

VCE Administrative Procedures for VCE Students

Unit requirements

Points outlined in the 2015 VCE Administrative Handbook:

What the Students Must Do

To achieve an outcome the students must:

- Complete all required learning activities to meet each outcome
- Produce work that meets the required standard
- Submit work on time
- Submit work that is clearly his or her own
- Observe VCAA and school rules which are outlined below.

VCAA Rules for Assessment and Subject Selection

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his or her own.
2. A student must acknowledge all resources used, including:
 - Text, websites and sources material
 - The name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. A student must not receive undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

 - The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the students and used in a new context.
 - Prompting and general advice from another person or source which leads to refinement and/or self-correction.

Unacceptable forms of assistance include:

 - Use of, or copying of, another person's work or other resources without acknowledgment
 - Corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study (i.e. more than one subject).
5. A student who knowingly assists other students is a breach of rules and may be penalised.
6. ***Students must back up their work on USB and the server to ensure if one source crashes their work is still retrievable. An excellent idea is to do regular printouts of work completed. Loss of work due to computer failure is not an acceptable reason for failing to meet a deadline.***
7. A student must sign the declaration of authenticity for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.
8. A student must sign a general declaration that he or she will obey the rules and instructions for the VCE, and accept its disciplinary provisions.
9. Students are not to change their subjects without prior approval. They need to consult with the following staff:
 - Principal, Mrs Mudie
 - Year 10-12 Coordinator, Mrs Inglisto approve such a change. Also, the students must obtain a note from their parents approving the change.

Attendance

All VCE units require 50 hours of class time. A student needs to attend sufficient class time to complete work. The school sets minimum class time and attendance rules. Where a student has completed work but there has been a substantive breach of attendance rules, the school may assign **N** for one or more outcomes and thus an overall **N** for the unit.

