



# Catholic Regional College Sydenham

## Policy: VCE Examinations

### Rationale:

Examinations are set for each Unit 1 and 2 study to assess a student's:

- level of academic performance under examination conditions;
- ability to recall and apply theory, knowledge and understanding of the content area;
- critical thinking and problem-solving skills;
- communication skills;
- ability to work alone and under time pressure/constraints.

Examination scores are pivotal in the calculation of Study Scores for each Unit 3 and 4 sequence and in the calculation of the ATAR at the end of the VCE program. As such, the opportunity for students to be exposed to formal examinations is imperative.

Examinations are set for each Unit 3 and 4 study by VCAA. The College provides students with trial examinations in order to prepare students for the end-of-year examination period.

### Policy Guidelines:

Examinations are an integral part of the assessment at Catholic Regional College, Sydenham. Common examinations are compulsory and are set at the end of each VCE Unit 1 and Unit 2 subject completed by students.

Students will be required to follow the examination rules and guidelines as set by the College for all examinations. These guidelines are in accordance with the VCAA examination rules.

At the discretion of the College, students who attain an examination grade of C (60%) or above will be given first preference entry into the Unit 3 and 4 sequence of that subject.

Students who do not achieve this standard may be required to attend a course interview for entry into the Units 3 and 4 sequence. They will only be eligible for entry into Unit 3 and 4 if the interviewer makes a recommendation for entry and if there is space available after those who meet the minimum requirement have been enrolled.

Students who opt for a new Unit 3 and 4 sequence without completing Units 1 and 2 will, in lieu of an examination result, be required to attend an interview with the relevant Learning Area Convenor and/or the Director of Pathways - Student Learning. Semester, interim and progress reports will be considered in making a decision.

### Examination Rules

Students attending both unit 1-2 and unit 3-4 examinations are required to observe the rules for VCE examinations. VCE exam rules are provided to students prior to the examination period and are published in the examination venue.

Students are able to apply to VCAA (unit 3-4) or the College (unit 1-2) for Special Provisions if there is sufficient grounds.

Students that are absent for exams must provide a medical certificate (unit 1-2) in order to be granted the opportunity to reschedule the missed exam. Students that miss an exam without sufficient grounds will be given a score of zero.

Students that are prevented from undertaking an examination in unit 3-4 will be required to apply to VCAA for a derived exam score. The College cannot guarantee that students that miss a unit 3-4 examination will be granted a derived score. This decision is made by VCAA.



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### Examination Procedures

- VCAA Examination and College rules apply for the examinations.
- All examinations are compulsory.
- If you are sick on the day of an examination your Cluster Coordinator must be contacted.
- (Medical Certificate must be supplied). Examination will be rescheduled-obtain an exam reschedule form from front office and give this to College Organiser who will reschedule your exam.
- Check windows of the COLLEGE HALL for class examination location and seat number for each examination. (This will be different for each examination). All students should know their examination location and seat number before they enter the examination room.
- Full College Uniform must be worn.
  
- Students must have their Student Identification card with them for entry to each examination. This is to be placed face up on the table.
- Students should arrive at the College at least 20 MINUTES before the examination scheduled start time.
- Students should be ready to enter the examination room at least 15 minutes before the examination start time.

### Unit 1 and 2 Examinations

Examinations for Unit 1 and Unit 2 studies are internally produced by Catholic Regional College Sydenham staff and are scheduled for the end of Semester One and Semester Two.

As examinations are compulsory, all Unit 1 and Unit 2 studies will incorporate an end of semester examination as part of their assessment component.

Students that have made a decision to enter the UVP or VCAL study stream will not be required to sit Semester 2 examinations.

Examinations for the majority of studies are comprised of 10 minutes Reading Time and 90 minutes of writing time.

### Unit 3 and 4 Examinations

The College conducts the following trial unit 3-4 examinations in the mid-year exam period (May-June).

1. Practice GAT
2. English
3. English Language
4. Literature

The College conducts trial exams for all scored VCE subjects during the term 3 break (October). All students undertaking a scored unit 3-4 subject must attend the trial examinations. Students that fail to attend a trial exam without sufficient documented cause will not be able to participate in the end-of-year VCE examinations.

### General Achievement Test (GAT)

All students undertaking one or more scored VCE/VET subjects must sit the GAT which is conducted in June.

VCAA conducts examinations for unit 3-4 subjects at the end of the year. Students are provided with a examination navigator and examination timetable at the end of term 3. It is the student's responsibility to ensure that they attend their exams at the correct time and date.