



Dandenong High School
Later Years Policy 10 – 12
Revised 2012

PREAMBLE:

Dandenong High School is a Learning Community that provides opportunities for all students to achieve success. In the Senior Years the focus is on both academic achievement through the completion of the VCE or VCAL (including VET) and guiding students to choose appropriate pathways to support their future once they leave school.

At Dandenong High School students achieve success by attending all classes, being punctual, completing all required work, being self-motivated, committing to a homework schedule and developing a career pathway.

POLICY OUTLINE

The vision for Dandenong High School is one in which all students are empowered to achieve success. We ensure that the diverse needs, achievements and strengths of every individual are recognised, nurtured and celebrated. We foster a supportive environment, building on the strengths within our unique community. By teaching in the Senior Studies program, teachers are making a commitment to both the school and to each individual student that they will do everything possible to assist them in achieving success. As we all learn differently, it is vital that every student be supported in a variety of ways, until that level of success is reached.

At Dandenong High School students are most successful in the Senior School when they achieve a high level of attendance. This is why we wish all students to maximise their attendance to reach a level of 90% or higher for all subjects.

Year 10

1.1 Assessment:

All learning in Years 7-10 is based on the Victorian Essential Learning Standards. Students are assessed against the standards in each subject and by the end of Year 10 are expected to be at Level 6 on the learning continuum. Some students who are achieving above the expected level will be at Level 6 Extension.

NB: Students in Year 10 have the opportunity to select a VCE subject and students in the Accelerated and Enhanced Learning Program can select up to 3 Unit 1 and 2 subjects. These students will be assessed against the Year 11 Assessment guidelines in this document for those subjects.

1.2 Promotion from Year 10-11 guidelines:

At the end of Year 10 students are supported in choosing the Senior Studies Pathways that will provide the best opportunity for them to achieve success.

To be promoted to Year 11 and a VCE or VCAL program students must satisfy the following criteria:

- 90% attendance (this alone will not determine whether a student proceeds to Senior Studies)
- The student will have reached the expected level in English/ESL. The expected level in two of Maths, Science, Humanities and the expected level in at least two of their elective subjects

- The student has completed the selection and enrolment procedures, including a Course Selection Interview and confirmed their course during the Course Confirmation Day. They have received support through MIPs counselling and pathways advice

1.3 If a student has not met these requirements:

- A Pathways Appointment will be arranged between the House Leadership Team, the student and their parent/guardian. The purpose of the interview will be to evaluate the student's progress, review the course selected for the following year and re assess the students pathway at the school
- The student may then be given the opportunity to select a more appropriate pathway based on their Year 10 results
- If a student's Year 10 results are well below the expected level students may be offered the opportunity of three year Pathway Program which includes Foundation VCE or Foundation VCAL in order to consolidate their learning, before enrolling in Unit 1-4 Subjects
- A student may be placed on a Personal Learning Plan in order to support their learning in Senior Studies. The plan will outline the responsibilities undertaken by the student and will be signed by the student, parent and Leader of the Senior Studies Team. The student's progress will be reviewed at the end of each semester

YEAR 11 AND 12 VCE AND VCAL

2.1 Year 11 Requirements

In order to satisfactorily complete a Unit 1 or 2 study in either VCE or VCAL a student must satisfactorily complete the unit's outcomes. Each Unit contains a number of outcomes that are set by VCAA and outlined in a subject study design. In order to achieve an 'S' for a Unit a student must achieve an 'S' for each outcome. Please note the following:

- An outcome is an area of learning or a series of skills within a unit. A teacher makes a judgement as to whether a student has satisfactorily met the requirements and demonstrated a satisfactory level of understanding for that outcome
- A teacher makes a judgement as to whether a student has satisfactorily met the requirements of that outcome based on evidence provided by; school assessed tasks, learning activities and classroom observation
- An exam result alone should not be used to determine an 'S' or 'N' for an outcome
- A student needs to satisfactorily complete all SACs/SATs to receive an 'S' for a Unit by being able to demonstrate a satisfactory level of understanding of the outcome being assessed. Other course work may be used to further confirm an 'S' result.
- If a student is unable to demonstrate satisfactory understanding on any one outcome task, they should be given the opportunity to redeem the task. (Refer to 2.4 Redemptions)
- If a genuine attempt to redeem the task has been made and the work is still not satisfactory, then another redemption may be granted. If after this attempt, the work is still deemed unsatisfactory by the teacher, then the House Leadership needs to be informed. (Refer to 2.4 Redemptions)

2.2 School Assessed Tasks

Each Unit 1 and 2 subject includes a number of School Assessed Tasks that students complete during the Unit. These are designed by the school (Domain Teachers) and used by teachers as evidence when making a judgement as to whether a student has satisfactorily completed an outcome. Please note the following:

- Any one School Assessed task should not solely determine if a student has satisfactorily completed an outcome. A teacher may also use; teacher observation, other learning tasks or class discussion/participation. A teacher may also use a number of School Assessed Tasks to make a judgement on a student's level of understanding of an outcome

- School Assessed Tasks are given a letter grade. These are recorded on the end of semester report and indicate the student's level of performance against set criteria. The grades are as follows: A+ = 90-100, A = 80-89, B=70-79, C= 60-69, D=55-59, E= 50-54, UG= below 49
- If the original mark on an outcome task was below 49%, then the student will receive a UG (Unsatisfactory) on a School Assessed Task. If the work has been redeemed to a satisfactory standard, then the students will receive an 'S' along with the UG score.

2.2.1 Notification of a School Assessed Task

- **Notification of all school assessed course work, MUST be given to students in writing** by the teacher at least one week before the due date is set. It is recommended that teachers give students a list of **all** School Assessed Tasks for that Unit at the start of the unit. If a teacher needs to change the date of a School Assessed Task notification needs to be given to students **in writing** using the Redemption/Extension/Change of Date form. See form attached
- **It is recommended that staff ensure students sign they have received the information regarding the date of the task and that they sign in when present for the task.**
- If a student does not achieve a satisfactory level for a School Assessed Task a student will complete redemption. (Refer to 2.4 Redemptions)
- If any change is made to a School Assessed Task date, notification **MUST** be given to students in writing at least one week before the task is to be completed using the Redemption/Extension of Time Form attached to this document

2.3 Exams (VCE Units of Study only)

In Year 11 at DHS all students are required to sit a written exam for each subject at the end of a unit (semester). The student is given a letter grade for the exam result which is recorded on the end of semester report. The purpose of the exam is to prepare students for formal examinations and to indicate a student's level of performance during exam conditions in preparation for Year 12. Please note the following:

- An exam result **should not** be used to determine an **S** or **N** for an outcome
- An exam result **should not** be used as a redemption for a School Assessed Task

2.4 Redemption

If a student does not meet the requirements of an outcome task and has not demonstrated a satisfactory understanding of the outcome being assessed, then they must be given an opportunity to redeem.

The process to follow is:

- A date will be set by the classroom teacher, in consultation with the student, for a redemption to take place at a suitable time for both staff and student. Redemptions should not be scheduled to take place during any other timetabled class, including ILP lessons.
- This redemption must occur within two weeks of the original task date.
- The Redemption/Extension of Time documentation will need to be signed by the student, staff member, parent/guardian and a member of the students House leadership team.
- If a student makes a genuine attempt to redeem and still does not demonstrate adequate understanding of the outcome for satisfactory completion, then they should be given a second opportunity to redeem.
- The redemption/Extension of Time form will also need to be completed again.
- All Redemption forms should be placed in the students' file.
- After two attempts to redeem, if the student is still deemed to have not demonstrated an adequate understanding of the outcome being assessed, the House Leadership Team of that student needs to be informed immediately.

- A meeting then will be called with the student, a parent/guardian and a member of the House leadership Team member/s to discuss further options. The course of action following this meeting will be determined by the teacher and House Leadership Team.

Please Note:

- If a student successfully redeems a School Assessed Task **in Year 11** and demonstrates a very good understanding of the outcome, then a teacher may give the student an 'E' on their report. However, if the redeemed work demonstrates a very low level of understanding, then the 'UG' may remain on their report, along with the awarded 'S'. Students should not achieve a letter grade of higher than E for a redemption
- When any student redeems a SAC/SAT the original mark **MUST** remain. A student is only redeeming to achieve an 'S' standard.

2.5 Absence for a School Assessed Task

If a student is absent for a School Assessed Task or any part of a School Assessed task they must provide a medical certificate to explain their absence or letter from parents outlining extenuating circumstances.

- This must be presented to the House Attendance Officer on the day they return to school and then given to the classroom teacher who will reschedule a date for the task to be completed and complete the Extension/Redemption form.
- A copy of the medical certificate or letter needs to be attached to the completed form and the form is to be returned to the House Leadership Team and placed in the student file.
- It is recommended that the classroom teacher retain a copy of the form. If the student does not follow this procedure the teacher needs to contact the House Leadership Team for advice.

If a student is aware of an impending absence in advance they can apply for an extension using the approved "Extension of Time/Redemption Form" **before** the date of the School Assessed Task date. A copy of the form is attached to this document and needs to be submitted to the House Leadership Team at least 24 hours before the set date.

Please note:

- **A student should not be automatically given an 'N' for an outcome for not attending or completing a School Assessed Task. The teacher must contact the House Leadership Team to seek advice**

2.6 Behaviour that does not comply with VCAA guidelines

If a student is found cheating or is believed to have cheated on a task, the House leadership Team of that student need to be informed immediately, along with the Senior Studies Team.

The Senior Studies Team and the House Leadership Team of the student will consult to consider the appropriate consequence. In all cases, parents/guardians will need to be informed.

In most cases, the student will be permitted to sit a redemption task, for an 'S', but will receive a score of '0' for that task.

2.7 Awarding a student an 'S' or an 'N' for a Unit

As previously stated in order to satisfactorily complete Unit 1 or 2 studies in either VCE or VCAL, a student must satisfactorily complete all outcomes in each Unit of study. A teacher makes a judgement as to whether a student has satisfactorily met the requirements of that outcome based on evidence provided by; school assessed tasks, learning activities and classroom observation.

Please note:

- If at any time during the Unit the teacher believes that the student may not receive a satisfactory result for the unit, **they must contact the House Leadership Team immediately via email and submit At Risk documentation.**
- The House Leadership Team will work with the teacher and the student to develop strategies designed to support the student in achieving an 'S' for the outcome
- The student will be provided every opportunity to achieve an 'S' for the Unit. This may include negotiating further redemptions of School Assessed Tasks for the student to demonstrate a satisfactory level of understanding of an area of learning or required skills
- Once the teacher has notified the House Leadership Team, parents will be contacted and an interview arranged to discuss the student's progress and elicit parent support

VCAL students generally demonstrate specific learning styles and need to be supported in a number of ways in order to achieve success. There should be flexibility in relation to assessment methods and assessment tools and students should have several opportunities, if needed, to successfully demonstrate a learning outcome.

VCAL students can get either an 'S' or an 'N' for an outcome. Receiving an "NYC" for an outcome at the end of semester 1 for VCAL student does not mean that they have failed the unit, as VCAL students have **until the end of the year** to satisfy the outcomes of each subject to attain an 'S'. This is standard VCAA Policy. Therefore, there will be no overall 'S' or 'N' outcome on the mid-year student report. This will only be included on the end of year Report.

If every opportunity has been provided to the student to satisfactorily complete the Unit, the House Leadership Team and parents have been notified and the student has still not demonstrated a satisfactory level of understanding for the unit the student will be awarded an 'N'.

2.8 Promotion from Year 11 to Year 12 Guidelines: (VCE)

The VCAA states that in order for a student to satisfactorily complete their VCE they must achieve an 'S' for 16 out of a possible 22 units.

At Dandenong High School in order to provide students with every opportunity to meet these requirements, to be promoted to Year 12, students must satisfy the following criteria:

- It is recommended that students satisfactorily complete a minimum of 8 units in Year 11. At least one of these units **must** be English/ESL or an equivalent
- 90% attendance (this alone will not determine whether a student precedes to Senior Studies)
- The student has completed the selection and enrolment procedures and confirmed their course during course confirmation. They have received support through MIPs counselling and pathways advice

2.8.1 If a student has not met these requirements:

- A Pathways Appointment will be arranged with House Leadership Team, the student and their parent/guardian and a representative from Careers. The purpose of the interview will be to evaluate the student's progress, review the course selected for the following year and re assess the students pathway at the school
- The student will then be given the opportunity to select a more appropriate pathway based on their Year 11 results. This may result in a student changing to a three year VCE if they have not satisfactorily completed sufficient units (to meet VCAA requirements a student needs to satisfactorily complete a minimum of 6 units at Year 11 level, if they are to complete their VCE in two years), repeating Unit 1 and 2 subjects or selecting other units that will provide them a better opportunity of achieving success
- The student and parent will be provided support from the careers team in order to ensure the student selects the most appropriate pathway
- A student **will not** automatically be transferred to a VCAL course unless they would benefit from an applied learning focus

- A student may be placed on a Personal Learning Plan in order to support their learning in Senior Studies. The plan will outline the responsibilities undertaken by the student and will be signed by the student, parent and House Leader. The student's progress will be reviewed both throughout and at the end of each semester

2.9 Promotion from Year 11 to Year 12 Guidelines: (VCAL)

A student can complete a VCAL Certificate at a Foundation (Year 10 equivalent), Intermediate (Year 11 equivalent) or Senior (Year 12 equivalent) level. In order to satisfactorily complete a VCAL certificate at any level a student must satisfactorily complete 10 Units. These must include one literacy unit, one numeracy unit and one industry related skills unit.

Please note:

It is essential in Senior VCAL (Year 12 equivalent) that students are enrolled in 6 units to maximise their opportunities for achieving success and satisfactorily completing the VCAL Certificate

2.9.1 If a student has not met the requirements:

- A Pathways Appointment will be arranged for coordinators from the House Leadership Team, the student and their parent/guardian. The purpose of the interview will be to evaluate the student's progress, review the course selected and the number of units still required to satisfactorily complete the VCAL Certificate and re assess the students pathway at the school
- The student will then be given the opportunity to select a more appropriate pathway based on their Intermediate VCAL results. This may result in a student repeating the units required to satisfactorily meet the VCAL Requirements
- The student and parent will be provided support from the careers team in order to ensure the student is aware of all available options and selects the most appropriate pathway
- A student may be placed on a Personal Learning Plan in order to support their learning in Senior Studies. The plan will outline the responsibilities undertaken by the student and will be signed by the student, parent and House Leader. The student's progress will be reviewed throughout and at the end of each semester

2.10 Year 12 Requirements for both VCE and VCAL:

In Year 12 **all** assessment follows the guidelines set by the VCAA. These are available in each study design and are available both at the school and online. Teachers **must** ensure that they are familiar with VCAA requirements and that they follow them implicitly. Teachers are required to keep up to date assessment records of student achievement. If a teacher has any questions or concerns regarding the guidelines they should refer them to their Domain Leader or the House Leadership Team.

Please note:

- Students completing Units 3 and 4 also complete School Assessed Tasks and School Assessed Course Work which are used by the teacher to determine whether a student has achieved an S for an outcome. A student may redeem a School Assessed Task or submit further work in order to meet satisfactory completion requirements of a unit and achieve an S for an outcome. Teachers must observe the guidelines in their individual study designs in regards to redemption and submitting further work.
- A student needs to satisfactorily complete all assessed school tasks to receive an 'S' for an outcome, by being able to demonstrate a satisfactory level of understanding of the outcome being assessed.
- If a student fails to achieve an 'S', they can redeem the task, up to twice more, to achieve an 'S' standard. The original mark on the piece of work remains the same however. After two further attempts to redeem, if the work is still declared unsatisfactory by the classroom teacher, then an interview will be required between the House Leadership Team, the student and a parent, to discuss further options. This *may* include another opportunity to redeem, this will be determined by the teacher and House Leadership Team.(refer to 2.4 Redemptions)

- A student may not submit further tasks or redeem School Assessed Course Work to change the SAC scores awarded by the school
- If a student in Unit 3 or 4 is submitting further work to achieve an S for an outcome the teacher must complete the attached redemption and extension form
- If a student in Year 12 is absent for a SAC or a SAT they must provide a medical certificate or letter from parents outlining extenuating circumstances and present this to the House Attendance Officer.

3. Addendum to Later Years Policy - Endorsed February 2013

3.1 Clash subject policy

There are an increasing number of students, who are undertaking a combination of Unit 1/2 and 3/4 studies. Consequently, many of these students invariably end up with at least one clash in their timetable (in 2013 this is 83 students)

It is proposed, that we recognise this issue and that we make a formal policy, as an addendum to the Later Years Policy that states:

- Any student who has a clash on the timetable attends the Unit 3/4 study as their priority.
- Unit 1/2 teachers, need to be informed as to who these students are – so they can be aware of legitimate student absence.
- Students MUST see staff member of the Unit 1/2 class, to ensure any missed work is caught up on. It is the student's responsibility to find the staff member after class.

Please note:

If a teacher believes a student is going to achieve an 'N' for a unit they must contact the House Leadership Team immediately via email and complete the At Risk documentation. The House Leadership Team will inform the student's parents.

LATER YEARS ASSESSMENT POLICY

Glossary

- **Examinations (DHS Units 1 and 2)** – At Dandenong High School all students completing a Unit 1 and 2 study will have an exam at the end of each semester. The purpose of the exams is to prepare students for formal examinations and to indicate a student's level of performance during exam conditions in preparation for Year 12. An exam result **should not** be used to determine an S or N for an outcome or used as redemption for a School Assessed Task
- **Examinations (Units 3 and 4)** – External assessments set and marked by the VCAA. All VCE Unit 3 and 4 studies have at least one examination.
- **Outcomes** – An area of learning. What a student must know and be able to do to satisfactorily complete a unit as specified in the VCE study design or VCAL Unit
- **Redemptions** – If a student does not achieve a satisfactory level on a School Assessed Task they can complete a redemption in order to demonstrate the expected level required to achieve an S for an outcome. A redemption can consist of a repeat of the same task or the completion of a new task or set of tasks. Every opportunity must be given to a student to redeem a School Assessed Task if it does not meet the expected level

- **School Assessed Course Work** – A school based assessment that is reported as a grade for either a VCE Units 3 and 4 sequence or Unit 3 and 4 Unit individually. School Assessed Course work consists of a set of assessment tasks that assess a student’s level of achievement of VCE Units 3 and 4 Outcomes
- **Satisfactory Completion (VCE)** – The school decision that a student has demonstrated achievement of the outcomes for a VCE Unit. Students receive an S for the satisfactory completion of a Unit. If they do not satisfactorily complete a unit, they receive an N. Students qualify for the VCE when they satisfy sufficient units which meet the program requirements
- **Satisfactory Completion (VCAL)** – The school decision that a student has demonstrated achievement of the outcomes for a VCAL Unit. Students receive an S for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an N for not yet complete. Students qualify for the VCAL when they achieve sufficient credits to satisfy the course requirements. Units not yet completed are not printed on the statement of results
- **School Assessed Task – VCAA** - A school based assessment for a VCE Units 3 and 4 sequence set by VCAA and assessed by teachers in accordance with published criteria.
- **School Assessed Task – DHS Year 11-** At Dandenong High School the term School Assessed Task is used at Year 11 (Units 1 and 2) to describe an assessment task designed by the teacher. It is used to demonstrate a student’s level of competency and understanding and to demonstrate whether a student has reached a satisfactory level of understanding for an outcome. School Assessed Tasks are given a letter grade that is recorded on their semester report
- **Studies** – The subjects available in the VCE
- **Study Design** – A study design for each VCE study is published by the VCAA. It specifies the content for the study and how student’s work is to be assessed. Schools must adhere to the requirements in the study designs
- **Units (VCE)** – The components of a VCE Study that are a semester in duration. There are usually four units in a VCE study numbered 1,2,3 and 4
- **Units (VCAL)** – VCAL Units contain accredited learning outcomes that enable content to be developed and/or planned at the local level

VCAL learning program – A program of accredited curriculum, the **Victorian Certificate of Applied Learning**, that leads to the award of a VCAL Certificate