiving notification of the result of the unit.

Attendance Policy

STUDENTS MUST BE IN CLASS FOR ALL COURSEWORK ASSESSMENT.

It is **extremely important** that students do not let extracurricular activities or commitments interfere with attendance when scheduled coursework assessment is being completed in class.

STUDENT ATTENDANCE AND PUNCTUALITY

The Senior School has an official attendance policy. Year 10 students must be at school no later than 8.45 am every day, for a 9.00 am start, for home-group. Year 11 and 12 students must arrive by 8:55 am to attend period one or settle in to a study period. (See Study leave for year 12 students page 14.)

You must also be aware that:

- seven or more ‘unapproved’ absences in a unit of study results in an ‘N’ for that unit
- fifteen or more absences in total (ie. Excused/unapproved) excluding legitimate college activities such as sport or excursions and excluding extended illness excused by the Head of Year Levels (eg. Time in hospital) will further result in an ‘N’ for the unit
- arriving late to class counts as 0.5 of an unapproved absence
- an excused absence is one pertaining to health, medical, legal or family reasons
- an unapproved absence is one pertaining to social, private, home study, assessment task preparation, driving licence test etc, or where a parental note is NOT provided within five school days after an absence.

When students are absent from class they must provide a parental note or medical certificate to the coordinator on the day of their return. On receipt of the note or medical certificate the status of the absence, will be determined; ie. excused or unapproved, based on the above criteria. For absences EXCEEDING three days, a medical certificate must be obtained for the absences to be excused.

For excused absences students will have their green card annotated. Students must present their green card to their relevant teachers during their next class.

This must happen within five school days after the absence.

It is vital to communicate with your Year Level Heads and your teachers.

Teachers keep individual absence and late records. These records are used to note absences for a study. It is the student’s responsibility to present green cards to each teacher. Year Level Heads use Compass to check unexplained absences.

Note: In exceptional circumstances a student may appeal against an ‘N’ result.

No appeal is possible after the end of Semester Two due to VCAA timelines for unit results.

IT IS YOUR RESPONSIBILITY TO ENSURE YOU ARRIVE AT CLASS ON TIME.

Students are expected to be punctual to all classes, especially to period one. There are no ‘late passes’ in the Senior School. There are strict rules pertaining to punctuality. If you are late for a VALID reason you MUST have a note to verify this and sign in at the Compass Kiosk as soon as you arrive at school. Two ‘lates’ to class are counted as one unapproved absence, so ensure you arrive at class on time.

Where there is clearly a breach of the guidelines for punctuality, your parents will be notified and the matter dealt with by the Year Level Heads. Lateness to any class is considered unacceptable behaviour.

Regular checks on attendance are carried out by teachers and Year Level Heads to monitor student attendance. Where absences are of concern, parents are notified. Letters will be posted home in cases where students have accrued unapproved absences in the following categories:

- a. five unapproved absences in a study - a warning to parents of a serious concern regarding attendance
- b. seven unapproved absences in a study - an indication of an ‘N’ result. At this stage an interview to discuss options will be required
- c. when ten absences in total in a study (excused and unapproved) have been accrued in a semester
- d. when fifteen absences in total in a study have been accrued during the semester, this will constitute an ‘N’ result.

VCE / VET Studies Only

If you are absent due to a serious illness when a learning outcome or assessed coursework is being undertaken YOU MUST:

1. ring your Year Level Heads immediately to inform them
2. ensure you have a medical certificate, as only serious illness will be accepted as an excuse
3. be prepared to complete the task in a designated time to be specified by the subject teacher. THERE IS NO NEGOTIATION.

*If the above procedure is not followed an 'NA' grade will be recorded for the assessment task.

*At Year 12 an 'NA' grade will impact severely on your ATAR.

Use of Study Periods

Study periods provide the opportunity to prepare for tests, SACs, complete homework and revise. During study periods or periods when a teacher is absent Year 11 and 12 students are expected to be working in the VCE Centre study area.

Year 10 students are to work in the library or the VCE Study Area.

Year Level Assemblies

All Senior School Year Level Assemblies will take place on Wednesdays period 4. Students are expected to attend all assemblies as essential information is shared during these times.

Study Leave for Year 11 and 12 students

On Wednesday afternoons, from lunchtime onwards, Year 11 students will have the opportunity to submit an application to exit the school during their lunch and their study periods on Wednesday period 5 and 6 if:

- they do not have a VET class they need to attend
- the student is not expected to attend a Wednesday period 5 and 6 school event
- the application is granted

Year 12 students will have the opportunity to submit an application for leaving school during their study period if:

- their study period is at the start of the day
- their study period is period 6 or period 5 and 6 on Monday, Tuesday, Thursday or Friday
- the student is not expected to attend a Wednesday period 5 and 6 school event

Assessment Guidelines – VCE/VET Studies Only

Learning Outcomes

These are what students must know or be able to do, by the time they have finished a unit. Each unit of study has between 2 – 4 outcomes and students need to be familiar with them. All learning outcomes must be satisfactorily completed to gain an ‘S’ for the unit.

School Assessed Coursework (SAC)

This is the assessment of work, done mainly in class time, to establish levels of performance. It must be completed within a set period of time as designated by subject teachers. This means students must be in class to be assessed. If they are not present, then they must follow the procedures outlined in the Attendance Policy.

Many learning outcomes have an associated SAC and thus, one way of achieving a learning outcome is to complete (pass) a SAC satisfactorily.

Note: There will be no drafting of work for a SAC. Furthermore, students cannot receive assistance from their teacher while they are undertaking an assessed outcome. Many of these tasks will be done under test conditions.

Students will receive feedback on their SACs from their teacher. This may be a mark, a criterion sheet or a written comment. At the end of the year, SAC marks are used to calculate a Study Score for the subject. Please be aware that EXAMINATION results are used by VCAA to statistically moderate your coursework assessment and that any SAC marks with which you are provided will PROBABLY CHANGE due to this statistical moderation.

Good examination results are essential in gaining a strong study score for a subject.

School Assessed Tasks (SATs)

These are large scale tasks, which will be similar for every school. The specifications will be set by the VCAA. Students will be given a score by their teacher based on a set of criteria, which will be reported to the VCAA. The following studies have SATs: Media, Studio Arts, Visual Communication, Design and Technology and Food and Technology.

Guidelines for Presenting SATs

The following is a practical set of guidelines. Your teacher may have some additional or alternative rules for their particular study.

FOR UNIT 3 AND 4 SATS

Students should:

- ensure that their name appears on their work
- ensure that the VCAA identifier sheet is stapled to the work
- ensure their VCAA number is at the top of each page
- hand their VCAA Authentication Record in with the SAT
- sign and submit the VCAA Declaration of Authenticity sheet that will be provided by their teacher upon completion of the SAT.

Unit 3 and 4 External Exams

ALL YEAR 12 STUDENTS (AND FOR YEAR 11 STUDENTS STUDYING A UNIT 3 AND 4 STUDY)

These are set and marked by the VCAA. Dates are available on the VCAA website.

Class teachers will go through the required work for each exam. Students will receive a detailed guide about what they can and cannot do. Students must read through this information carefully.

All exams are graded from A+ to E (positive results) or 'UG' (a negative result) and this will be reported to students in December when they receive their statement of final results. Exams are worth 25%–66% of a student's total study score for a subject.

The final marks from ALL forms of assessment are used to calculate students' study scores. From each study score a student's VTAC Study Score (a scaled score) is calculated. From these VTAC study scores the ATAR is calculated. It consists of a student's English VTAC study score, their next three best VTAC study scores and 10% of their other VTAC study scores (up to two more subjects can be used). The ATAR is the score used (for many courses) to gain entry into university, college or TAFE.

Note: There are compulsory mid-year and end-of-year exams in every study at Year 11. These are marked internally and the grade is recorded on students' Semester reports. These exam results may affect progress into Year 12.

The General Achievement Test (GAT)

This is a test of students' general knowledge in Writing, Mathematics, Science and Technology, Humanities, The Arts and Social Sciences. The GAT is a three hour examination and this year will be on Wednesday 12 June, 10am. Although it is not a requirement for graduation and does not count towards VCE results or ATAR, the GAT is IMPORTANT. It is used by the VCAA to check that all schools are marking to the same standard. It is also used to moderate and check students' final examination scores.

In Biology, Chemistry, Mathematics and Physics the GAT is used to calculate a predicted examination score. This is used to identify which students' examination papers will be remarked.

If, in other studies, the final examination score is significantly different from the GAT, school indicative grade, other examination scores or scores in SATs, the examination will be assessed, again, by the Chief Assessor of the study.

All students enrolled in any Unit 3 & 4 study, whether they are in Year 12 or 11, **must** sit the GAT.

Review and Moderation of School Assessments

This is to ensure all schools are marking to the same standard. For studies with coursework assessment, each school's coursework scores in the study are statistically moderated. This means they are adjusted to match the level and spread of the students' examination scores for students in that study. **This means examination results are very important.**

For SATs, the GAT is used to check each school's grades. Where there is a discrepancy, the VCAA will review students' work. There are similar checks made for all exams and students can be confident their work will receive the grade it deserves.

Important Information

Completion Dates

Early in the semester, students will receive written notification of the:

- nature of all assessed work
- related learning outcomes or SACs and SATs and the assessment criteria
- specific due dates for completion of all assessed work.

A student's job is to record all these dates in their organiser and on a wall calendar at home so they will not forget them.

In VCE all work must be submitted on time. The penalty for non submission is an NA grade. This is, in effect, a 0 score.

Special Provision

Special Provision is designed to allow students who are experiencing significant hardship the opportunity to demonstrate both what they know and what they can do within the framework of the VCE. The objective is, as far as possible, to remove the barriers to a student demonstrating his/her capabilities in a particular study.

Special Provision will be granted if there is sufficient reason. Sufficient reason may include illness, serious personal crisis or disability. It does not include poor use of time, overwork or other commitments.

Special Provision can only be approved if the details of any disadvantage are known before or during an assessed task. It is, thus, essential that any illness or personal crisis or disability is communicated to the Year Level Heads as soon as it is known.

Application forms may be obtained from the Head of Senior School. Applications should be made before the due date, where possible and must be accompanied by a medical certificate or a letter from a doctor or other health professional. Where a student becomes ill on the morning of an assessment task, he/she or a parent must ring the school and speak to a level co-ordinator indicating the illness.

On return to school the student then makes application for Special Provision. A medical certificate must be produced. Once an application is made, arrangements will be implemented for the student to redo the task/s they have been unable to complete. They MUST comply with these new arrangements.

Special Exam Arrangements

The VCAA recognises that students with an illness or disability may require Special Examination Arrangements. Arrangements may consist of extra reading and writing time, rest breaks, use of a computer or a clarifier/scribe.

“The VCAA is mindful of the need to balance the competing demands of providing students with the opportunity to perform at their optimum with the need to preserve the academic integrity of the assessment process.”

All Special Examination Arrangements applications must be made through the Head of Senior School. The final approval for special examination arrangements is made by VCAA. Independent medical and/or educational assessments must be provided with each application. The fact that a student has a disability/illness does not automatically entitle that student to Special Examination Arrangements. This is determined by VCAA after reviewing all evidence supplied and, if deemed necessary, after consulting with the student's health professionals

Derived Examination Score

UNIT 3 AND 4 ONLY

A Derived Examination Score is an estimated score calculated by VCAA based on other assessed scores gained by a student.

A student is eligible for a Derived Examination Score if he/she can demonstrate that illness, personal trauma or other circumstances occurring immediately before (immediately before means two weeks prior to an examination) or during the examination period has affected their performance on an examination or prevented them from attending an examination.

Students gain application forms from the Head of Senior School. Very strict criteria are used by VCAA in determining the eligibility for Derived Examination Scores. Students have to prove their claim to the satisfaction of VCAA.

Students of Non English Speaking Backgrounds

If students have not always lived in Australia and speak another language in their home country, they may qualify to study English as an Additional Language (EAL) instead of mainstream English.

Students will be considered for EAL status if both of the following conditions are satisfied:

- the student has been a resident in Australia for not more than seven years on entering Year 12
- English has not been the student’s major language of instruction for more than seven years prior to Units 3 and 4.

See the Head of Senior School for further details.

Authentication of Student Work

The work submitted by students for assessment must be their own. A student may not accept undue assistance from any other person or copy work from another person. Use of text books and source material must be acknowledged in the appropriate manner. Teachers will not authenticate work about which they have doubts.

RULES FOR STUDENTS

1. Students must ensure that all unacknowledged work submitted for assessment is genuinely their own work.
2. Students must acknowledge all resources used: this will include text and source material and the name/s and status of the person/s who provided assistance and the type of assistance received.
3. Where material is sourced from the internet students must provide site details and may be required to produce a hard copy of the source material to assist in the authentication of the work.
4. Students must not accept undue assistance from any other person in the preparation and submission of work. Undue assistance would include providing actual adjustments or improvements for a student’s work or dictating or directing a student to insert particular text. Students may, however, be given advice about the nature of adjustments or improvements to their work.
5. Students must not submit the same piece of work for assessment more than once.

6. Students must not copy the work done by another student. They must not lend their work to someone else for copying. If this occurs, both students will receive an ‘NA’ (Not Assessed) grade for the task.
7. For SATs and assessed coursework completed either at home or over an extended period of time, students must complete the VCAA Authentication Record sheet. This must be countersigned by the teacher and submitted with the work.
8. Students must produce, periodically, appropriate documentation of the development of the work. This will enable the teacher to monitor the work and to keep a record of the process and to attest that the work is the student’s own.

THE CONSEQUENCES OF NOT FOLLOWING AUTHENTICATION RULES

Where a breach of authenticity has occurred, the Head of Senior School, on advice from the Senior School Team, shall determine the action to be taken. This includes:

- cancellation of the grade for the assessed work
- refusal to accept that part of the work which cannot be authenticated
- awarding an ‘N’ for the work.

The Head of Senior School will inform the student and parents of any suspected breach of authentication.

Submission of Student Work

Students must submit work directly to their teacher. This must be in hard copy form unless a different format is specified by the study. Under no circumstance is work to be submitted through the General Office.

Should a student have work for submission and their teacher is unavailable, then arrangements for submission must be made with the Year Level Heads.

The onus is on the student, not the teacher, to ensure work is submitted on time.

Lost, Stolen or Damaged Work

A student who has lost work, had work stolen or damaged, must complete a written statement describing the circumstances. The statement must be signed and dated. In order to protect themselves, it is the student's responsibility, to take photos of all art work, retain any evidence of media work, make backups of any information technology work to authenticate their efforts.

Computer Use

When students use a computer to produce work for assessment, it is the student's responsibility to ensure that:

- there is an alternative system available for use in the event of computer or printer malfunction or unavailability
- hard copies of the work in progress are produced regularly to meet drafting and authentication requirements
- all changes to work are saved onto a back-up disc. The back up disk should not be stored with the computer
- any loss of work from a computer does not become a reason for late or non submission of work. This includes all HOMEWORK set by your class teachers.

A student cannot use a computer problem as an excuse for late or non submission of assessed work.

College Library

Students have access to an excellent college library. A range of resources is available, such as books, computers with internet access, DVDs and magazines. There are also photocopying, printing and binding services available.

In order to use some library services every student must have a Victorian School Number.

Students must conform to all library rules and follow any instructions given by the library staff. The library is NOT an area for relaxation or chatting.

Students Out of Bounds

Students must not leave the college grounds (eg. To organise a driving lesson, go to a friend's home or visit the local shops etc...) during the day. Severe penalties will be imposed, especially for any repeat offenders.

Ball Games

Ball games must only be played on the basketball courts, four square courts or the ovals.

Mobile Phones

It is not recommended that mobile phones be brought to school. No responsibility will be taken for their loss or damage. Under no circumstances should mobile phones be visible or switched on when in class or during study periods. Teachers may confiscate phones used during class time.

Electronic Devices

It is not recommended that electronic devices such as iPods etc. are brought to school. No responsibility will be taken for any loss or damage.

Driving to School

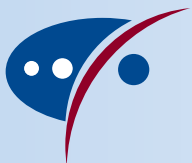
Driving to school is a privilege, not a right. Students must apply for that privilege and be granted the right.

Before students can drive a car to school they must obtain a consent form from the Assistant Principal – Senior School. This consent form needs to be signed by a Parent/Guardian and a photocopy of the student's driver's licence needs to be attached. The college is not obliged to supply student car parking spaces and students are not allowed to park on the school grounds.

Finally, remember these Tips:

- Use your organiser to plan. Write in due dates, tests, exams etc...
- Prioritise your work and do the things that are due 'soonest' first
- Take things one step at a time
- Know what is expected in all your studies
- Do all of your homework
- Work in partnership with your teachers
- Follow all the rules relating to attendance and assessment
- If you become stressed or overwhelmed, seek help from your teachers, Year Level Heads or student support staff
- Success comes from the effort you make and how hard you work
- Students who believe that they can improve and work on improvement over the year, achieve better results.

Good luck!



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“Being the best you can be”

2021
VCE HANDBOOK
SENIOR SCHOOL