

MANAGING YOUR VCE AT ALPHINGTON GRAMMAR SCHOOL  
GUIDELINES FOR INTERNATIONAL STUDENTS  
国际学生就读 VCE 课程指引

All students, local and international, beginning their final years of schooling, must focus their attention on:

所有的本地学生和国际学生从高中开始 就应当集中注意力在:

- tertiary requirements 大学或专上教育的要求
- career direction 未来事业的取向
- subject specialization 学科的专门化

The decisions made now must be well-informed ones. All of you aspire to complete your VCE and then continue to tertiary study. You must set yourselves high standards and do your best to achieve them. Alphington Grammar School shares these objectives with you and will support and assist you in every way it can.

目前的决定必须是见多识广的。你的一切热望就是完成 VCE 然后继续大学或专上教育。你应当有高等的抱负和努力达成目标的意志。本学校与你共同的目标并且将会在各方面来支持和协助你。

#### COURSE ADVICE 课程顾问

The most effective path to success is to choose subjects you enjoy and are good at. You will be given advice on your choices by these people:

最有效的成功途径就是选择既喜欢又学得好的科目。以下教职员将为你提供有关选择学科的指导。

Head of Senior School      Mr. Bruce Osborne [bo@alphington.vic.edu.au](mailto:bo@alphington.vic.edu.au)

VCE Coordinator Year 12      Mrs. Margaret Huddleston [mh@alphington.vic.edu.au](mailto:mh@alphington.vic.edu.au)

VCE Coordinator Year 11      Mr. Con Papoulis [cp@alphington.vic.edu.au](mailto:cp@alphington.vic.edu.au)

Careers' Coordinator      Mr. Syd Leamon [sle@alphington.vic.edu.au](mailto:sle@alphington.vic.edu.au)

International Students'  
Coordinator      Mrs Winnie Tang [wt@alphington.vic.edu.au](mailto:wt@alphington.vic.edu.au)

This booklet will give you information about each of the following areas:

这本课程指引将为你提供以下有关 VCE 的资料:

- The VCE subjects offered by Alphington Grammar School  
本学校提供的 VCE 科目
- The Victorian Curriculum & Assessment Authority's requirements  
governing subject selection  
VCAA 所制定有关选择学科的要求
- Eligibility for credit towards the VCE  
获得 VCE 合格学分条件
- Alphington Grammar School's recommendations for your subject choice

- 本学校为你提供选择学科的建议
- Subject Selection procedure  
选择学科的程序
  - The VCE's Assessment and Authentication Procedures  
VCE 评定及鉴证 的程序
  - Alphington Grammar School's VCE Policy & Senior School Students' Rights and Obligations  
本学校的 VCE 政策以及高中学生的权利 和义务
  - A Glossary of terms related to the VCE  
VCE 词汇表
  - English as a Second Language programme (Chinese version)  
英语作为第二语言的课程大纲

### SUBJECTS OFFERED AT ALPHINGTON GRAMMAR SCHOOL ALPHINGTON 学校提供的 VCE 科目

Under the requirements laid down by the Victorian Curriculum and Assessment Authority (VCAA) for the successful completion on the Victorian Certificate of Education (VCE), all students must complete satisfactorily a **minimum of 16 units** including:

- an approved combination of three units from the Group of English Studies
- three sequences of Units 3 and 4 studies other than English

Art (Units 1 and 2, 3/4)	Biology Units 1 and 2, 3/4
Accounting (Units 1 and 2, 3/4)	Chemistry Units 1 and 2, 3/4
Economics (Units 1 and 2, 3/4)	Information Technology Units 1&2,3/4
History (Units 1 and 2, 3/4)	Information Systems Units 3/4
Health and Human Development (Units 1 and 2, 3/4)	General Mathematics Unit 1 and 2
International Studies (Unit 1 and 2, 3/4)	Mathematical Methods Units 1&2, 3/4
Legal Studies (Units 1 and 2, 3/4)	Specialist Mathematics Units 3/4
Literature (Units 1 and 2, 3/4)	Physics Unit 1 and 2, 3/4
Modern Greek Language (Units 1 and 2, 3/4)	Psychology Units 1 and 2, 3/4
LOTE: Chinese Language (Units 1 and 2, 3/4)	
Music Performance (Units 1 and 2, 3/4)	
Physical Education (Units 1 and 2, 3/4)	
Drama (Theatre Studies) Units 1 and 2, 3/4	

#### The English Group of Studies

English Units 1- 4

*English as a Second Language Units 1 -4\**

English Language Units 3/4

Literature Units 1- 4

**\*All International Students will be enrolled in English as A Second Language.**

#### **Unit 1 and 2 Subjects**

Students may enrol in Unit 1 and 2 studies on a separate basis. For example, students who have completed Unit 1 Theatre Studies in Semester One may change to undertake Unit 2 Music Performance in Semester Two. You do not need to have completed Unit 1 of a subject to enrol in Unit 2 of that subject later in the year. Most students will study Units 1 and 2 subjects in Year 11.

#### **Unit 3 /4 Subjects**

These units must be taken together and will be studied during Semester One and Semester Two. Most students will be enrolled in Unit 3 /4 subjects in Year 12.

### **ELIGIBILITY FOR CREDIT TOWARDS THE VCE 获得 VCE 合格学分的条件**

You may be eligible to apply for credit towards your VCE when you arrive to begin your course at Alphington Grammar School. You should read the information on this page carefully and if you believe you are eligible, make sure you bring with you the required documentation.

- Credit will only be granted where students have completed a semester or a full year of study in one or more subjects. Partly completed subjects will not be considered for credit.
- All applications for credit must be made via the school and be accompanied by copies (certified by the Principal) of statements of results or certificates. Original documents must not be submitted.
- Credit granted will be reported by the Victorian Curriculum & Assessment Authority on the Statement of Results
- **Credit is available at Units 1 and 2 level only (Year 11)**
- Credit granted will specify the number and level of units. It will not state the title of studies or subjects except for English.

- The table below show the listed qualification in China and Hong Kong recognised by the VCAA as being equivalent to VCE Units 1 and 2 (Year 11) level:

Country	Qualification recognized by the VCAA as equivalent to VCE Units 1 and 2 (Year 11 level)	Higher Qualification granted credit by the VCAA at Units 1 and 2 level)
China	High School Senior Grade 2 (Year 11)	High School Senior Grade 3
Hong Kong	Hong Kong Certificate of Education – HKCEE (Secondary Form 5)	Hong Kong Advanced Level Certificate (Form 6)

## SCHOOL RECOMMENDATIONS FOR YOUR SUBJECT CHOICE

### 本学校为你提供选择学科的建议

The most successful VCE students are those who are enrolled in a well-rounded and balanced programme of studies. You must think carefully about your own academic strengths and about the areas you would like to study later at the tertiary level of education.

In the early part of your studies, as you refine your fluency in the English language, you should choose studies less dependent on extensive reading and writing. Later, as your confidence and understanding grows, you will have the opportunity to broaden your subject selection.

Students entering the programme at Year 11 generally enrol in at least SIX Unit 1 and 2 subjects.

These will include English as A Second Language and Chinese Language (Group A Study). Many International Students will enrol in at least one of the Mathematics subjects and at least one of the Science subjects. We also encourage our International Students to enrol in the VCE Drama unit (Theatre Studies) at the Unit 1 or 2 level. This unit provides a useful opportunity for you to gain confidence in speaking English and to develop a better understanding of Australian culture. This knowledge will be of great benefit to you in your other studies.

As students progress to Year 12 of the programme, most will discontinue at least one of their Unit 1 and 2 subjects. Normally, students in year 12 enrol in four or five Unit 3 /4 sequences on study. Many International Students will have already completed the Unit 3 /4 sequence in Chinese Language in Year 11.

### Sample VCE Programmes of Study

#### Year 11(two semesters)

English As a second Language Unit 1(ESL)	Chinese Language Unit 1 /3	General Mathematics Unit 1	Physics Unit 1	Accounting Unit 1	Maths Methods Unit 1
English as a Second Language Unit 2	Chinese Language Unit 2 /4	General Mathematics Unit 2	Physics Unit 2	Economics OR Chemistry Unit 2	Maths Methods Unit 2

#### Year 12(two semesters)

ESL Units 3/4	Physics Units 3 /4	Maths. Methods Units 3 / 4	Specialist Maths Units 3 /4	Other areas of study	
ESL Units 3 /4	Physics Units 3 /4	Maths. Methods Units 3 /4	Specialist Maths Units 3 /4	Other areas of study	

**SUBJECT SELECTION PROCEDURE**  
**选择学科的程序**

- Students must read carefully all the information provided in this Booklet about the course requirements for VCE.
  - Students enrolling at the Year Ten level do not need make subject choices.
  - Students seeking additional information may contact by email any of the staff members listed on the first page of this booklet.
  - Students should complete the Subject Preference Sheet inserted in this Booklet as soon as possible after the Letter of Offer from the school is received.
  - This Subject Preference Sheet should be returned to the school by fax:  
FAX NUMBER: 9497 3479
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VCE UNIT SELECTION FORM (INTERNATIONAL)

FAX TO: (03) 9497 3479

国际学生VCE单元及科目选择表格

To obtain the Victorian Certificate of Education (VCE), all students must complete satisfactorily a **minimum of 16 units**, which include:

- an approved combination of three units from the Group of English Studies
- three sequences of Units 3 and 4 studies other than English

- ✓ Please circle those subjects you wish to study on the lists of subjects offered
- ✓ Please complete your proposed programme in the tables provided (for assistance, consult the sample programmes in your **International Students' Guidelines Booklet**)

Art (Units 1 and 2, 3/4)	Biology Units 1 and 2, 3/4
Accounting (Units 1 and 2, 3/4)	Chemistry Units 1 and 2, 3/4
Economics (Units 1 and 2, 3/4)	Information Technology Units 1&2,3/4
History (Units 1 and 2, 3/4)	Information Systems Units 3/4
Health and Human Development (Units 1 and 2, 3/4)	General Mathematics Unit 1 and 2
International Studies (Unit 1 and 2, 3/4)	Mathematical Methods Units 1&2, 3/4
Legal Studies (Units 1 and 2, 3/4)	Specialist Mathematics Units 3/4
Literature (Units 1 and 2, 3/4)	Physics Unit 1 and 2, 3/4
Modern Greek Language (Units 1 and 2, 3/4)	Psychology Units 1 and 2, 3/4
LOTE: Chinese Language (Units 1 and 2, 3/4)	
Music Performance (Units 1 and 2, 3/4)	
Physical Education (Units 1 and 2, 3/4)	
Drama (Theatre Studies) Units 1 and 2, 3/4	

My VCE Programme of Study

Year II(two semesters)

English As a second Language Unit 1(ESL)					
English as a Second Language Unit 2					

Year 12(two semesters)

ESL Units 3/4					
ESL Units 3/4					

CONFIRMATION OF CHOICES  
确认选择

It is important to remember that these choices will be confirmed on your arrival at school. You may alter your programme choices at this time.

Student Name	.....
Contact Phone Number	.....
Contact Fax Number	.....
Email Address (if available)	.....

## THE VICTORIAN CERTIFICATE OF EDUCATION (VCE)

### *What is the VCE?*

The Victorian Certificate of Education is an internationally recognised and accredited programme of academic study administered by the Victorian Curriculum and Assessment Authority (VCAA). International students who perform successfully in this programme will be able to apply for university entrance on the basis of their academic results.

Within the Certificate, knowledge has been divided into broad areas called **Key Learning Areas** such as Mathematics, Science, Technology and the Humanities. Within each area is a range of studies intended to provide comprehensive coverage of the field. Each study (subject) is divided into half-year (semester) **Units** involving class work and homework. Units 1 and 2 are generally undertaken at year 11 and Units 3 /4 are generally undertaken at Year 12.

### *How is it assessed?*

Each Unit of study has a course designed around the notion of **Unit Outcomes** (see Glossary) That must be achieved for the **Satisfactory Completion** of the Unit. Achievement of Unit Outcome is based on your teacher's assessment of your performance in the assessment tasks designated for the Unit.

These instruments of assessment are called **School Assessed Coursework tasks (SACs)**. The results of these SACs will be reported to the VCAA as grades at the Unit 3 /4 level. These scores will be subject to a process called **Statistical Moderation** by the VCAA (see below).

In Units 1 and 2, the school informs the VCAA of your results on a **Satisfactory (S)** or **Unsatisfactory (N)** basis only.

Students enrolled in Unit 3 /4 studies will also have to complete external examinations set and marked by the VCAA. Most of these examinations are held in November with a smaller number of studies having another examination period in June. At the end of the year, results of your Unit 3 /4 coursework are combined to produce a **Study Score** for each study undertaken.

### *What is the General Achievement Test (GAT)?*

All students undertaking a Unit 3 /4 study are required to complete the GAT held in June each year. This is a test of general knowledge and skill in writing, mathematics, science, technology, the humanities, the arts and social sciences. It does not count towards your results but is part of the assessment process. It is used by the VCAA to check that all schools are applying the same standards in their marking procedures. If you enrol in VCE at the start of Year 11, and are undertaking Chinese Language Units 3 /4, you will be required to complete the GAT in June of that year and again in the following year when you complete your Unit 3 /4 studies.

### *What is Statistical Moderation?*

For studies with coursework assessment, each school's coursework scores are statistically moderated by the VCAA to match the level and spread of the combined examination and GAT scores for the students in the same school. This process is designed to ensure that student performance is treated evenly no matter which school they are enrolled in.

### *How do I gain a University Place?*

When you receive your final results at the end of Year 12 in December, the **Study Scores** from English as a Second Language (ESL) and from your next three best studies are used by the Victorian Tertiary Admissions Centre (VTAC) to calculate your ENTER (see Glossary).

The ENTER is the primary means by which a student's tertiary (University) offers are determined. In the final calculation of the ENTER, 10% of your next best study score is also included.

### *How will I be assessed in Units 1 and 2?*

In Units 1 and 2, you will be assessed on the basis of your performance on a series of Coursework Assessment tasks set by your teachers. These could take the form of tests, research exercises, practical tasks and examinations. You will receive a numerical score or a letter grade for each of these tasks. These scores will be reported on your Semester Reports to your parents and guardians.

The VCAA will not receive information about these scores from the school. The school will indicate to the VCAA at the end of the year whether you have received S or N in each of the studies you have undertaken.

### *What kind of commitment will be required of me?*

The nature of VCE demands that all students commit themselves to their studies on a consistent basis throughout the entire school year. You will be required to submit all set work punctually as well as to prepare thoroughly at home for your assessment tasks. You should begin your VCE studies determined to be organised and self-disciplined. This will minimise the likelihood of highly stressed periods and will increase your opportunities for success.

You should draw up a **Study Timetable** early in the school year and commit yourself to the prompt completion of your homework tasks as well as regular revision of the subject matter in each of your studies. You should be prepared to allocate 18- 24 hours per week for study at home.

### *How should I approach my teachers?*

Student and teacher communication is very important to success in the VCE. Your teachers will be willing to help you both in class and other times during the school day by appointment. You should seek advice from your teachers when you need it, ask questions of them when there are areas you are unsure of and request additional work to improve the standard of your academic performance.

### *What else will the school offer me?*

Successful VCE students are ones who balance their academic commitment with an enthusiastic involvement in the **sporting and co-curricular programmes** offered by the school.

On one afternoon each week, all VCE students are required to take part in the school's sporting and recreation programme. Participation in this programme will also enable you to gain confidence in conversational English and to become more familiar with Australian culture. You will be given a choice of sporting or recreational activities at the start of each semester.

All International Students will be provided with additional language assistance in their subject areas by the school's ESL staff.

During the VCE years, the school will provide regular sessions offering specific advice for you on **Study Technique, Time Management and Tertiary Course Information.**

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# ALPHINGTON GRAMMAR SCHOOL

## SENIOR SCHOOL VCE POLICY 本校高中 VCE 政策

All Senior School students at our school, whether local or international, are required to comply with our policy, rules and regulations. The school will do its best to accommodate any special needs or requirements of our International students within this framework.

### *Class Attendance*

- Senior School students are expected to attend all scheduled classes in each unit in which they are enrolled. Year 10, 11 and 12 students must supply their Home Room teachers with documentary evidence related to their absence; this may take the form of a medical certificate or equivalent professional evidence. Year 11 and 12 students or their guardians must telephone the VCE Office on 9499 7778 on the morning of any absence.
- Students who have an attendance record of less than 80% of all scheduled classes may have the result of that unit reported as 'N' to the VCAA.
- An unsatisfactory attendance record will be reported to the Immigration authorities. This may result in the cancellation of your visa.
- Students, who are absent from school on the day of an assessment task, must submit a medical certificate or other acceptable evidence to the appropriate VCE Coordinator to be permitted to undertake the assessment task at a later date.

### *Coursework Completion*

- Students will be provided with a list of due dates for each task you are required to complete. This list will be given at the beginning of each semester. All students will adhere to these due dates unless exceptional circumstances prevail.
- Unit 3/ 4 students will be given a copy of the school's VCE Calendar at the start of each semester. This calendar contains the dates of all School Assessed Coursework and of other key events in the year.
- Students must apply to the appropriate VCE Coordinator for any extension of time for an assessment task. This will only be granted in special circumstances.
- All coursework assessment is completed in class under supervised conditions. A strict time period is imposed. Students will not be permitted extra time in normal circumstances.
- All preparation for coursework assessment must be completed at home or in the subject's class time.

### *Special Provision*

Unit 3 /4 students who suffer significant hardship such as serious illness or family difficulties may apply for Special Provision to the Year 12 Coordinator. These applications can be made in relation to coursework assessment tasks and examinations. Special Provision for the external examinations can only be granted by the VCAA.

### *Reporting of Progress*

**In Unit 3 /4 studies** your teacher will give you an Assessment Sheet after each assessment task has been completed and marked. This sheet will express your level of achievement as High, Medium, Low or Not Shown (NS). Your teacher will also provide you with written comments about your performance in the task. You will receive a detailed written report at the end of Semester I describing your strengths and weaknesses as well as your level of achievement in each of your subjects. This Report will be mailed to your home address. You will receive your final results in December of that year.

**In Unit 1 and 2 studies**, students will receive specific assessment information such as numerical scores or letter grades on each of their assessment tasks. They will receive a Semester I Report at the end of that semester and a Semester II Report at the end of the school year. These reports will be mailed your home address.

### *Authentication of Work Completed*

The VCAA and the school will enforce the clear and specific procedures designed to ensure that all student work submitted for assessment is the student's own work. All assistance received by students in producing the work must be acknowledged by the student. Failure to comply with this policy will mean that the result the student receives for the work will be cancelled. Further details on this policy can be found in the Alphington Grammar School Senior School Handbook.

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## ALPHINGTON GRAMMAR SCHOOL

### SENIOR SCHOOL RIGHTS AND OBLIGATIONS 本校高中学生的权利和义务

#### *Conduct*

The school expects all senior School students to act in a responsible way in class, around the school grounds and in the neighbouring areas. Students who disrupt the academic program of the Senior School will face serious consequences. Should their behaviour remain unchanged, they will be asked to leave the school.

*It is the right of every Senior School student to learn without unnecessary disruption to their class time or their Study Periods.*

#### *Appearance*

Students attending Alphington Grammar School are expected to maintain high standards in their personal appearance. The blazer is to be worn to and from school. Shirts must be tucked in and ties done up. Boys may not wear earrings. Extremes in hairstyle or colour will not be permitted.

#### *Discipline*

As a school community we value:

- Responsible behaviour and regard for the school rules
- Respect for others' difference, feelings and property
- Honesty, punctuality, hard work, courtesy and fairness
- Support for others and participation in school activities
- Self-discipline and self-respect.

Senior School students are expected to:

- Display courtesy to fellow students and teachers
- Complete all set work including homework
- Commit themselves to academic improvement

Senior School students will be sanctioned for:

- Provocation of others which is verbally or physically hurtful or of a sexist, racist or otherwise offensive nature
- Disruptive or disrespectful behaviour in class, in the school grounds, during assemblies or on school excursions
- Ignoring a teacher's request or placing in jeopardy the safety, well-being or academic performance of other.

### *Sanctions*

A wide range of sanctions may be imposed: formal apology, withdrawal of privileges, detention, suspension or expulsion.

In the event of a serious breach of rules, the appropriate VCE Coordinator, Head of Senior School or Principal will contact the parents or guardians to discuss the matter before any action is taken.

### *Private Study Periods*

All Year 11 and 12 students will have some private study periods built into their timetable. This time is for preparation, research and revision. Year 12 students should spend these periods in the Year 12 Common Room or in the school's education resource Centre (ERC). Year 11 should attend the supervised study area in the ERC.

### *Early Leaving*

At the discretion of the school and with written permission of parents' guardians, Year 11 and 12 students may leave school at the conclusion of their timetabled classes for that day. Students are expected to use this time at home for effective study. The written permission of parents/guardians must be returned to Home Room teachers before students may access this privilege.

No student may leave the school before the beginning of lunchtime. Students must use the Sign-Out Book in the School Office.

### *Lunchtime*

Year 12 students may leave the school grounds during lunchtime to visit the local shops. They must be back in school punctually at 2 p.m. Year 11 students must remain on the school premises throughout lunchtime.

The school has a well-stocked canteen serving a wide range of food. Senior School students bringing their own lunch to school have the use of a microwave oven located in one of the staff kitchens.

### *Leadership*

Leadership is an important element in the development of character and a quality valued and recognised by the school. Students at AGS are encouraged to take part in a wide range of co-curricular activities and to assume leadership roles through involvement in the Student Representative Council, the International Students' Association, sporting teams, theatre productions and musical performances.

### *Academic Awards*

On Speech Night each year, the efforts of the Senior School students are recognised. Subject awards in each of the academic studies are awarded as well as a VCE Achiever's Award, a Principal's Award and Dux of the School.

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## VCE GLOSSARY

### VCE 词汇表

<i>Assessment</i>	The student's level of achievement is determined by a combination of coursework tasks and examinations
<i>Assessment Task</i>	A task set by the teacher to assess student achievement of learning Outcomes
<i>Authentication</i>	The process of ensuring that work submitted by students is their own
<i>ENTER</i>	Equivalent National Tertiary Entrance Rank; the overall ranking on a scale of 0 – 100 that a student receives based on his or her Study Scores. The ENTER is calculated by the VCAA and used by universities and Tertiary and Further Education institutes to select student for their courses.
<i>General Achievement Test</i>	The test that is done by all students undertaking a Unit 3 /4 sequence of study. Student's GAT results are reported to them with their final Statement of Results in December.
<i>Home School</i>	The major school of the student
<i>Outcomes</i>	What a student must know, or be able to do, in order to satisfactorily complete a unit
<i>Satisfactory Completion</i>	School decision that a student has demonstrated Achievement of the Outcomes for a unit
<i>School Assessed Coursework</i>	A school-based assessment which is reported as a grade for either a Unit 3 /4 sequence of Unit 3 and Unit 4 individually
<i>Special Provision</i>	A means of ensuring that students enduring hardship are treated fairly
<i>Statistical Moderation</i>	The process used to ensure the school's assessments are comparable throughout the state. It involves adjusting each school's coursework scores for each study to match the level and spread of the combined examination and GAT scores for the student in that school doing the study
<i>Study Design</i>	A study design for each VCE study is published by the VCAA. It specifies the content for that study and how the students' work is to be assessed.
<i>Study Score</i>	A score from 0 – 50 which shows how a student performed in a study, relative to all other students doing that study. It is based on the student's

	<i>results in school assessments and examinations.</i>
<i>Units</i>	<i>The components of a study. There are usually four units in a study numbered 1, 2, 3 and 4.</i>
<i>VCE Certificate</i>	<i>The Certificate awarded to students who meet the requirements for graduation of the VCE</i>
<i>VCE Provider</i>	<i>A school or other institution authorized to offer VCE units</i>
<i>Victorian Curriculum &amp; Assessment Authority</i>	<i>The body responsible for overseeing the implementation of VCE in Victoria</i>
<i>Victorian Tertiary Admissions Centre</i>	<i>Acts on behalf of universities and TAFEs coordinating the joint selection of students. It calculates and distributes the ENTER.</i>