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### 3.4.10 VCE POLICY

JANUARY 2007

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The aim of this document is:

- To ensure that St Mary's Coptic Orthodox College procedures for assessment and reporting are consistent with, and complement, the requirements of the VCE as determined by the Victorian Curriculum and Assessment Authority (VCAA);
- To help maintain a high standard of education at St Mary's Coptic Orthodox College;
- To provide high levels of communication between the College, students, parents, and the VCAA.
- To assist students to be successful in their studies, and to provide them with the appropriate structures and support to enhance their personal development.
- To ensure that the VCE policies and procedures reflect the College's Vision Statement.
- The procedures set down in this document are not designed for the purpose of taking sanctions against students, but to encourage them to be successful in their studies by completing all their work satisfactorily.

#### **SATISFACTORY COMPLETION OF THE VCE**

A student must achieve a SATISFACTORY (S) result in at least 16 units, to qualify for the awarding of the Victorian Certificate of Education (VCE).

These units must include three units from the English group, including a 3/4 sequence and three other Unit 3/4 sequences.

#### **SATISFACTORY COMPLETION OF VCE UNITS**

An S is achieved for a unit by demonstrating achievement of each "learning outcome" specified in the study design. The decision will be based on your teacher's professional judgement of your performance on assessment tasks designated for the unit. The VCE Administrative Handbook states the following:

Satisfactory completion means:

- a. the work meets the required standard
- b. the work was submitted on time
- c. the work is clearly your own
- d. there has been no substantive breach of rules.

You may not be granted satisfactory completion if

- a. the work is not the required standard
- b. you failed to meet a school deadline for the task, including where an extension has been granted for any purpose, including Special Provision.
- c. the work cannot be authenticated as your own
- d. there has been a substantive breach of rules including school attendance rules.

## **ATTENDANCE AT CLASSES**

The aims of the attendance policy are:

- To help maintain a high standard of education at St Mary's Coptic Orthodox College
- To encourage a responsible attitude to class attendance by students, teachers and parents
- To ensure that students attend class time in order to undertake coursework and complete assessment tasks
- To provide opportunities for teachers to observe students at work, thus enabling judgements of authentication to be made.

You must attend **ALL** scheduled lessons of a unit (excluding absences due to excursions, sports carnivals or other school requirements). You may be awarded an "N" for the unit if you have unexplained absences. You must attend class regularly in order to complete coursework. It is expected that personal appointments will be made out of class time.

Teachers will monitor the attendance of students in their classes. The Office and Year Level Co-ordinators will maintain records of attendance.

After an absence has occurred, the student must give the year co-ordinator a medical certificate or an absence note written and signed by a parent/guardian. Absence notes must be considered to be satisfactory by the College.

The College undertakes to inform students and their parents about attendance issues. Your parents may be requested to attend an interview if the school becomes concerned about your absences. The interview will be with the Head of Secondary and the VCE Coordinator.

Normal discipline procedures apply if you are absent without an acceptable reason.

Youth Allowance regulations will be followed by the College.

The College must report regularly on students' attendance. Poor attendance may mean

that a student's Youth Allowance payments will be reduced.

Students are required to attend all time-tabled classes and excursions.

During study periods, students must be working in the Library.

Attendance at year level meetings, chapel and school assemblies is compulsory.

It is the responsibility of any student who is absent to find out what work was covered in missed classes and any work that may have been set during that time.

It is the student's responsibility to arrive at classes on time.

Absence from assessment tasks: A student who is absent from an assessment task may be given the opportunity to complete the same or a similar task and hence obtain a score, by applying to the VCE Coordinator.

Unsatisfactory completion of a unit due to absence: In any one unit of work, a student can miss only 6 classes due to non school-related absence. A student who is absent for more than 6 classes due to non school-related absence will receive an N for that unit.

The school uniform is compulsory during school hours and when students are travelling to and from school.

There is no appeal to the VCAA if you are penalised for breaching school attendance rules.

## **ASSESSMENT**

At St Mary's Coptic Orthodox College, the aims of assessment are:

- To inform students about their progress in the study of units;
- To inform parents about students' performances in the study of units;
- To provide the VCAA, employers and tertiary institutions with information about completion of units and performance in assessment tasks;
- To find out whether the learning outcomes specified in a unit of study have been achieved;
- To ensure that a high standard of education is maintained;
- To verify the authenticity of the students' work;
- To encourage students to improve their standard of achievement in education;
- To help teachers to gauge the levels of performance of their pupils;
- To measure students' progress in various skills required for the successful completion of units;
- To provide data which is clear and meaningful for reporting purposes;
- To provide information to be used in compiling references for students.

## **GENERAL ASSESSMENT RULES AND PROCEDURES.**

The Victorian Curriculum and Assessment Authority (VCAA) sets down the following rules which you must observe when preparing work for assessment. These rules apply to all assessment activities in all VCE units.

For all work submitted for assessment;

- You must ensure that all unacknowledged work submitted for assessment is genuinely your own, acknowledge all resources used, including text and source material and the name(s) and status of any person(s) providing assistance and the type of assistance provided and not receive undue assistance from any other person in preparing and submitting work;
- You may incorporate material from other sources, but you must transform it in some way and use it in a new context;
- You may not use or copy another person's work without acknowledgment or use actual corrections or improvements made or dictated by someone else;
- You must not submit the same piece of work for assessment more than once;
- You may be penalised if you provide inappropriate assistance to others; This includes sharing computer disks containing material for assessment
- You must sign a Declaration of Authenticity when you submit tasks that were not wholly completed within class. This states that unacknowledged work is your own.

## **PROCEDURES IF AUTHENTICITY OF WORK IS QUESTIONED**

Teachers are required to satisfy themselves that any work you submit, which was completed partly out of class, is genuinely your own.

- In order to do this, your teacher may require you to;
- Discuss the work and answer questions to demonstrate your knowledge and understanding
- Provide samples of other work
- Provide evidence of the development of your work through plans and drafts.
- If doubt still exists you may be asked to attend an interview or complete a supplementary assessment task under supervision. The interview panel will consist of the VCE Co-ordinator, the subject teacher, the relevant subject co-ordinator and the Student Welfare Co-ordinator. A parent or friend may accompany you for support, but may not speak on your behalf.

If a substantial breach of rules is detected the Principal will be notified and will meet with you and the VCE Co-ordinator. Parents and/or Student Welfare Co-ordinator may also be involved. The Principal will determine the penalty, which can range from a reprimand to a refusal to accept any of the work in question. The case will be reported to the VCAA and the VCE coordinator will retain a record of the case. If a penalty is imposed you will be notified in writing within 14 days of the decision.

You have the right to appeal to the VCAA if a penalty is imposed.

## **SUBMISSION OF WORK FOR ASSESSMENT**

All work for assessment will normally be submitted directly to the teacher in class at the time set by the teacher.

Sometimes special arrangements will be made to submit work to the VCE Co-ordinator or the Head of Secondary School.

Since school-assessed coursework tasks will be undertaken mainly during class-time, it is expected that most work will be submitted to the teacher at the end of the lesson.

In cases where work has been completed outside class-time, it must be handed personally to the teacher, unless other arrangements have been made with the VCE Co-ordinator.

Completed work must not be accepted by anyone other than the subject teacher, or by the Office staff.

The deadline for submission of work is 3.30 p.m. on the due date.

The College will not accept responsibility for work that is lost because the rules listed above have not been followed.

The College will not accept responsibility for work that is lost or damaged due to computer misuse or malfunction.

If the work has been lost or damaged during the course of its completion, the student will be required to redo the work. If necessary, the student may apply for an extension of time to complete the work.

In cases where the work has been lost or damaged after it has been properly submitted, the matter must be reported to the VCE Coordinator.

The VCE Coordinator, in consultation with the student and teacher, will decide the action that will be taken.

In all cases of lost or damaged work, records will be maintained by the College. These records will include written statements by the student and teacher. If necessary, the matter will be reported to the VCAA.

## COMPUTER WORK

A student who uses a computer to produce work for assessment is responsible for ensuring that:

1. There is an alternative system available in case of computer or printer malfunction or unavailability.
2. Hard copies of the work in progress are produced regularly each time changes are made the work is saved onto a back-up file.

## DEADLINES AND EXTENSIONS

The dates for Units 3 and 4 examinations are set by the VCAA. These are non-negotiable.

Deadlines for all other assessment tasks across Units 1- 4 are set by the school

Extensions may be granted under certain circumstances:

## PROCEDURES FOR EXTENSIONS

For all work related to outcomes, the application for an extension of time must in the first instance be made to the teacher. Teachers are entitled to grant extensions of up to one week. Records of extensions granted or refused must be maintained by the teachers.

In cases where work has to be completed at a later time due to absence, teachers should first consult with the Year Level Coordinators to ensure that the absence has been satisfactorily explained.

A teacher should grant only one extension per student in a particular subject. Variations to this rule, or to the length of time for an extension, can only be granted with the approval of the VCE Coordinator.

### *a. Extended Assessment Activities*

#### i. Special Provision

You may still receive a grade for tasks completed under Special Provision.

You will still be expected to complete the work by the new negotiated deadline, or the process in (ii) will be used.

#### ii. You miss a deadline but there is no case for Special Provision

Subject teachers will record an "N" and refer the matter to the VCE Coordinator. .

You will be given the opportunity to redo all or part of the work in order to obtain an "S" for the unit.

You may be given a grade for this work or it may simply be recorded as S. (If it is a Unit 3 or 4 assessment activity you may not be given a grade.)

You will not normally be granted an extension of more than five days.

*b. Limited time class-based assessment activities*

i. Special Provision

If you are absent on the day of an assessment, or you missed significant learning time prior to the assessment,

you may sit the task at a later date, provided you bring a medical certificate or other appropriate documentation to the VCE Co-ordinator as soon as possible.

Your teacher will arrange a time for you to complete the task in consultation with the VCE coordinator. You will receive a grade for this work.

ii. You are absent for a limited class-based assessment but there is no case for Special Provision

Your subject teacher will record an "N" and refer the matter to the VCE Co-ordinator .

You may be permitted to sit the task at a later date in order to gain an "S" for the unit.

You will not receive a grade for this work.

You will not normally be permitted to 'redeem' more than one limited-time class- based assessment activity in a unit.

The School's normal discipline procedures will also apply if you are absent without permission.

Assessment activities completed on time, but not of an "S" standard will be treated the same way as work not completed on time.

## **MEANS OF ASSESSMENT**

Each unit of study deals with specific content and is designed to enable students to achieve a set of outcomes stated for the unit. Levels of achievement in Units 1, 2, 3 and 4 will be based on performance in school-assessed coursework, school-assessed tasks and examinations.

Procedures for the assessment of levels of achievement in Units 1 and 2 will be determined by the teachers of each subject. VCAA sets down the procedures for assessing levels of performance in Units 3 and 4.

## **OUTCOMES**

Outcomes define what students should know and be able to do as a result of undertaking a study. Most units of study have 2 or 3 outcomes. To achieve an outcome, students must demonstrate an understanding of the key knowledge listed for the outcome. They should also be able to demonstrate the key skills listed for the same outcome.

## **SCHOOL-ASSESSED COURSEWORK**

School-assessed coursework consists of small tasks. They are designed to fit into the regular classroom instruction and be completed within a limited timeframe mainly in class. It is performance in school-assessed coursework which will determine whether a student has satisfactorily achieved the outcomes for a unit. Performance in school-assessed coursework will also determine the student's level of achievement in Units 1 and 2. In Units 3 and 4, performance in school-assessed coursework will be reported to VCAA. This will be statistically moderated by the VCAA and become a part of the student's overall level of achievement for the unit.

## **EXAMINATIONS**

Examinations form an important part of the overall assessment in Units 1, 2, 3 and 4. The teachers of a study will decide whether there will be an examination for Unit 1. All Units 2 will have examinations at the end of the year. In Units 3 and 4, the requirement for examinations is determined by the VCAA. The examinations in Units 1 and 2 will be set and assessed by the teachers of St Mary's Coptic Orthodox College. The examinations in Units 3 and 4 are set and assessed by the VCAA.

## **SATISFACTORY COMPLETION OF UNIT OUTCOMES**

At the start of a unit, students will be provided with a unit outline. This will list the outcomes for the unit and the coursework required to be completed for each outcome. More detailed information about each outcome will be provided at appropriate points during the completion of the unit.

Students will receive an indication of the deadlines when pieces of coursework will be completed.

A student will have achieved an outcome when the teacher receives the work on time, and can attest to the fact that the work is the student's own and has met the required standard.

Where required, moderation between classes of the same unit will be undertaken.

In cases where students have not successfully achieved the outcome, the teacher may provide an opportunity for the same, or a similar task to be completed, subject to the conditions laid out later in this document.

In some cases, extensions of time may be granted by the teacher. Rules regarding extensions of time are set out later in this document.

## **SATISFACTORY COMPLETION OF SEMESTER UNITS**

When a teacher is satisfied that all the outcomes in a unit have been satisfactorily achieved, then the student will be given credit for that unit. This will be indicated by an S(satisfactory completion) for the unit.

If even one of the outcomes has not been satisfactorily achieved, the student will be given N(unsatisfactory completion) for the unit.

In some cases, the awarding of an S or N may be delayed. Rules governing this extension of time are laid out later in this document.

Credit for units satisfactorily completed will be reported to the VCAA for all Units 1, 2, 3 and 4.

A student may receive an N for a unit on the basis that not enough class time has been recorded for the unit. Rules governing the application of this attendance policy are laid out later in this document.

## **DETERMINATION OF GRADES FOR UNITS 1 AND 2**

For Units 1 and 2, some of the assessment tasks which are used to determine if an outcome has been achieved will also be graded. These grades will be used as an indication of the student's level of achievement in the unit.

Semester examinations will also be used to indicate the level of achievement in Units 1 and 2.

Students will be given clear instructions about the assessment tasks which will be used to measure levels of achievement. The criteria for assessment will also be made known to them.

Levels of achievement will be reported to parents and students at regular intervals during the year.

A student who is absent from an assessment task may be given the opportunity to make up the same or a similar task. The rules governing this option are laid out later in this document.

In cases where the result of an assessment task indicates that the student has not successfully achieved an outcome, the student may be given an opportunity to repeat the same task, or complete a similar task, in order to satisfactorily complete the outcome. In such cases the initial grade will remain unchanged. The rules are laid out later in this document.

The following grading scale will be adopted in Units 1 and 2, for all assessment tasks which use numerical grades:

<b>A+</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>C+</b>	<b>C</b>	<b>D+</b>	<b>D</b>	<b>E+</b>	<b>E</b>
<b>More than 90</b>	<b>80-89</b>	<b>70-79</b>	<b>60-69</b>	<b>50-59</b>	<b>40-49</b>	<b>30-39</b>	<b>20-29</b>	<b>10-19</b>	<b>Less than 10</b>

NA (Not assessed) will be used in cases where assessment tasks have not been attempted, where insufficient or no work has been submitted, or work has not been accepted by the teacher due to late submission or because of authentication problems. Only S/N for Units 1 and 2 will be reported to the VCAA.

### **DETERMINATION OF GRADES FOR UNITS 3 AND 4**

The VCAA will supervise the assessment of all students undertaking Units 3 and 4. Every level 3 and 4 study is assessed through both internal school assessments and external examinations. You will receive a Study Score for each study which contributes to your ENTER. (Equivalent National Tertiary Entrance Rank.)

At the start of the year you will receive an assessment schedule with dates for all assessment activities. Teachers will advise you in writing of any subsequent changes to the schedule. Teachers will provide advice and feedback on your level of performance in assessment activities. The feedback will usually be in the form of information regarding areas for improvement based on the criteria used for assessment. Individual scores will not be given.

SACs -School Assessed Coursework. This is the major component of internal school assessment. It is designed to be part of the regular teaching and learning program - material will be taught, then assessed.

These assessments will usually be completed in class time. Your teacher will determine the conditions under which each assessment is undertaken.

If a SAC involves some work completed out of class, you must be able to demonstrate to your teacher that the work is genuinely your own.

SACs will normally take precedence over any other scheduled activity such as sporting activities or excursions. If you have a significant clash, discuss it with the VCE Co-ordinator.

If you are absent on the day of a SAC, or you have missed significant learning time prior to the assessment, you must bring a medical certificate, or other appropriate documentation to the VCE Co-ordinator as soon as possible. If you are granted Special Provision you will be permitted to sit the SAC at a later date and receive a scored assessment for your ENTER. The time for this will be prescribed by the subject teacher in consultation with the VCE Co-ordinator.

Note: If you are absent for a scheduled SAC and you are not granted Special Provision, you still need to sit the assessment activity in order to gain an "S" for the unit, but you will not receive a score towards your ENTER.

The teachers of a subject will together decide the combination of assessment tasks that will be used to measure the level of achievement in the school-assessed coursework component of the overall assessment. To ensure comparability of assessment, the same or similar tasks, with the same criteria, will be used in all classes of a particular subject.

Students will be given clear instructions about assessment tasks, and the criteria to be used to determine grades.

After assessment tasks are completed, students will be informed about their level of performance. Levels of achievement will not be formally recorded on the reports issued to parents and students.

A student who is absent from an assessment task may be given the opportunity to make up the same or a similar task. The rules are set out later in this document. In cases where a student has to repeat an assessment task, or complete a similar task only for the purpose of satisfactorily achieving an outcome, the initial grade obtained will remain unchanged. The rules are set out later in this document.

In the case of Units 3 and 4, S/N for each unit and also the grades obtained in the school-assessed component will be reported to the VCAA.

### **DELAY OF DECISION - VCE REDEMPTION POLICY**

If a piece of required work is completed unsatisfactorily or submitted late, the student will have one opportunity per unit to redeem the work. This application must be made to the Year Level Coordinators who will decide, in consultation with the subject teachers, whether permission to redeem will be granted.

The conditions for the redemption will be determined by the Year Level Coordinators, who will also keep records of all applications for redemption and the results of these applications.

The task or an alternative task must be completed by a new date negotiated by the teacher and submitted.

Teachers and students will record this information in diaries and planners. Parents will be notified using a pro-forma letter which will include a reply slip.

If the work is completed and submitted by the agreed date, it will be recorded as 'Satisfactory'. The original score/grade will be awarded for the task.

All other set tasks must be completed satisfactorily in the unit for the unit result to be SATISFACTORY.

If the work remains unsatisfactory or is not submitted by the agreed date, the student will receive UNSATISFACTORY for the task and for the unit result.

Coursework and assessment tasks related to the outcomes will be completed mainly during class time. Furthermore, all the work required for a unit should be completed during the semester in which the unit is undertaken. It is therefore expected that decisions about satisfactory achievement of outcomes and S/N for units will have been made by the end of the semester in which the units were studied.

In exceptional cases, these decisions may be delayed. Due to reporting deadlines imposed by the VCAA, it is generally only possible to delay these decisions for the units completed in the first semester of Year 11 and Year 12.

In exceptional cases, a student may apply to the class teacher for a “delay of decision for satisfactory completion of a unit”. This will give the student more time to complete work or resubmit unsatisfactory work and therefore gain a Satisfactory result for the unit. Students will not automatically be granted a delay of decision.

The class teacher may decide to delay a decision by using the following procedures:

(a) In consultation with the VCE Coordinator, decide if the student meets the criteria of an exceptional case. An exceptional case is one where a student is: “disadvantaged by any physical disability or other impairment or affected to a significant degree by illness, by any factors relating to personal environment or by other serious cause.”

(b) Notify the student in writing of the work that needs to be completed or resubmitted so that the student can gain a Satisfactory result for the unit

Or Notify the student about why a delay of decision has not been granted.

A student has the right to lodge an appeal against a decision not to grant an extension to satisfactorily complete an outcome or a unit.

## **REPORTING**

St Mary’s Coptic Orthodox College will provide the students and parents with progress reports and statements of results at various times during the year. These reports and statements will be outlines of progress that students have made in studying units, and results and grades that have been obtained at the completion of each semester. The reports and statements are confidential documents and will remain the property of the College, the students and their parents. No information regarding the reports and statements will be forwarded by the College to an individual or authority other than the VCAA, without the student’s written permission.

The reports and statements issued by the College are in addition to any other statements of results or certificates that are issued by the VCAA.

The types of reports and dates of issue will be determined by the College at the start of each year. The students and their parents will then be formally notified.

## **SPECIAL PROVISION (SP)**

Special Provision is designed to allow students who are experiencing significant hardship to demonstrate both what they know and what they can do. These provisions are not allowances. The objective is, as far as possible, to remove barriers to a student demonstrating his or her capabilities in a particular study.

SP is available for students who experience hardship of a permanent or temporary nature which affects their school work. SP may be in the form of curriculum delivery and special programs, school based assessment, special arrangements for examinations and the use of a derived examination score.

Special Provision may be obtained by students who are:

- Affected significantly by illness, by any factors relating to personal environment or by other serious cause;
- Disadvantaged by any permanent physical disability or impairment;
- Unfamiliar with the English language.

Such provision may include extensions to deadlines, special arrangements for examinations and other assessment tasks, use of technology assistance or aides and designation of students as ESL students.

SP will not be provided for students who have been absent from school or study for prolonged periods and have therefore been unable to satisfactorily complete the coursework or assessment tasks, unless the absence is deemed to have been caused by severe hardship.

No special provision will be given on the grounds of teacher absence during the year.

Other teacher-related difficulties will not be accepted as grounds for special provision.

Not being familiar with College policies, not reading or misreading instructions such as examination timetables, will not qualify students for special provision.

## **PROCEDURE FOR SPECIAL PROVISION**

Students who feel that they are entitled to special provision should apply to the Year Coordinators. The Year Coordinators, in consultation with the teachers, will decide whether special provision will be granted.

In the case of a student who is disadvantaged by a permanent disability or impairment, the Year Coordinators will set up a VCE Support Group to assist the student.

In most other cases extensions of time may be granted to overcome the disadvantage being experienced.

In some cases, other measures may be required. Coursework may be modified to make it easier to complete. Some coursework may even be cancelled. Assessment tasks may be rescheduled. Permission may be given to resubmit work. In extreme cases, S/N and grades may be awarded on the basis of work that has already been completed.

Applications should be made to the subject teacher for extensions to assessment deadlines in Units 1 and 2. Applications for extensions in Units 3 and 4 should be made to the VCE Co-ordinator. These applications should normally be made before the due date. ESL eligibility is handled initially by the ESL teacher. Any other request for special provision should be made directly to the VCE Coordinator

You should discuss this with the VCE co-ordinator if you believe that you are eligible.

In addition to these basic points the following applies for units 3 and 4 with respect to externally set and assessed examinations.

### **DERIVED EXAMINATION SCORE (DES)**

The VCAA will calculate a DES and apply it to the student's examination result. Students will be eligible only if the onset of illness or the event occurred within 2 weeks prior to the examination period. The grounds for application are as previously mentioned above. There is list of ineligible circumstances which includes student absence, teacher absence, matters which should have been avoided by the student and unfamiliarity with English.

The application has 3 parts – student, school principal and independent consulting professional. Each person has responsibilities and will be asked for additional information if required. Applications must be made within 7 days of the final examination.

The VCAA will make the decisions regarding each examination on the application, using expert panels and will report the decision to the student and to the school. If the application is approved a DES will be calculated using all available data – SAC marks, GAT scores, other examination grades if available and school indicative examination grades. Students are encouraged to make a valid effort in the GAT.

The higher of the Achieved Examination Score (AES) and Derived Examination Score (DES) becomes the Final Examination Score (FES), the published score.

Appeals may be made to VCAA about the decision to not calculate the DES but not about the FES.

There will be only one study score and one ENTER for each student – no estimates will be used.

## **RECOMMENDED VCE STUDY LOADS**

In order to do as well as possible in the Victorian Certificate of Education (VCE), students will have to be prepared to complete between 18 and 25 hours of private study during each week of the school term. These estimated hours include time spent on subject related activities during study periods at school. (It is a salutary exercise to keep a detailed log for a few days to identify just how many hours in each day are being used productively and how many hours are unproductive.)

Nearly all Year 12 students find it necessary to use at least one week of the April and July vacations and two weeks of the September/October vacation, for revision, consolidation and advance work on assignments. Year 11 students enrolled in Units 3 and 4 of a study will also need to dedicate some time during each vacation to revision.

## **APPROPRIATE APPROACHES TO STUDY**

The optimum work schedule differs from person to person. Some people find it relatively easy to concentrate for long periods, while others require frequent breaks in order to maintain interest and attention. Early in the year students will be given some suggestions for study schedules. Some students in previous years found 45 to 50 minute sessions followed by five to 10 minute breaks to be an effective pattern. The aim is to train the mind to be able to concentrate for 90 to 120 minutes, the lengths of most VCE examinations. (The English examination is 180 minutes in length.)

## **EFFECTIVE USE OF STUDY TIME**

Many books and pamphlets have been produced to assist students with effective study. Several of these are available in the school library, and it is worthwhile to browse through them.

Most researchers and successful students are agreed that the key is to be an active learner, that is, not to read passively, but to be as creative and productive as possible. Students should summarise notes and handouts, give themselves lectures on difficult topics, write answers under test conditions, etc. Rehearsal of what has to be done is helpful; continual repetition assists retention enormously.

Some suggestions for study techniques will be given early in the year. Students should ask teachers how best to study their subjects. They should compare their own approach with those of their friends, particularly those who are achieving success.

## **STUDENT CODE OF CONDUCT**

The Code of Conduct is based upon the following principles:

- All individuals are to be treated with respect
- Students have a right to work in a safe environment where, without intimidation, bullying or harassment, they are able to develop their talents, interests and ambitions
- Parents have a right to expect that their children will be educated in a safe environment in which courtesy and respect for the rights of others are encouraged
- Teachers have a right to expect that they will be able to teach in an orderly and cooperative environment
- Parents have an obligation to support the college in its efforts to maintain a positive teaching and learning environment.

## **COLLEGE RULES**

The following rules guide student behaviour in the College:

- Respect the rights of others
- Behave in a safe manner at all times
- Wear the correct college uniform
- Resolve problems calmly and sensibly
- Work to the best of your ability and allow others to do the same
- Care for the environment and property.

## **UNIFORM**

All Year 11 and Year 12 students are expected to wear the school uniform, as described in the school diary. The uniform must be worn during school hours, when travelling to and from school, when attending school excursions and when representing the College.

## **SANCTIONS**

Breaches of the College rules may result in action being taken which will be a logical consequence of the misbehaviour.

Serious and continued breaches of the College rules may lead to suspension or expulsion.

## PARENT & STUDENT DECLARATION

I hereby declare that I have carefully read the VCE policy document, that I understand the rules and procedures and my responsibilities and that I have retained a copy of the policy for future reference.

Name of Student.....  
Class.....

Signature of Student.....

Date.....

Signature of Parent.....

Date.....

Please return this page when it has been completed.

# LIBRARY AND PRIVATE STUDY YEAR 11/12

The Library Staff welcomes students to the facilities provided by the Library. Staff endeavour to provide a safe and pleasant study area for all library users.

The Library is open during school hours from 8.00am onwards for all students. Year 11 and 12 students may also use the Library during Tuesday, Thursday and Friday Secondary lunchtimes.

The Library is a shared environment catering for students from Prep to Year 12. Often throughout the day, there will be other classes using the Library's facilities. Students are expected to respect the study rights of other users. Should you have any concerns or queries please feel free to speak to a Librarian.

## SOME GUIDELINES

- Before entering the Library, bags should be placed in the area provided
- On entering, private study students should sign the "Signing-in" register
- The Library is a food and drink free area. Please note, rubbish bins are provided for waste materials. Please keep your working environment clean and tidy
- Diary authorization is required to use the Library's computer facilities
- There are designated areas for study, if unsure check with the Librarian
- Seating is arranged so that there are no more than four students per table set
- For safety reasons, furniture should remain as positioned
- Study groups should remain small, four is a reasonable number
- Discussion of work should occur at a reasonable sound level so others are not disturbed
- Respect for your environment should be uppermost. This allows for a safe study area
- Newspapers are provided on a daily basis. These should remain in their holders
- Certain areas are out of bounds, that is, behind the Circulation Desk, the workroom, Lift (with permission). Lift wells and the Library Foyer must remain clear for safety reasons.

## CONSEQUENCES OF BREACHING THESE GUIDELINES

- **Individuals will be given a detention either at lunchtime or after school**
- **Individuals or whole classes/groups will be banned from using the Library**
- **Suspensions will be given for failure to comply**

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