VCE
Handbook
2026

Bayside Christian College

"Unity and Maturity in Christ"

Table of Contents

The VCE Policy Handbook serves as a comprehensive guide for students, parents, and staff at Bayside Christian College, outlining the expectations, procedures, and guidelines related to academic pathways, assessments, and general school policies.

This handbook aims to:

- Provide clarity on the College's policies to ensure fairness, consistency, and transparency in decision-making.
- Support students in successfully navigating their academic and personal responsibilities throughout their educational journey.
- Equip parents and guardians with the information needed to support their children effectively.
- Ensure compliance with the standards and guidelines set by the Victorian Curriculum and Assessment Authority (VCAA).

Section A: General Student Policies

Student Attendance

Attendance is a critical component of success in the VCE program. The school requires students to maintain a minimum attendance rate of 90% across all scheduled classes to meet the requirements for satisfactory completion of their VCE, as specified in the College Student Attendance Policy.

Attendance Requirements

- Students must attend at least 90% of their scheduled classes for each subject.

- School-approved absences, such as excursions, camps, attendance at VET classes, or official school activities, are not counted against the attendance percentage.

- If a student is absent due to illness, they must provide a medical certificate to the VCE Coordinator within three school days of returning to school.

- For absences due to reasons other than illness, students must seek permission from their subject teacher and fill out a Permission for Absence form. This includes participation in all SIS inter-school competitions.

- Falling below 90% attendance without valid reasons may result in:

    - A review of the student's eligibility for satisfactory completion of a Unit.

    - Require participation in make-up sessions during lunch or after school to address missed work.

Support and Special Circumstances

The College understands that unforeseen personal or health-related issues may affect attendance. In such cases, the students or parents/guardians should contact the VCE Coordinator or VCE-VM Coordinator, as soon as possible to discuss their situation.

VCE Homework Expectations

At the VCE level, students are expected to dedicate consistent time to homework and study to meet the academic demands of their coursework.

As specified in the College Homework Policy, VCE students should allocate 1-2 hours per night to homework and study during the school week.

During peak assessment periods, additional study time on weekends is recommended to adequately prepare for tasks such as SACs, SATs, and Exams.

Homework Catch-Up Sessions

Failure to complete homework may result in the student being required to attend a lunchtime or after-school homework catch-up session, where they can focus on completing overdue tasks in a supervised setting.

Year 12 Early Departures

Year 12 students may be permitted to leave the College early to study from home if they have no scheduled classes after lunch on a given day. This privilege is granted to promote effective study habits and time management. This permission is only granted under the conditions below:

Application Process:

- Students must complete the Study Leave Application Form, specifying the days they seek permission to leave early.

- This form must be signed by a parent or guardian and submitted to the 10-12 Coordinator for approval before early departures are allowed.

Sign-Out Requirements:

- Students must sign out at Reception each time they leave the College early.

Attendance Protocols:

- Students are not permitted to arrive late to school or leave the College and return later for scheduled classes on the same day.

- If a student has a study period before lunch, they must remain on campus and use the allocated study spaces.

Student Drivers

Bayside Christian College recognises that some senior students of legal driving age may wish to drive to and from school. To ensure the safety and welfare of all students, staff, and visitors, the following guidelines and conditions apply.

Eligibility and Permissions

- Students must complete the [Student Driver Permission Form](#) and, if applicable, the [Passenger Permission Form](#).
- Both forms must be signed by a parent or guardian and submitted to the 10-12 Coordinator for approval.
- Students are not permitted to drive to the College until the required forms have been lodged, reviewed, and approved.

Driving Conditions

- Students must comply with all road rules and drive safely, particularly within the College grounds.
- Vehicles may only be used for direct travel to and from the College.
- Students are not permitted to access their vehicle or leave the College grounds during school hours.
- Students may not transport other students to or from the College, without submitting a [Passenger Permission Form](#).
- Passengers must also provide a signed permission form from their own parent or guardian before travelling in a student's vehicle.

Parking Regulations

- Students must park only in the designated student car park areas.
- Approved drivers will receive a parking permit, which must be clearly displayed on the vehicle's dashboard while on College premises.
- The College is not responsible for any damage, theft, or loss involving vehicles parked on its grounds.

Non-Compliance and Consequences

Failure to comply with this policy may result in temporary or permanent withdrawal of permission to drive and/or park on College grounds.

Electric Scooter Policy

To ensure the safety of all students, staff, and members of the wider community, the following policy is in place regarding the use of electric scooters on and around school grounds.

Eligibility and Permissions

- Students must complete the [Electronic Scooter Permission Form](#)
- Form must be signed by a parent or guardian and submitted to the 10-12 Coordinator for approval.
- Students are not permitted to drive to the College until the required forms have been lodged, reviewed, and approved.

Helmet Use

- All students must wear a helmet while riding an electric scooter to and from school.
- This is in accordance with Victorian road safety laws and is mandatory for all riders.
- Helmets must be properly fastened and worn securely at all times while the scooter is in use.

Modifications to Scooters

Students are not permitted to modify electric scooters in any way that affects:

- Speed (e.g. removing limiters or increasing motor output)
- Safety features (e.g. brakes, lights)
- Structural integrity (e.g. altering handlebars, frames, seat)
- Scooters found to be modified in a way that compromises safety may be banned from being brought onto the college grounds.

Crossings and Shared Pathways

- Students must dismount and walk their scooter across pedestrian crossings, school crossings, and when entering or exiting school grounds.
- Electric scooters are not to be ridden within school grounds unless permitted by staff for a designated purpose.
- Students are expected to ride slowly and carefully on shared pathways when travelling to and from school, and give way to pedestrians at all times.

Storage

- Scooters must be stored in the designated area provided by the school. Scooters left in non-designated areas may be removed for safety and returned to the student at the end of the day.

Behaviour and Road Rules

- Students must follow all applicable road rules and display safe, respectful behaviour when riding to and from school.
- Dangerous riding, including speeding, weaving through traffic, or riding with passengers, is strictly prohibited.

Consequences

Failure to comply with this policy may result in:

- A warning and parent notification
- Suspension of permission to bring the scooter to school
- Further disciplinary action for repeated or serious breaches

Section B: VCE Assessment Policies

VCE Assessment Formats

School-Assessed Coursework (SACs)

This refers to coursework assessments that are completed within school and marked by teachers.

School-Assessed Tasks (SATs)

These assessments typically take the form of a folio and are used in subjects with a practical component, such as Visual Communication, Media, Art, and Product Design. These tasks are assessed by teachers at the school and externally reviewed by VCAA to ensure consistency and fairness.

General Achievement Test (GAT)

This is a compulsory statewide mid-year test taken by all students completing Units 3 and 4. The GAT measures literacy and numeracy skills and provides additional information to support the validation of school assessments.

End-of-Year Examinations

This refers to the external assessments conducted by VCAA at the end of each year for Unit 3 & 4 subjects. These assessments significantly contribute to the overall study scores and play a key role in determining the Australian Tertiary Admission Rank (ATAR).

Absence on the Day of an Assessment

If a student is absent on the day of a scheduled VCE assessment, the following procedures and requirements apply to ensure compliance with VCAA guidelines:

Absent for SACs or SATs

Students must inform the school as early as possible if they will be absent for a scheduled assessment, including School-Assessed Coursework (SAC) and School-Assessed Tasks (SAT). Permission should be sought from the teacher in advance using the Permission for Assessment Absence Form.

For absences due to illness or injury, students must instead provide a medical certificate or other documentation from a qualified healthcare professional.

Rescheduling and Make-Up Assessments

In some circumstances, the school may offer an alternative assessment date, usually during the SAC Catch-Up sessions that run on a Monday afternoon. Alternative assessments will be arranged at the discretion of the school, taking into account the student's circumstances and in line with VCAA guidelines to ensure fairness and equity.

Exams and External Assessments

If a student is absent or late for a VCAA external examination or the General Achievement Test (GAT), they must notify the school immediately. In cases of extenuating circumstances, a student may apply for a Derived Examination Score (DES). The student must submit a DES application to VCAA, including supporting evidence, to have their scores adjusted based on other assessments they completed in the subject and the General Achievement Test.

Consequences of Unapproved Absences

If a student misses an assessment without an approved reason or fails to provide the required documentation, they may receive a score of zero for that assessment. This may affect the student's overall satisfactory result for the outcome and/or the unit.

Late Submission of Work

To ensure fairness and integrity in assessment, students are expected to submit all School-Assessed Coursework (SACs) and School-Assessed Tasks (SATs) by the due dates set by the school. Late submission of work may have serious consequences, in line with VCAA guidelines, as outlined below:

1. **Requests for Extensions**

   If a student requires an extension due to exceptional circumstances (e.g., illness, family emergency), they must submit a request to their teacher or VCE coordinator before the due date using the Application for Extension Form.

   Documentation, such as a medical certificate, may be required to support the request. Extensions will be granted at the discretion of the school and are only approved for legitimate reasons, following VCAA guidelines to ensure equity for all students.

2. **Late Submission Without Approved Extension**

   If a student submits work late without an approved extension, the following consequences apply:

   - The student may receive a reduced score or a score of zero for that assessment
   - If the task is significantly overdue without valid reasons, the student may receive an "N" (Not Satisfactory) for the outcome.

3. **VCE Appeals**

   - If a student believes their circumstances were not fairly considered, they may appeal the late submission decision. Appeals should be made in writing using the VCE Appeals form, and submitted to the VCE Coordinator for consideration.

Resubmission of Assessment Tasks

Resubmission of work may be required if a student has not demonstrated a satisfactory level of understanding in an assessment task. This applies to any task where the student achieves below 50%, the minimum passing grade. For Units 3 and 4, the VCAA does not permit resubmission of assessments to contribute to final study scores.

However, resubmission may be used to determine the satisfactory completion of an outcome (S).

Resubmission Process

- Students are required to resubmit or resit any assessment task where their initial result is below the 50% passing grade.
- Teachers will provide students with specific feedback, outlining the areas of the assessment task that need to be revised or completed to meet the passing standard.
- Teachers will inform students of the date and time when the resubmission or resit will occur.
- If the assessment was completed under test conditions, the student may be required to attend an after-school SAC catch-up session, held on Monday afternoons.
- Resubmission is not an opportunity to improve the original grade. Instead, it is designed to help students meet the minimum standard necessary to achieve a satisfactory outcome (S).

After-School SAC Catch-up Sessions

The after-school SAC catch-up session is an opportunity for students to complete or resit assessment tasks under supervised conditions.

This session is held every Monday afternoon at 3:30 PM in Room N1 and is supervised by a VCE teacher.

- Students who are absent for a scheduled assessment may be required to complete the task at the next available catch-up session.
- Teachers will inform students if they are required to attend, and it is the student's responsibility to arrive on time and be fully prepared for the session.
- If a student anticipates any difficulties attending the session, they must communicate with their teacher as soon as possible to discuss alternative arrangements.
- Failure to attend the session without a valid reason may result in the student receiving an unsatisfactory grade for the assessment task.

Exams and External Assessments

All examinations at Bayside Christian College are conducted in accordance with the standards and guidelines established by the Victorian Curriculum and Assessment Authority (VCAA). This approach ensures consistency in assessment expectations and conditions across all year levels, equipping students with the necessary preparation for their senior school assessments and examinations.

Attendance

Years 9-11 Examinations

Attendance at all scheduled exams is compulsory. If a student is unable to attend an exam due to illness or other valid reasons, they must notify the Secondary Administrator promptly to arrange an alternative sitting for the missed exam. Exam timetables will be distributed to students and families in advance to support adequate preparation.

VCE Unit 3 & 4 Examinations

Attendance at all external exams is compulsory. Students must arrive at least 30 minutes before the scheduled start time of the exam. If a student is late or unable to attend an exam, they must notify the VCE Coordinator immediately and provide appropriate documentation, such as a medical certificate. Late arrivals will only be admitted at the discretion of the Chief Supervisor and in accordance with VCAA guidelines. VCAA exam timetables will be provided to students and families in advance, to assist students in knowing the date, time, and venue of their exams.

Exam Rules

- Students must follow all instructions provided by exam supervisors and maintain silence during the examination.

- Any form of communication, including speaking, signalling, or gesturing, is strictly prohibited.

- Students must follow all instructions given by the exam supervisors at all times. If a student requires assistance, they must raise their hand to alert a supervisor.

- No form of cheating, including copying from another student or using unauthorised materials, is permitted.

- Students sitting VCE Unit 3&4 Exams must familiarise themselves with the VCAA Examination Rules. Students will be briefed on Exam rules prior to sitting the mid-year GAT.

Permitted Materials

As permitted materials are subject-dependent, students should clarify this with their subject teacher. Students must bring their photo identification to every exam.

Permitted Materials	Prohibited Materials
- Pens, pencils, highlighters, sharpener, ruler and an eraser - Clear unlabelled drink bottle - Clear see-through pencil case - Student ID Card	- Mobile Phones, smart watches, fitness trackers, Bluetooth headphones or any electronic devices. - Electronic dictionaries - Food and drink - Liquid paper or correction fluid - Loose sheets of paper

VCE Practice Exams

Practice exams for all Unit 3&4 subjects are a critical component of the college's VCE preparation strategy. These exams are compulsory and will be reviewed with teachers to guide targeted preparation for the external VCE exams. They provide students with the opportunity to:

- Familiarise themselves with the exam format and conditions.

- Assess their understanding of course content.

- Identify areas requiring further revision before the final VCE exams.

Exam Details

- All exams will be scheduled during the second week of the September/October school break.

- If students are absent or have a clash of exams, they will need to speak to the VCE Coordinator to organise an alternative assessment time.

- These exams will be conducted in accordance with VCAA exam conditions.

The General Achievement Test (GAT)

The General Achievement Test (GAT) is a mandatory assessment for all students enrolled in one or more VCE or scored VCE-VM Unit 3 & 4 sequences. It plays a critical role in ensuring fairness and consistency in the assessment of student outcomes across Victoria. The GAT is used to assess students' general knowledge and skills in literacy, numeracy, and critical thinking.

For VCE students, GAT performance may be used in the calculation of derived examination scores (DES) if significant disruptions, such as illness, occur during final assessments. For VCE-VM students, the GAT serves as an additional measure of essential literacy and numeracy skills required for certification.

Attendance Requirements

- Attendance at the GAT is compulsory for all eligible VCE and VCE-VM students completing a Unit 3&4 sequence.
- Students must adhere to VCAA exam rules and regulations as outlined in the College Examination policy
- Absences from the GAT must be reported to the VCE Coordinator, accompanied by a valid reason and supporting documentation, such as a medical certificate.

Exemptions from the GAT

- Exemptions are only considered under exceptional circumstances, such as significant medical issues or other approved situations.
- Students seeking an exemption must apply through the VCE or VCE-VM Coordinator, providing appropriate evidence to support their request. They are required to fill in a GAT exemption form which can be supplied by their Coordinator.
- Exemptions are subject to the approval of the Victorian Curriculum and Assessment Authority (VCAA).

Derived Exam Scores (DES)

The Derived Examination Score (DES) is a provision by the Victorian Curriculum and Assessment Authority (VCAA) to assist students whose performance in an examination has been significantly impacted by illness, injury, personal trauma, or other exceptional circumstances.

Students may be eligible for a DES if:

- They are unable to attend a scheduled examination due to a valid and serious reason, such as a medical condition or other critical circumstances.
- They attend the examination but believe their performance was severely affected by factors beyond their control.

Application Process

1. Students must inform the VCE Coordinator as soon as possible if they are unable to attend an examination or feel their performance was significantly impacted.

2. A DES application form must be completed and submitted to VCAA through the school. Supporting documentation must accompany the application, including:
   - A medical certificate from a qualified health professional.
   - A statutory declaration or other relevant evidence, depending on the situation.

3. Applications must be lodged within the timeframe specified by VCAA.

4. If approved, the DES will be calculated using the student's other assessments, including School-Assessed Coursework (SACs), School-Assessed Tasks (SATs), and the General Achievement Test (GAT), to generate a fair and equitable examination result.

5. The DES does not change a student's examination performance; rather, it ensures they are not disadvantaged due to extraordinary circumstances.

Important Notes

- Submitting a DES application does not guarantee approval.
- VCAA is responsible for making all final decisions regarding DES applications.
- DES applications are only granted in exceptional circumstances. Students are strongly encouraged to sit their examinations if possible, even if their performance may be impacted, and apply for a DES afterwards if necessary.
- Students who believe they may require a DES should seek guidance from the VCE Coordinator as early as possible.

Special Exam Arrangements (SEAS Applications)

Special provisions are available to support students with disabilities, impairments, or other circumstances that may impact their ability to participate in assessments. These provisions maintain fairness and uphold the integrity of the assessment process.

Eligibility

Students may qualify for Special Provision if they are impacted by:

- Long-term conditions: e.g., physical disabilities, chronic illnesses.

- Mental health conditions: e.g., anxiety, depression.

- Short-term issues: e.g., injuries, surgeries.

- Personal circumstances: e.g., bereavement, family disruption.

Verification of eligibility requires supporting documentation, which may include medical reports, evidence demonstrating the condition's impact on assessment performance, or teacher observations.

Types of Special Provisions

SEAS provides special exam arrangements that may include:

- Extra reading or writing time.
- Use of assistive technology such as a computer.
- Access to a reader or scribe.
- Rest breaks.
- Sitting exams in a separate room.

Application Process

1. **Identification:** Needs identified by teachers, parents, or students.

2. **Discussion:** The Education Support Coordinator meets with the student and family to outline the process.

3. **Gather Evidence:** Documentation from medical professionals or classroom observations collected.

4. **Submission:** The Education Support Coordinator submits applications to VCAA before deadlines.

5. **Implementation:** Approved provisions are applied during assessments.

6. **Review:** Provisions reviewed if circumstances change or adjustments are requested.

Roles and Responsibilities

- **Education Support Coordinator:** Manages applications, liaises with VCAA, and oversees implementation.

- **VCE Coordinator:** Supports Year 11 and 12 students with provision reviews and communicates deadlines.

- **Teachers:** Provide evidence and implement approved provisions in class assessments.

- **Parents/Guardians:** Assist in gathering documentation and supporting the process.

- **Students:** Communicate their needs and participate in discussions.

Authentication and Academic Integrity

The Victorian Curriculum and Assessment Authority (VCAA) mandates that all student work submitted for assessment must be original and comply with authentication requirements in order to maintain the credibility of results and support students in ethical academic practices.

Authentication of VCE Assessments

Supervised Assessments (SACs and Exams)

Many assessment tasks, such as SACs and Exams, are conducted under supervised conditions to authenticate student performance. These assessments will be conducted under test conditions; therefore, students are expected to comply with the following conditions:

- No communication or distracting behaviour will be tolerated. This will be monitored by the supervising teacher.

- Students are only allowed to bring in approved materials as specified on the SAC or Exam cover sheet. The teacher will provide guidance in advance regarding the assessment conditions and requirements.

- Unauthorized items, such as mobile phones, smartwatches, or unapproved notes, are strictly prohibited.

- For exams, students must have their student card, and only bring the stationery approved for that assessment.

- All SACs and Exam responses must represent the student's own work. Any breaches of academic integrity, such as cheating or plagiarism, will be addressed according to the school's policy on academic integrity.

Authentication of SAT tasks and Extended Projects:

- Students must produce work that is their own, completed without unauthorised assistance, and that properly acknowledges the ideas and contributions of others. All intellectual property must be acknowledged and referenced in accordance with the requirements of the Study Design.

- For all School Assessed Tasks (SATs) or extended projects completed outside of class, students must keep documentation of their process as evidence. This may include a folio, development work, drafts, progress images, research notes, or logbooks. The exact format of accepted development work will be determined by the teacher and be communicated to the students.

- Regular progress checks may be conducted during class to verify that the work is the student's original effort. For SAT-based assessment, teachers will record student progress notes on an Authentication Records for School-Based Assessment form supplied by VCAA, which is to be signed by the student at various points during the assessment task.

- In Units 3 and 4, evidence for SAT-based assessments must be retained by the school for a designated period of time after being submitted for authentication purposes. This timeframe is determined by the VCAA and will be communicated to students by their teacher (typically this is until the beginning of November).

Procedures for Suspected Breaches

If a breach of authentication or academic integrity is suspected, the following procedures will be followed:

- The teacher will gather evidence, including the student's work, drafts, and any related documentation, to establish whether there is a potential breach.

- The student will be notified of the concern and invited to attend a meeting to discuss the issue. During this meeting, the student will have the opportunity to explain their work and address the concerns raised.

- If it is determined that the work does not meet authentication requirements, consequences may include:
  - Resubmission of the task under supervised conditions.
  - Receiving a zero for the assessment task.
  - An "N" (Not Satisfactory) for the outcome, if the breach is significant

- In cases of a significant or repeated breach, the matter will be escalated to the VCE Coordinator and Head of Secondary. A report may be submitted to VCAA if the breach relates to Units 3 and 4 assessment tasks, with potential consequences impacting the student's study score.
  - Students have the right to appeal decisions regarding breaches of academic integrity. Appeals should be made in writing using the VCE Appeals form, and submitted to the VCE Coordinator for consideration.

VCE Appeals

The VCE Appeals Policy ensures that students have access to a fair and transparent process for addressing concerns related to assessment decisions or academic outcomes, in accordance with the guidelines set by the Victorian Curriculum and Assessment Authority (VCAA).

This policy applies to all VCE students who wish to appeal decisions regarding:

- Outcomes of School-Assessed Coursework (SACs) or School-Assessed Tasks (SATs).
- Allegations of breaches of academic integrity.
- Determinations about the satisfactory completion of a unit.
- Determinations for granting assessment task extensions

Grounds for Appeal

Students may lodge an appeal if they believe that:

- The assessment criteria or process was not applied consistently or fairly.
- There has been an error in the marking or recording of results.
- They have been unfairly penalised for a breach of academic integrity.
- Their application for an extension has been unfairly denied

Appeals Process

1. **Informal Discussion**

   - The student should first discuss the matter with their subject teacher to seek clarification and resolution.

2. **Lodging a Formal Appeal**

   - If the issue is not resolved informally, the student may submit a written appeal to the VCE Coordinator within five school

days of receiving the result or decision. The student must complete a [VCE Appeals form](), clearly state the reason for the appeal and include any supporting evidence.

3. **Review by the Appeals Panel**

   - The VCE Coordinator will convene an Appeals Panel, which will typically consist of the following members:

     ○ VCE Coordinator

     ○ Head of Secondary

     ○ Potentially another relevant subject teacher (not directly involved in the decision under appeal)

     ○ The panel will review the appeal, considering:

       → The student's submission.
       → Relevant assessment criteria and/or evidence.
       → Any applicable VCAA policies and guidelines.

4. **Outcome**

   - The student will be notified of the panel's decision in writing within five school days of the review.

5. **Appealing to the VCAA**

   - If the matter remains unresolved or pertains to VCAA-regulated assessments (e.g., breaches of assessment rules), the student may lodge a formal appeal directly with the VCAA.

   - The VCE Coordinator will provide guidance on this process.

Confidentiality and Record-Keeping

All appeal submissions and outcomes will be handled confidentially and documented for future reference.

Section C: Pathways and Enrollments Policies

Change of Pathway

The school recognises that students may wish to change their pathways during their VCE studies due to changes in interests, career aspirations, or personal circumstances.

A change of pathway may include:

- Switching between VCE-VM (Vocational Major) and VCE.

- Enrolling in or withdrawing from VCE subjects.

Pathway changes will only be considered if:

- The student's current pathway no longer aligns with their career or educational goals.

- The student demonstrates the capability and commitment required for success in the new pathway.

- The change is logistically feasible within the school's timetable.

- The student meets all prerequisites for their intended career path.

- The student satisfies the unit requirements needed to achieve their VCE or VCE-VM certificate.

Process for Changing Pathways

1. The student must meet with the VCE Coordinator and the Careers and Pathways Coordinator to discuss the reasons for the change and any potential implications.

2. Changes to VCE subjects for Unit 1 will only be considered within the first two weeks of Term 1. Changes for other units must be approved before the commencement of the new unit.

3. Students must complete a [Change of Subject or Withdrawal Form]() or a [Change of VCE and VCE-VM Pathway Form]() and have it signed by a parent or guardian.

4. The application will be reviewed by the VCE Coordinator and the Careers and Pathways Coordinator, in consultation with subject teachers and other relevant staff. If approved, adjustments will be made to the student's timetable, and new expectations or requirements will be communicated.

5. Students must take responsibility for catching up on missed content or tasks for any newly added subjects.

Change of Electives

In some situations, students may be permitted to change their selected elective subjects. Every effort is made to provide students with the subjects chosen on their elective preference form, so any changes will be at the discretion of the College.

Changes to electives will only be considered under the following circumstances:

- The change aligns with the student's academic or career aspirations.

- There is space available in the desired subject.

- The change does not conflict with the student's existing timetable

- The request is made within the designated timeline for subject changes.

Timeline for Changes

- Requests to change electives for Semester 1 must be submitted within the first two weeks of Term 1.

- Requests to change electives for Semester 2 must be submitted within the first two weeks of Term 3.

Application Process

1. Students must complete a [Change of Elective Form](), detailing the reasons for their request and the desired subject. The form must be signed by a parent or guardian.

2. Students must meet with their Year Level Coordinator to discuss the reasons for changing an elective subject. The Year Level Coordinator, will review the request and determine feasibility based on class sizes and timetable constraints.

3. Students will be notified of the outcome, and, if approved, adjustments will be made to their timetable.

4. If the change is approved, the student is responsible for catching up on any missed work in the newly added elective.

Undertaking an Unscored VCE

An unscored VCE, allows students to receive a VCE certificate without completing external examinations. Students choosing this pathway will not receive study scores or an Australian Tertiary Admission Rank (ATAR). While they are not required to sit external examinations, they must successfully complete all coursework and internal assessments to achieve a satisfactory pass for every outcome and obtain a VCE certificate. A student cannot opt for an unscored VCE for any unit where results have already been submitted.

Eligibility for Unscored VCE

The school's guidelines for students opting for an unscored VCE are aligned with the criteria outlined by the VCAA:

1. **Mental Health and Wellbeing:**

   - If recommended by the school's Wellbeing or Learning Support Team, based on concerns about the student's mental health or overall wellbeing.

2. **Established Career Pathways:**

   - If the student has a confirmed post-school pathway, such as an apprenticeship, vocational placement, or employment opportunity, that does not require an ATAR.

   - A recommendation from the Careers Coordinator is required to validate this decision.

Approval Process

1. Students must meet with the VCE Coordinator and Careers and Pathway Coordinator to discuss the reasons for considering an unscored VCE and its potential implications.

2. Students must complete an [Unscored VCE Application Form](), signed by the student, their parent or guardian, and the VCE Coordinator.

3. The school will review the application to ensure all necessary criteria are met. Once approved, the student and their teachers will be informed of the change.

Distance Education Subjects

Distance Education offers students the opportunity to study VCE subjects that are not offered at the College or to resolve scheduling conflicts caused by timetable clashes.

Application Process

1. Students interested in enrolling in a Distance Education subject must meet with the Careers and Pathways Coordinator and VCE Coordinator to discuss their options and ensure the subject fits within their overall study program and timetable. These conversations are usually conducted as part of the process of subject selection counselling.

2. Students must complete a [Distance Education Enrollment Application Form](), and this must be signed by a parent or guardian.

3. Upon approval, the school will facilitate enrollment with the Distance Education provider, and students will receive confirmation of their registration.

Commitments and Expectations

- Students are expected to maintain regular communication with their Distance Education subject teacher. Students must attend any

scheduled virtual or in-person classes required by the Distance Education provider.

- The College will assign the student to a Distance Education Supervisor, and they will be available to discuss any concerns students may have about distance learning.

- Most assessments will be conducted at the College, and the student will be advised of the arrangements of assessment tasks by their Distance Education Supervisor.

- Students will receive private study periods to complete the Distance Education coursework. They are expected to go to the designated study spaces provided during their study periods. It is the student's responsibility to complete and submit all coursework and assessments by the specified deadline.

Fees and Withdrawals

- Any fees associated with Distance Education subjects, such as enrollment or material costs, will be communicated during the application process.

- Students wishing to withdraw from a Distance Education subject must provide written notice by the withdrawal deadline set by the provider. This is usually by the end of the first week of classes. Withdrawal after the deadline will result in the student incurring the full course costs.

VET Course Enrollments

Vocational Education and Training (VET) courses provide practical, industry-specific skills that contribute to the successful completion of a senior secondary certificate. In some cases, VET courses can also count towards the calculation of an ATAR. For students undertaking the VCE-VM Certificate, completing a VET course is a compulsory requirement.

Application Process

1. Students interested in enrolling in a VET course must first consult with the Careers and Pathways Coordinator to discuss their options and ensure the course aligns with their academic and career goals.

2. Students must complete a VET Enrollment Application Form, providing details of their chosen course, training provider, and reasons for enrollment. The application must be signed by a parent or guardian.

3. The Careers and Pathways Coordinator, in consultation with the training provider, will review the application to ensure the course fits within the student's overall program and timetable. Students will be notified of their enrollment status upon approval.

4. VCE applicants are required to sign the VCE-VET Student Agreement form.

Commitments and Expectations

Attendance

Due to the practical nature of VET courses, students must prioritise attendance. If a student is unable to attend a scheduled VET class, they must notify both the trainer and the Careers and Pathways Coordinator in advance. Students are responsible for arranging their own transport to and from the course.

Costs

Costs of VET courses will be communicated during the application process. The payment deadline for all courses is the end of Term 1.

Timetable Adjustments

Most VET courses for VCE students are scheduled on Wednesday afternoons, which may require students to miss some regular classes. Students are responsible for catching up on any missed work and may be required to attend Thrive sessions or SAC Catch-Up sessions on Monday afternoons to receive additional support.

Course Withdrawal

Students intending to withdraw from a VET course must provide written notice by the designated withdrawal deadline, typically the end of February. Withdrawals after this deadline will result in the student incurring the full course costs.