



EPPING SECONDARY COLLEGE

VCE STUDENT AND PARENT HANDBOOK 2019

TELEPHONE: 9401 2599

FAXMAIL: 9408 6803

ADDRESS: McDonalds Road Epping, VIC 3076

WEBSITE: www.eppingsc.vic.edu.au

Contents Page

| | |
|--|----------------------|
| 2019 Senior School Team | Page 3 |
| Victorian Certificate of Education (VCE) Introduction | Pages 4-5 |
| VCE Glossary & Overview | Pages 5-7 |
| Year 11 Program - Completion of Units and Outcomes | Page 8 |
| Year 12 Program - Completion of Units and Outcomes | Page 9 |
| Subject Selection | Page 10 |
| Acceleration Policy | Page 11 |
| VCE Attendance Policy | Page 12 |
| VCE Assessment Policy | Page 13 |
| VCAA Assessment Rules | Pages 13 - 14 |
| SAC Reschedule/ Redemption | Page 15 |
| Extension Process for SATs | Page 16 |
| Senior Support Programs | Page 17 |

2019 Senior School Team

| | |
|--|--|
| Principal | <i>Helene Alamidis</i> |
| Senior School Assistant Principal | <i>Antoinette Hooper</i> |
| Senior School Student Achievement Leading Teacher | <i>Melissa Foresio</i> |
| Senior School, Careers and Programs Leading Teacher | <i>Dean Malcolm</i> |
| Year 10 Student Achievement Coordinator | <i>Gina Zorzan</i> |
| Year 11 & 12 Year Level Coordinators | <i>Jessica Spiteri and Michael Rogneda</i> |
| Year 10 Year Level Coordinators | <i>Oliver Williams and Dean Malcolm</i> |
| Transition Broker/ VASS Coordinator | <i>Kath Scott</i> |

Vision

For each Senior School student to 'Strive for Excellence' and achieve their individual best that will inspire future lives.

Handbook structure

In this handbook you will locate all the necessary information, policies and procedures to guide you and your child through the PRE VCE and VCE journey. This handbook and its contents, including policies and procedures, are relevant to your child's entire Senior Years education (Years 10 - 12). Please retain this document for further reference when needed.

College Values

At Epping Secondary College the core values of Commitment, Respect, Honesty, Fairness and Perseverance guide our behaviours. This means we learn collaboratively, appreciating individuality, diversity and community. We are respectful, truthful and honest as we care for each other, the local and global environment, sharing responsibility and committing to developing each other and ourselves, so we can contribute positively to society.

Victorian Certificate of Education (VCE) Introduction

What is the VCE and who is in charge of the VCE?

The Victorian Certificate of Education (VCE) is a course of study for all Victorian students in Years 11 and 12. The VCE is organised by the VCAA (Victorian Curriculum and Assessment Authority), which issues rules and regulations for the VCE that all schools must follow. Some aspects of the VCE are decided by each school, within guidelines set by the Board of Studies. The information in this handbook is intended to assist students, staff and parents, but it does not include all the details of VCE rules and regulations. More detailed information regarding the VCE as outlined by VCAA and is available from the Year Level Coordinators or Senior Years Leading Teacher.

What do you have to do to successfully complete the VCE?

The VCE is normally studied over two years. To complete the VCE a student generally undertakes 20 to 24 units of study. At Epping Secondary College most students study twelve units (six Unit 1/2 subjects) in Year 11 and ten units (five Unit 3/4 subjects) in Year 12. A unit is half a year or semester of study.

Unit 1 and 2 can be completed separately or as a sequence, whereas Unit 3 and 4 must be completed as a sequence. At Epping Secondary College an option to complete VCE studies over three years is available to some students who would benefit from such a program.

Completion of Units/Outcomes:

Satisfactory completion of a VCE unit is based on successful completion of outcomes. Each VCE unit comprises a set of two to four outcomes. Satisfactory completion of units is determined by the school, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements. The learning outcomes and associated assessment tasks are specified in accredited VCE study designs (*these can be accessed on the VCAA website*). Students will receive 'S' (Satisfactory) or 'N' (Not Satisfactory completed) for each unit depending on whether all outcomes have been satisfactorily completed.

Level of performance:

Unit 1 and 2

Students will be assessed with Satisfactory (S) or Not Satisfactory (N) for the completion of learning outcomes. In addition to the S or N, students will be graded on each assessment to determine the level of performance.

Unit 3 and 4

Levels of achievement for Units 3 and 4 sequences can be of three different types and all studies will have two or three assessment components which will make up the study score:

- School-assessed coursework (SACs),
- School-assessed tasks (SATs),
- External examinations.

All units will be assessed with Satisfactory (S) or Not Satisfactory (N) for the completion of learning outcomes. The school-assessed coursework or school-assessed tasks and external examinations for each Unit 3/4 study contributes to a study score. Scored VCE VET studies have only two graded assessment components, comprising one School-based Assessment and one examination. Graded assessments are reported on an 11-point scale as grades A+ to E or UG (Ungraded).

Minimum requirements to generate a VCE Certificate:

The minimum requirement is satisfactory completion of 16 units, which must include:

- Three units from the English group, with a Units 3 and 4 sequence
- At least three sequences of Units 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

Note: The Victorian Tertiary Admissions Centre (VTAC) advises that satisfactory completion of both Units 3 and 4 of an English sequence is required for the calculation of a student's Australian Tertiary Admission Rank (ATAR).

A study score indicates how a student performed in relation to all other students who took the study. It is calculated using the student's final scores for School-assessed Coursework, School-assessed Tasks, and examinations for each study. To receive a study score students must achieve two or more graded assessments in the study and receive 5 for both Units 3 and 4 in the same year, unless they have Interrupted Studies status and have met these requirements over two years.

Tertiary Entry:

The Victorian Tertiary Admissions Centre (VTAC) handles the administration of the tertiary entrance system. Each student will receive specialized assistance in selecting courses for University and TAFE in their final year of VCE from the Senior Years Team, specifically the Careers Coordinator and Transition Broker.

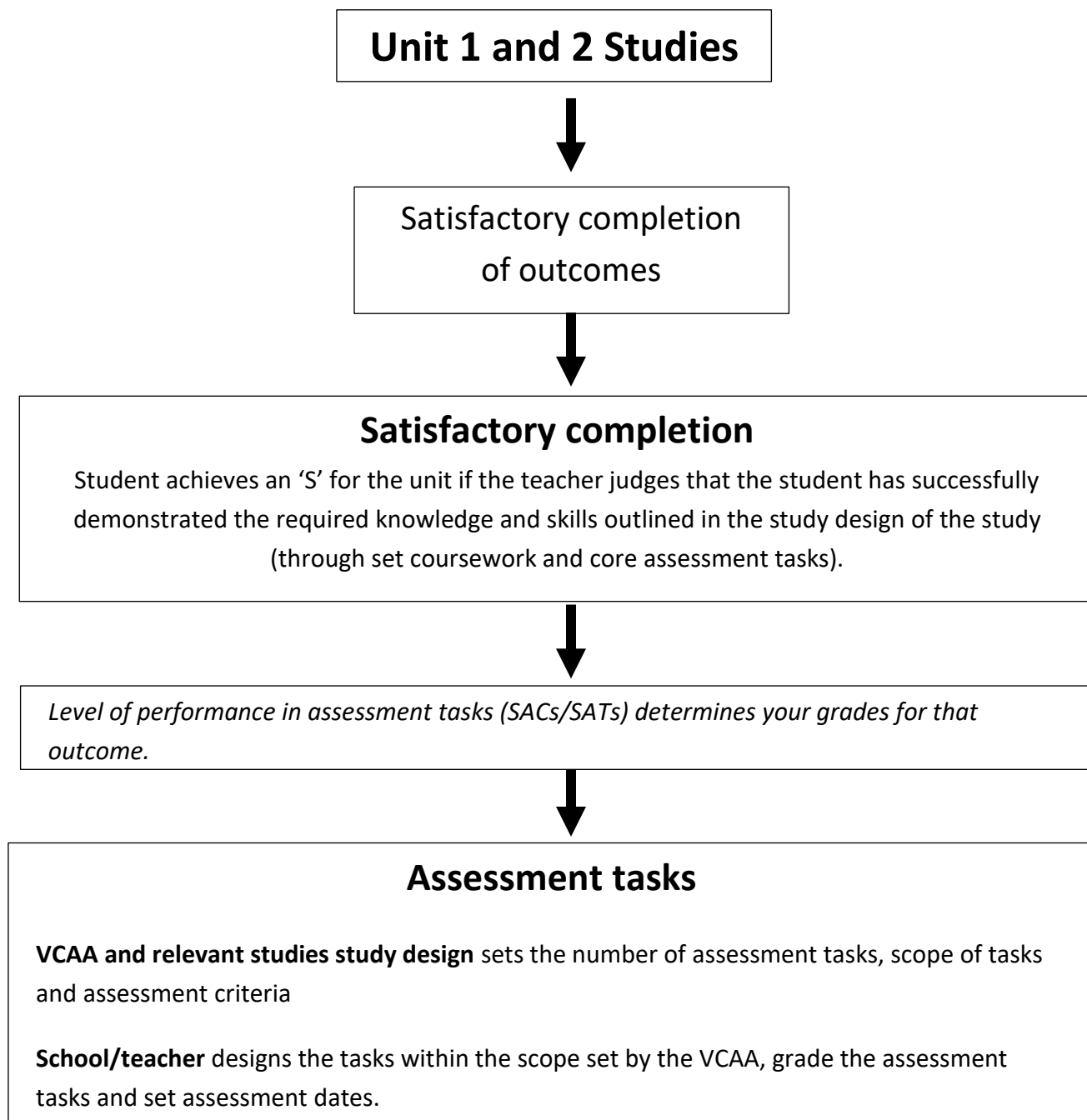
VCE Glossary & Overview

| | |
|--|--|
| <p>Victorian Curriculum and Assessment Authority (VCAA)</p> | <p>The governing authority who set the policies, procedures and guidelines associated with the VCE. They are responsible for designing the VCE curriculum (published in study designs) and external Unit 3 / 4 exams.</p> <p>Website: www.vcaa.vic.edu.au</p> |
| <p>Unit 1 and 2 Studies</p> <p><i>Referred to as Year 11 subjects</i></p> | <p>Studies undertaken in Year 11.</p> <p>Generally, preliminary introductions to the more in-depth studies in each subject undertaken in Units 3 and 4.</p> <p>Unit 1 / 2 subjects can also be undertaken by students in Year 10 for subjects they have successfully applied for acceleration.</p> <p>Units run for one semester (i.e. Unit 1 subjects are taught across Semester 1, Unit 2 subjects across Semester 2). Some, but not all, are pre-requisites in order for a student to undertake studies in Units 3/4 of the same subject. Although gaining a good base across both Units 1 and 2 is generally recommended, students may complete Unit 1 of a subject and then change to study a different Unit 2 subject in Semester 2.</p> |

| | |
|---|--|
| <p>Unit 3 and 4 Studies</p> <p><i>Referred to as Year 12 subjects</i></p> | <p>Studies undertaken in Year 12.</p> <p>Year 11 students can undertake a unit 3 / 4 study if they have been successful in their applications to do so.</p> <p>Teachers assess student level of performance and completion of units/outcomes through SACs/SATs and coursework. Students also sit an externally set and graded exam for each study.</p> |
| <p>Outcomes</p> | <p>To satisfactorily complete a unit of work students must demonstrate the required knowledge and skills (published in relevant subject's study designs).</p> |
| <p>Core Assessment Task</p> | <p>Means by which students demonstrate their satisfactory knowledge and skills of each outcome.</p> |
| <p>School Assessed Course Work (SACs)</p> <p>School Assessed Tasks (SATs)</p> | <p>Means by which student's level of achievement for each outcome is judged. These tasks generate students graded achievement.</p> |
| <p>Reporting students results</p> | <p><i>VCE Unit results are reported to the VCAA as:</i></p> <p>S = satisfactory completion</p> <p>N = not satisfactory</p> <p>If a teacher judges all outcomes are achieved students receive an S for the unit</p> |
| <p>At risk of achieving an 'N' for an outcome/unit (not satisfactory)</p> | <p>Parents/guardians will be notified when their son/daughter is at risk of achieving an 'N' for an outcome or unit due to academic performance, learning behaviours or attendance.</p> |
| <p>General Achievement Test (GAT)</p> | <p>Is a test of general knowledge and skills in written communication, mathematics, science, technology, humanities, the arts and social science. The GAT is a 3hr examination administered by the VCAA in June. All students enrolled in a unit 3 / 4 study are required to sit this exam. The GAT is an essential part of the VCE assessment procedures and is used to monitor school assessed course work to ensure consistency in assessment across the state.</p> |

| | |
|---|---|
| <p>Special Provision</p> | <p>Policy designed by the VCAA to provide students in defined circumstances with the opportunity to participate in and complete their senior secondary studies. Individual students may need special provisions in their learning program to achieve the learning outcomes, and in assessment to demonstrate their learning and achievement.</p> <p>Year 11 – applications processed internally by school</p> <p>Year 12 – application processed by VCAA</p> |
| <p>Victorian Tertiary Admissions Centre (VTAC)</p> | <p>The administrative body which processes applications for university institutions.</p> |
| <p>Study Score</p> | <p>Indicates how well a student has performed in a study at Unit 3 / 4 level, compared to everyone else in Victoria who took that subject. Study scores can range from 0 to 50. Study scores calculated by the VCAA will be used by VTAC to calculate the student's ATAR.</p> <p>To generate a study score at Unit 3 / 4 level a student needs to complete the graded assessments (SACs/SATs), examination and need to satisfactorily complete both Unit 3 and 4.</p> |
| <p>Australian Tertiary Admission Rank (ATAR)</p> | <p>The ATAR (previously known as ENTER) is calculated by VTAC solely for the use of tertiary institutions to compare the overall achievement of students who have completed different combinations of VCE studies. It is a rank on a scale of 0 – 99.95, which shows a student's achievement in relation to other students.</p> <p>VTAC uses the VCE results issued by the VCAA to calculate the ATAR. The ATAR is calculated by adding:</p> <ol style="list-style-type: none"> 1. One English study score 2. The next best three study scores 3. 10% of the fifth and sixth study scores <p><i>*Please note: more information regarding scaling VCE study score for the ATAR and statistical moderation can be found on the VCAA website or by talking to a member of the Senior Years Team</i></p> |

Year 11 Program - Completion of Units and Outcomes



If a student does not successfully demonstrate the required knowledge and skills for the outcome they are at risk of receiving an 'N', which represents not satisfactory. The student has further opportunities to demonstrate their understanding of the outcome through our redemption process. An 'N' for an outcome can lead to the student being granted an N for the unit.

Please note: According to the ESC Progression Policy: In order to progress automatically to Year 12, students must satisfactorily complete 9 of the subjects/units undertaken in Year 11, including at least one unit of English. Students who do not meet the above requirements will be referred to the Student Progression Panel. Students who are referred to the Student Progression Panel will NOT be eligible to complete an advancement Unit in the following year. (For more information about the ESC Progression Policy, please refer to our website)

Year 12 Program - Completion of Units and Outcomes

Unit 3 and 4 Studies



Satisfactory completion
of outcomes.



Satisfactory completion

Student achieves an 'S' for the unit if the teacher judges that the student has successfully demonstrated the required knowledge and skills outlined in the study design of the study (through set coursework and core assessment tasks).



Level of performance in assessment tasks (SACs/SATs) determines your grades for that outcome.



Assessment tasks

VCAA and relevant studies study design sets the number of assessment tasks, scope of tasks and assessment criteria.

School/teacher designs the tasks within the scope set by the VCAA, grade the assessment tasks and set assessment dates.

Study Score

School assessed coursework is statistically moderated against the exam. Exams are set and marked by the VCAA. ATAR calculated by VTAC using results from VCAA (study scores).

Subject Selection

Changing a subject

Students can change subjects, but they must do so within the time frame set by VCAA.

Unit 1 and 2 Changes

Students may withdraw from a Unit One study within the first two weeks of the beginning of Term 1 and enroll into another study. To do so they need to complete the following procedures:

- Students must obtain a change of unit application form from the Careers Coordinator.
- The form must be filled in with a valid reason for the change. The student then needs to have the signature of the teacher whose class they are withdrawing from, as well as the teacher whose class they are entering.
- The application will be reviewed by a panel consisting of Year Level Coordinator, Careers Coordinator and the Senior Years Leading Teacher for approval.
- Once approved, students and staff are notified and changes made.

Students wanting to change a Unit Two subject must do so within the final week of Unit 1 and follow the same process as above.

Unit 3 and 4 Changes

Students wanting to change or withdraw from a Unit Three subject must also do so within the first two weeks of Term 1 and follow the set process above – with respect to completing unit pre-requisites if necessary.

Withdrawing from a subject

Some students select to accelerate by completing a Unit 1 and 2 subject as a Year 10 PRE VCE student or a Unit 3 and 4 subject as a Year 11 student. It is important to note that one of the key reasons this is offered to students is to help optimise their final VCE score by increasing the selection of studies VTAC have to calculate their ATAR. A student's ATAR is calculated using their English score and their next top three studies and 10% of their fifth study. If a student completes six Unit 3 and 4 studies, it provides them with more selection at the end of their studies. For this reason, students who complete a Unit 3 and 4 subject in Year 11 are still encouraged to complete a full program in Year 12 consisting of five subjects.

The school policy states that in order for a student to discontinue a subject in their VCE studies they must:

- Obtain a change of unit application form from the Careers Coordinator
- Fill the form out with a valid reason for the change and have the withdrawing teacher sign off
- Have the form reviewed by a panel consisting of the Year Level Coordinator, Careers Coordinator and the Senior Years Leading Teacher for approval

After careful consideration, if a student is permitted to discontinue a unit 3 and 4 subject in Year 12, it will mean they have additional study periods. To ensure these students optimize this study time they will be required to:

- Be situated in either the Senior Study Room or the Library during these times, including Period 1
- Be actively studying and catching up on missed or incomplete work
- Seek out teacher assistance when necessary

Acceleration Policy

Year 10 student accelerating by completing a Unit 1 and 2 VCE subject

Some Year 10 students consider completing a Year 11 (Unit 1/2) subject as a way to experience the increased demands and expectations associated with VCE. There are many benefits of accelerating a subject, however important to note that certain expectations come with the responsibilities of a VCE student.

Year 11 student accelerating by completing a Unit 3 and 4 Year 12 subject

Students interested in taking a Unit 3 and 4 subject whilst in Year 11 they will need to consider the following criteria:

Criteria for Acceleration

It is recommended the student:

- Achieve results that are to a high standard in their Unit 1/2 subjects.
- Meet the demands of VCE studies as indicated by their semester results
- Meet the 90% VCE attendance expectation

In the case a student does not meet the requirements of the accelerated subject

If a student is experiencing difficulty in the accelerated subject or they are not keeping up with the requirements and expectations of the subject the school may:

- Send emails to parents/guardians to notify them of a concern for their student
- Work with the student to develop strategies to support them in experiencing success in this subject
- Review their enrolment in the subject in consultation with the Senior Years Team, classroom teacher, parent and student
- Withdraw the student from the accelerated subject

VCE Attendance Policy and Procedures

Students need to be in class in order to learn the necessary skills and knowledge to satisfy the outcomes of each unit. As learning is sequential, it is imperative that students attend all classes. VCE students are required to maintain an attendance rate of 90% for each unit. Absences are either Approved or Unapproved. Please see the table below.

For each unit this means:

- No more than 10% of classes can be missed for unapproved reasons and no more than a total of 20% of classes can be missed for any reason.
- Students are only allowed to have 5 periods of unapproved absences and a total of 10 periods of total absences.
- Students may be awarded 'N' for a unit if attendance falls below this level.
- Students will need to complete attendance redemption on Wednesday afternoons and/or after school.

| Approved reasons for absence | Unapproved reasons for absence |
|---|---|
| Illness – <i>medical certificate</i> | Driving lessons |
| Funeral – <i>notice from paper and note from home</i> | Personal issues (without further explanation) |
| Job interview – <i>letter from employer</i> | Family commitments |
| Medical/dental appointments (which cannot be arranged out of class time) – <i>medical certificate</i> | SAC / SAT preparation or completion of work due in other subjects |
| Court appointments and counselling – <i>letter from the court</i> | Part time work commitments |
| College/State/National representation in sport – <i>if outside school, letter from coach</i> | Sleeping in or missing the bus Car or bike breakdown |
| License testing (one attempt only) - <i>receipt</i> | Supporting upset friends or timetable mix-ups |
| Year 12 Examinations | Centrelink appointments |
| | Family holiday |
| | Note from parent or guardian |

Student Responsibilities

- Attend all timetabled classes and arrive on time.
- Remain on College grounds all day until dismissed.
- Sign in with Senior Years Attendance Officer and provide written explanation if late for school.
- If leaving early, a written note must be shown to Senior Years Attendance Officer before signing out.
- Remain at school for periods 1 to 3 if they have a scheduled study period or if their class is uncovered (*students may only sign out when they have a period 4 study session*)
- Discuss with each teacher procedures for catching up on work missed through lateness or absence.
- Report to the Sick Bay if ill or injured.
- A medical certificate is required for absences from school, especially if a VCE SAC/SAT has been missed.
- Documents explaining absences will be accepted for up to five school days after your return to school. After this time absences will remain unapproved.

Parent/Carer Responsibilities

- Ensure that their son / daughter attends and is punctual each school day.
- Notify the school (preferably in advance) if their son/daughter is to be absent.
- Provide evidence of legitimate absences to the school for each student absence.
- Understand that it is the school's prerogative to determine the legitimacy of any explanation.
- Contact the school if their son/daughter refuses to attend.
- Arrange doctor and dentist appointments out of school hours.
- Do not allow their son/daughter to stay at home for minor reasons.

VCE Assessment Policy

There are two forms of graded school assessment - coursework and School-assessed Tasks. The form/s of school assessment and their weighting are specified for each study and are to be found in the Study Design.

School Assessed Coursework (SAC)

Coursework assessment is an assessment of each student's level of achievement based on a selection of the assessment tasks designated in the Study Design. For each coursework component, the Study Design specifies a range of assessment tasks for assessing the achievement of the unit outcomes.

Assessment tasks designated for coursework assessment must be part of the regular teaching and learning program and must be completed mainly in class time. They are to be completed within a restricted timeframe and the scope of each task is described in the relevant Assessment Guide. The requirements for coursework are set out in the VCE Study Designs. Teachers select from the range of tasks designated for the assessment of the unit outcomes.

School Assessed Task (SAT)

School Assessed Tasks are set by the VCAA, and generally involve an extended project or folio work.

The following VCE studies have School-assessed Tasks:

- Art
- Design and Technology
- Food and Technology
- Media
- Studio Arts
- Systems Engineering
- Visual Communication and Design

In order to satisfactorily complete a unit, students must satisfactorily demonstrate achievement of the learning outcomes assessed by the SAT.

Achievement of an outcome means:

- The work meets the required 'standard' as described in the outcome.
- The work is submitted on time, by **3:06 pm** on the due date
- The work is clearly the student's own and has been regularly verified as the work has been produced.
- There has been no breach of VCAA and College rules.

VCAA Assessment Rules

Rules for the conduct of VCE assessments and examinations

School based assessment sessions should be conducted according to VCE standards as listed below.

1. Students must not cheat or assist other students to cheat.
2. Students must not take any action that gives or attempts to give them or another student an unfair advantage in an external assessment.
3. Students must obey and observe all proper instructions or directions given by their supervisor.
4. Students attending an assessment may bring only materials and equipment approved for that assessment into the examination room.

5. Students must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches during an assessment.
6. Students detected with any ICT device must, upon the direction of a supervisor, surrender that device for inspection by Senior Years Leading Teacher or Year Level Coordinator.
7. Students must not bring into or possess in the examination room any drinks or food.
8. Bottled water is permitted in the examination room if it is transparent with no labels
9. Students must not communicate with any other student while the assessment is being conducted.
10. Students must not cause any nuisance, annoyance or interference to any other student during an assessment.
11. Students must not remove any examination material, used or unused, from the examination room.
12. Students must not begin to write or mark their response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
13. Students must raise their hand if they wish to communicate with a supervisor.
14. Students must not leave their place until permitted by a supervisor.
15. Students must cease writing when instructed to do so by a supervisor.
16. Students must remain silent and seated in their place at the end of the assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.

Any student who breaches Epping Secondary College values and rules set by the Victorian Curriculum and Assessment Authority will be followed up by the VCE Senior team in a serious manner.

Plagiarism

Plagiarism in a school-based setting can include:

- Reproducing someone else's work (copying).
- Copying another person's meaning and ideas in different words (paraphrasing).
- Summarising the main points of someone's argument
- Copying, paraphrasing and summarising the work of different people and merging it together

A student who is found to be plagiarising work will be interviewed and be given the opportunity to explain the allegations. Students may be required to:

- Provide evidence of the development of the work;
- Discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work;
- Provide samples of other work;
- Complete, under supervision, a supplementary assessment task related to the original task;
- Complete a test to demonstrate understanding of the work.

If the student is proved of plagiarism the following may be imposed:

- Reprimand;
- Student may be given the opportunity to resubmit work for satisfactory completion only
- Refuse to accept that part of the work that cannot be authenticated and only award an N or a S based on the remainder of the work or submit a grade based on the remainder of the work;
- Refuse to accept any part of the work and award an N for the outcome and an NA for the assessment.

SAC Reschedule

If a student misses a scheduled assessment task for any outcome as part of a Unit 1, 2, 3 or 4 study, they are required to submit appropriate documentation (medical certificate) to support their absences within five days of returning to school. This is then an approved absence and the SAC can be rescheduled to generate a grade for that Outcome. The student will then have their assessment re-scheduled for the next Wednesday Period 4, in the 'SAC Reschedule/Redemption Class or Thursday after school (if they are a VET student, Year 10 student or double booked).

If the student does not have appropriate documentation to approve their absence they can reschedule their assessment task only to generate an 'S' or 'N', not a grade.

SAC Redemption

If, in the judgement of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, students will be given an opportunity to redeem the outcome. This may involve the student completing additional tasks or a modified version of the SAC. Any additional work completed in redemption will not alter the original mark received.

The student will then have their assessment re-scheduled for the next Wednesday Period 4, in the 'SAC Reschedule/Redemption Class or Thursday after school (if they are a VET student, Year 10 student or double booked). If the student does not attend their redemption session but have an approved absence, their teacher will reschedule their session. If they do not attend and have an unapproved absence, they will receive an N for the outcome and an N for the Unit.

If a student's work still does not meet the requirements after their redemption, they will need to apply for another chance to redeem the outcome. The application form is available from the Year Level Coordinator's office and needs to be submitted to their Year Level Coordinators within 3 school days of the SAC redemption being returned to the student. Please note the following:

- If a student submits their application form within this time period and it's approved, the student will be assigned into a SAC reschedule/ redemption session.
- If a student does not submit their application form within this time period or if it is not approved, the student will receive an N for the unit.
- If a student still does not meet the required standard for satisfactory completion, they will receive an N for the unit.

Extension process for SATs

Extension time is interpreted as the granting of extra time beyond that normally allocated to the SAT. Extra time is only granted in cases of significant hardship. In very exceptional circumstances a student may be granted an extension of time to complete their SAT.

Students who do not apply for an Extension will be given the opportunity to redeem for an S but no grade will be awarded.

Students seeking an extension to complete the SAT will only be granted in the following circumstances:

- The student has been ill, and can supply a medical certificate stating that they were **unfit for school**.
- If there is a severe personal trauma e.g. Death of a close relative.

Students seeking extensions are bound by the following expectations:

- Student obtains an extension form from Senior Years Leading Teacher
- The application for an extension form must be filled in and submitted to their relevant subject teacher.
- The subject teacher will then take the completed form to the Senior Years Leading Teacher and Year Level Coordinator for approval.
- Parent contact will be made by the Year level Coordinators or Senior Years Leading Teacher for a student who applies for a high number of extensions.
- Application for extension forms can be retrieved from Senior Years Leading Teacher office.

NOTE: A medical certificate for illness/injury on the submission date of a SAT **will not suffice. It is the responsibility of the student to organise delivery of the work by the set date.** In the case of an emergency, students should contact the Year Level Coordinator for assistance.

Senior Support Programs

Early Commencement Program

At Epping Secondary College students take part in a VCE Commencement Program to facilitate an effective transition into their next year of studies. The commencement program will begin at the end of the year (*November*) and students will commence their studies being completed in the following year. During this program students will be provided with material from all of their subject's outlining course requirements and expectations. Attendance during this program is compulsory as the first part of their Unit 1 or Unit 3 studies is delivered. During this program students will be set tasks to be completed before the commencement of the next school year.

VCE English and Maths Coaching

The college has organised experienced teachers on a weekly basis (free of charge to students) in the Senior Unit to provide students with an additional resource in order to support them in optimizing their potential.

Study Hall

On a weekly basis VCE students have the opportunity to participate in additional study workshop classes organized and delivered by highly experienced VCE teachers to better prepare students for up-coming assessments.

Scheduled Study Periods

Students in Year 12 will have scheduled study periods as part of their VCE program. If a scheduled study period falls between Period 1 to 3 of the school day students are required to be present at school, studying in either the Senior Study Room or the Resource Centre. Attendance is taken during these periods and needs to be maintained in-line with the school's attendance policy. If a scheduled study period falls during a period 4 class the student may sign out with the Senior Years Attendance Manager, provided that the permission form to leave has been signed and brought back to the senior school attendance officer.

Mentoring - Personal Organisation Development classes (PODs)

Once a fortnight Year 12 students have a scheduled mentoring POD class. This class is specially designed to deliver a personalized curriculum to support Year 12 students complete their VCE studies to the best of their abilities. Attendance at these classes is compulsory and monitored.