MARYMEDE
CATHOLIC COLLEGE
— *In the way of Mary* —

2019 VCE/VET/VCAL
PROCEDURAL HANDBOOK

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INTRODUCTION

This handbook outlines the VCE, VCAL and VET procedures that will be essential for you to satisfactorily complete your senior studies at Marymede Catholic College. It is important that you keep this handbook readily available and refer to it throughout the year. **It is the College's expectation that students have read and understood the contents of this Handbook, and are aware of their responsibilities with regard to their enrolment in a Senior School Certificate.**

There is a glossary at the back of the Handbook to assist you with some of the terms that will be commonly used within Senior Certificates Programs.

The College staff will assist the students in every way possible to achieve at their best. People who should be contacted if assistance is required are:

PASTORAL CONCERNS AND ORGANIZATIONAL DIFFICULTIES:

Pastoral Care Teacher
or
House Co-ordinator
or
Director of Students (9-12):   Mr David Brick
or
Learning Enhancement Co-ordinator: Ms Elizabeth Audley
or
College Counselling Staff: Ms Morgan Cree, Ms Jessica Murphy
                                        Mrs Jaclyn Freeman (nee Danaher)

INDIVIDUAL SUBJECT CONCERNS:

Subject Teacher
or
Head of Domain
or
Secondary Learning & Teaching Co-ordinator: Ms Nikole Cymbalak
or
Deputy Principal Learning & Teaching: Ms Tracey Kift

CAREERS, TERTIARY ADMISSIONS ADVICE INCLUDING SEAS APPLICATIONS:

Careers and Pathways Advisor: Mr Gary Hickey (T1 only) / Mrs Carol Fisher

VCE PROCEDURAL AND PROGRAM ADVICE:

VCE Co-ordinator: Mr Vincenzo Rovetto
↓
Deputy Principal Learning & Teaching: Ms Tracey Kift

GENERAL ADMINISTRATION FOR SENIOR SCHOOL STUDENTS

This section will explain some of the expectations and requirements of VCE, VET and VCAL at Marymede.

Students and parents are advised that as a registered Provider, Marymede Catholic College is required to adhere to, and administer the rules related to the conduct of Senior School Certificates, as stipulated by the Victorian Curriculum and Assessment Authority (VCAA). The VCAA Rules are available via the following weblink … **www.vcaa.vic.edu.au**

A. Satisfactory completion of VCE units

For satisfactory completion of a VCE unit, a student must demonstrate achievement of the set of outcomes for the unit as specified in the study design. The decision about satisfactory completion of outcomes is based on the teacher's assessment of the student's overall performance on assessment tasks designed for the unit. This decision is distinct from the assessment of levels of performance.

There is no link between the mark / score obtained for a task and the satisfactory completion of the task.

The key knowledge and skills and the advice for teachers included in the study design will assist teachers in making this judgment. The key knowledge and skills do not constitute a checklist of elements that needs to be assessed separately. In those studies where the set of assessment tasks for School-assessed Coursework scores covers all outcomes designated for the unit, satisfactory performance on these tasks is sufficient evidence to award S for the unit.

Satisfactory VCE unit result

The student receives **S (Satisfactory Completion)** for a unit when the school determines that all outcomes are achieved satisfactorily. To achieve an outcome a student must:

- produce work that meets the required standard;
- submit work on time;
- submit work that is clearly his/her own; and
- observe the VCAA and school rules.

If a teacher judges that all outcomes are achieved, the student is deemed to have satisfactorily completed the unit.

Not Satisfactory VCE unit result

The student receives **N (Not Satisfactory Completion)** for the unit when one or more of the outcomes are not satisfactorily completed because:

- the work is not of the required standard;
- the student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including Special Provision;
- the work cannot be authenticated; or
- there has been a substantial breach of rules including attendance rules, or being in possession of unauthorised electronic device(s).

The **N** result should be used for students who only partly complete work or whose attendance records breach school rules. **This result can only be sanctioned by the Principal.**

B. Satisfactory completion of VET units

Students receive an **S** for a unit of competence when they have demonstrated competence as assessed by the Registered Training Organisation (RTO). Students receive an **S** for a module when they have demonstrated achievement of all the learning outcomes as assessed by the RTO. Satisfactory completion of VCE VET units is calculated automatically as students satisfactorily complete units of competence/modules. Most VCE VET programs consist of four VCE VET units containing one sequence at Unit 3/4 level.

C. Satisfactory completion of VCAL units

A student will receive an **S** for a unit in the Work-Related Skills, Personal Development Skills and Literacy Skills units when they have demonstrated competence in all learning outcomes for the unit. In the Numeracy Skills units, students must demonstrate competence in five of the six learning outcomes at the Foundation and Intermediate level, and six out of the seven learning outcomes at the Senior level.

All activities designed for assessment of VCAL unit learning outcomes should be assessed by the teacher to verify successful completion. The assessment criteria/elements are provided to further describe the learning outcomes and are intended as a guide for teachers in the design of assessment tasks so as to ensure consistency in the way learning outcomes are interpreted and assessed. Evidence for each assessment criterion/elements may need to be collected – consult with VCAL Co-ordinator.

The curriculum components in a VCAL learning program must be assessed in accordance with the requirements and guidelines outlined in the curriculum documents for the units and units of competency/modules delivered in the learning program.

All VCAL units must be assessed according to the assessment and quality requirements of the VCAA.

The VCAL provider co-ordinates the assessment and collection of results for all curriculum components within the VCAL learning program. The satisfactory completion of curriculum components must be in accordance with the assessment guidelines for the accredited curriculum.

For VCAL units, students will receive a satisfactorily completed **(S)** or not yet complete **(N)** result for each unit. When assessing students with particular needs, the validity and reliability of assessment must be maintained. Flexibility in assessment methods should be used to ensure alternative methods are utilised to allow the demonstration of successful completion of learning outcomes without disadvantaging the student.

NB. **Only the Principal is authorised to sanction the award of 'N'.**

D. VCE / VCAL Panel

The primary role of the VCE / VCAL Panel – chaired by the VCE Co-ordinator, is to support students in the satisfactory completion of their VCE / VCAL studies. Students are permitted to invite a member of staff to act in a support role during their meeting with the VCE / VCAL Panel.

The VCE / VCAL Panel will meet whenever a breach of VCAA Rules occurs, including where:

- a student fails to submit a SAC, SAT, or Outcome on, or by the due date.
- a student fails to Satisfactorily complete a resubmission of a SAC, SAT, or Outcome.
- issues in relation to authentication of a SAC, SAT, or Outcome arise.

In cases, where there has been a substantive breach of VCAA Rules by a student, the VCE Co-ordinator will recommend a course of action to the Principal.

The make-up of the VCE Panel will include the VCE Co-ordinator and a Domain Leader or other relevant College leader. At all times, it is the responsibility of the VCE Co-ordinator to convene the panel and communicate procedures to all parties involved.

The VCE Co-ordinator will inform parents in writing of any course of action taken.

E. Computer use

Students may not use failure of computer equipment as an excuse for non-submission of any SAC, SAT, or Outcome by the due date. When students use a computer to produce an assessment task, it is the student's responsibility to ensure that:

- there is an alternative system available for use in case of computer or printer malfunction or unavailability;
- hard copies of the work in progress are produced regularly to meet drafting and authentication requirements; &
- each time changes are made, the work is backed up onto the school network, or onto a USB or CD if working on a home computer. Back-up USB and/or CD's should be stored in a safe location.

F. Resubmission of a task

A student will be given **ONE** opportunity to resubmit and satisfactorily complete any / all sections of a SAC / Outcome that, in the judgement of the teacher, does not meet the required standard for the satisfactory completion of all assessment criteria (irrespective of the mark or grade awarded), as outlined in the relevant Assessment Guide. Moreover, students should be made aware of the required standard before they undertake the task.

In all instances of resubmission, the original mark / grade is awarded.

In the case of a student failing to satisfactorily complete a SAC / Outcome, the teacher will:

1. Seek approval from the Domain leader of the need for a resubmission, and advise the VCE Co-ordinator.

2. Record the resubmission requirement on SIMON. Teachers will be required go to Level 1 and find Resubmission in the "Type" category and enter the following details into the Incident Description:

    - Name of task for which an initial 'N' was achieved;
    - Subject and Unit;
    - Day/date/time of the scheduled resubmission; and
    - Time (in minutes) permitted to complete the task.
    - Please allow at least one week between the time of the SIMON entry and the scheduled Resubmission.

3. Liaising with the VCE Co-ordinator, arrange for their student(s) to complete the resubmission task in a timely manner, at a mutually agreed time and venue. The teacher will be required to supervise the completion of the resubmission task. In the event that there are a number of students from more than one class resubmitting a common task, relevant teachers are permitted to share the supervisory role.

The VCE Co-ordinator will need to be consulted if any difficulties arise in relation to the timely completion of a resubmission task. The official after school detention room is not to be used as a venue for the completion of resubmission tasks unless written consent has been given by the Deputy Principal.

If the student satisfactorily completes the Resubmission task, the teacher should add a note in SIMON and record the incident as RESOLVED.

In the event that the task is Not Satisfactorily completed by the student, add a note in SIMON referring the matter to the VCE / VCAL Panel, leaving the incident UNRESOLVED. Please notify the VCE Co-ordinator by separate email.

G. Attendance

Students are expected to attend all scheduled classes. This is the only way to ensure that you can actually learn all that is necessary. Absenting yourself from school for illness is a serious decision and should not be taken lightly. <u>As a rule, if you are ill enough to consider not coming to school, you are therefore ill enough to seek professional medical assistance</u>. **It is a requirement that all students attend a minimum of 85% of scheduled classes.** Teachers are required to maintain accurate attendance records to all classes and vigilantly monitor student absenteeism.

Marymede Catholic College requires all students to complete Outcomes / SACs / SATs for senior certificate studies as scheduled. In instances where ill health prevents a student from attending school to complete such assessment tasks, the College requires the provision of a medical certificate attesting to the unfitness of the student to attend school to submit and/or complete the assessment task as a result of a diagnosed bona fide medical condition. This applies equally to assessment tasks that have been re-scheduled by negotiation with the VCE Co-ordinator.

In line with the Victorian Curriculum and Assessment Authority (VCAA), the College requires medical certification to be provided by a registered medical practitioner. This certificate must be dated on the same day or the day immediately prior to assessment.

Student absenteeism from Outcomes / SACs / SATs, or on days on which deadlines occur, should be immediately reported to the VCE Co-ordinator by email. The teacher should follow up by seeking an explanation for the absence. If the absence is not directly attributable to a bona fide medical condition (and supported by a medical certificate), the teacher should refer the matter to the VCE / VCAL Panel via SIMON.

Students "not feeling well enough" to complete a task cannot reschedule the completion of a task without discussion with, and consent from the VCE Co-ordinator. (See also Extensions in Section H.)

Furthermore, it is expected that a medical certificate will clearly indicate each of the following integral elements on signed letterhead:

- Patient identification;
- Date of examination;
- Date of completion of certification
- Statement of an unfitness to attend/complete normal duties; and
- Recommendation of the period not to attend/complete normal duties.

Marymede Catholic College **will not** accept as a bona fide medical certificate, any such statements provided without each of the elements listed above.

Re-scheduling Assessment Tasks

In cases where a student cannot complete or submit an Assessment Task on the scheduled or due date as a result of having the School's permission to participate in a College approved activity, the student will be required to complete or submit the Task by the end of the next school day after the day of the College approved activity.

In cases involving absence due to a bona fide illness attested to by the provision of an appropriate medical certificate, the student will be required to complete or submit the Task by the end of the next school day following the last day of absence approved/recommended by the medical practitioner.

The VCE Co-ordinator must be notified of all foreseen absenteeism.

Additionally, the VCE Co-ordinator should be notified whenever a student accrues 8 class periods of absenteeism in a Unit not resulting from attendance to College Approved Activities, or those which result from a **bona fide** illness that is attested to by the provision of a Medical Certificate.

> *Students whose attendance in any particular study falls below 85% will have*
> *a Not Satisfactory unit result reported to the VCAA for that unit,*
> *unless Special Provision has been previously granted.*

The VCE Co-ordinator must also be notified of all foreseeable absenteeism.

It should also be carefully noted that, for example, family holidays, licence tests, and debutante balls, are not valid grounds for absenteeism on days of deadlines. These examples are by no means an exhaustive list. Please ensure that you discuss any foreseeable absence with the VCE Co-ordinator.

H. Deadlines and Commencement / Completion dates

Notification

It is the responsibility of the teacher to ensure that their students are provided with a (hard) copy of deadlines and commencement / completion dates for all Outcomes / SACs / SATs within 3 weeks of the start of a Unit.

Extensions

A student, who, as a result of significant hardship, is unable to meet a deadline or misses part / all of the scheduled time for a task completed over an extended period of time, may apply for an extension. The student must make an appointment to discuss their application for an extension with the VCE Co-ordinator at least two school days prior to the deadline or completion date.
Teachers are not authorised to grant extensions under any circumstances.

Deviation

At times, unforeseen College (or other significant) events may impact on deadlines or commencement / completion dates. In these circumstances, the teacher or where applicable, the relevant Domain Leader should liaise with the Deputy Principal Learning & Teaching **and** the VCE Co-ordinator to seek assistance in resolving the problem.

Monitoring work in progress

Teachers should vigilantly monitor student work in progress. This work would normally remain in the teacher's custody throughout the period of completion. Whenever any work is completed on computer, students are required to save a copy on the College Network at each stage of the development of the work. Annotating / signing / dating work in progress should be a normal occurrence.

The incidence of students failing to meet deadlines should not be occurring.

VCAA accountability

Teachers will ensure that all Coursework and Assessment is conducted and finalised in accordance with VCAA Study Designs within the approved timeframe. They are also required to submit all such documentation (accurately completed, signed and dated) as required by the VCE Co-ordinator / VASS Administrator in the timeframe permitted.

I. Plagiarism / Cheating

All students are expected to complete an assessable item of schoolwork under the conditions clearly and unambiguously conveyed by their teacher, or delegate. Any breach of these conditions by a student will initially be reported to the VCE Co-ordinator. The VCE Co-ordinator will then determine if a breach of VCAA Rules has occurred. If so, the student will be required to appear before the VCE / VCAL Panel to explain his / her actions. The VCE / VCAL Panel will then make a recommendation to the Principal.

It is the responsibility of the teacher to vigilantly supervise the conduct of students as they complete assessment items. It would be expected that students would only be permitted to have authorised materials necessary for the completion of the task on their desks – all other materials should not be permitted into the room, or should be placed in a designated and inaccessible location in the room. Teachers should also be mindful of the propensity of some students to secrete unauthorised material in the pockets of their blazer – they too should be left in a designated location.

If a student submits work for final assessment that has not been sighted by their teacher during the period within which the task was scheduled for completion, the teacher is unable to authenticate the student's work, and therefore unable to award an 'S' result.

As such, it is the responsibility of the student to ensure that they keep draft copies or rough notes as they work through an assessment task and to enable their teacher to see these when requested.

If work is largely done on computer, this could include copies of files showing progressive development.

FREQUENTLY ASKED QUESTIONS

How can I ensure that I get all my SACs in on time?

All VCE teachers will provide their individual classes with an assessment outline for that class within the first fortnight of Semester One and Semester Two outlining due dates for SACs and SATs. Any changes to due dates during the semester will be notified by your teacher well in advance of that date.

Can I submit SAC/SATs electronically?

Your teacher will specify the way work is to be submitted. If the teacher permits work to be submitted email, the work should be emailed to both **the subject teacher** and **the VCE Co-ordinator.** If a student emails their work, it is their responsibility to ensure that the email is received within the required time period. It is strongly recommended that emails are followed up with a phone call. **Missing emails or missing attachments will not be considered acceptable excuses for extensions.**

What if my teacher is away when an assessment task is due?

Even if a teacher is absent on the day of a deadline, it is the responsibility of the student to ensure that their work is handed in as per the usual processes. Teacher absence is no excuse for late work.

My work has been lost OR stolen OR damaged. What do I do?

The teacher or student who has lost work, who has had work stolen, or who has had work damaged will need to complete a written statement describing the circumstances. The statement must be signed and dated. Schools must keep a record of the loss or damage. The VCE Panel shall determine the Unit result for the student.

Students must take precautions to ensure that they store their work, including rough notes/draft copies, computer disks in a secure place. It is the student's responsibility to make back-up copies of all disks. If a student has not taken these precautions, this may seriously reduce the possible Unit result.

What is the GAT?

The General Achievement Test is a test of general knowledge and skills in:

- o written communication
- o mathematics, science and technology
- o humanities, the arts and social sciences.

These areas are very broad. Each represents a body of general knowledge and skills that students are likely to have built up through their school years.

Because it is a general test, no special study is required for the GAT. Students will already have done preparation for the GAT in past study of subjects like English, Mathematics, Science and History, where they have built up general knowledge and skills in writing, numeracy and reasoning. These are the knowledge and skills that will be tested.

Students can get a good idea of the questions by looking at previous GAT papers. Students are encouraged to familiarise themselves with these questions and note that all the information needed to work out the right answer is provided.

Why do students have to do the GAT?

The GAT is an essential part of the VCE assessment procedures. It is an officially approved VCE Examination, and can only be completed on the scheduled day and time.

The GAT must be completed by all students who have an enrolment in one or more Unit 3/4 VCE and/or VCE VET sequences. Although GAT results do not count directly towards a student's VCE results, they play an important role in checking that school assessments and examinations have been accurately assessed, and in determining Derived Examination Scores. So, it is important to complete the GAT to the best of your ability.

How do I apply for an extension for a SAC/SAT?

If significant hardship means you are unable to meet a deadline or will miss part / all of the scheduled time for a task completed over an extended period of time, you may apply for an extension. (See Section H)

Extensions may be granted for unavoidable events, such as funerals. Relevant documentation will be required. Extensions will not be granted for issues of poor organisation, short term illness during an extended task, or for family holidays.

Extension periods will be limited and it is the responsibility of the student to meet the new deadline. Students must hand in all assessment work as soon as possible, but a grade will not be made available until the subject teacher and VCE Co-ordinator are satisfied that all conditions have been fulfilled.

My SAC is late, and I do not have a good reason at all. What will happen?

If you have missed completing or handing in a SAC without providing a medical certificate, the VCE / VCAL Panel will be convened to discuss the consequences. In most cases, students will receive an N for the task, and as a direct consequence, an N for the unit.

I have an ongoing condition that is going to impact on my studies. What do I do?

The first thing to do is to seek assistance. It is very important that any student who may be in need of Special Provision to notify the VCE Co-ordinator as soon as possible to ensure that all possible assistance can be accessed.

There are three types of Special Arrangements that may be applicable:

1. Special provision for School-Based Assessment

Students are eligible for Special Provision for school-based assessment if their ability to demonstrate achievement is adversely affected by:

- o   Illness – acute or chronic
- o   Impairment – long term
- o   Personal circumstance

Applications for Special Provision for school-based assessment should be discussed directly with the VCE Co-ordinator.

2. Special examination arrangements

Students are eligible for Special Examination Arrangements if they can demonstrate, with appropriate medical certification, that their capacity to access VCE examinations is impaired due to:

- o   Severe health impairment
- o   Significant physical disability
- o   Hearing impairment
- o   Visual impairment
- o   Learning disability
- o   Severe Language Disorder

The Special Examination Arrangements applications are only available from the VCE Co-ordinator and must be completed & received by the VCAA by the end of February.

3. *Emergency special examination arrangements*

In the two weeks prior to the commencement of the VCE Examination period, students afflicted by any condition which may adversely affect their ability to complete the GAT or any VCE Examination, may be eligible for Emergency Special Examination Arrangements. In these cases, it is imperative that the VCE Co-ordinator be immediately notified. This notification should be in the form of an email in the event that a student is involved in an incident or accident outside normal business hours.

4. *Special Entry Access Schemes (SEAS)*

When applying for courses through VTAC towards the end of Year 12, you are able to apply for Special Entry Access Schemes which includes Special Consideration if you have circumstances that have had an ongoing impact on your studies.

If you are currently in Year 11, it is important that you keep an accurate record of that impact so that you can apply for Special Consideration the following year.

Each institution manages Special Consideration differently and it is the responsibility of the student to ensure that they complete all the relevant sections on the VTAC website when applying for Special Consideration. Assistance can always be sought from the Careers and Pathways Advisor, the VCE Co-ordinator, the Head of the Senior School and the school counsellors.

To aid your application, it is important that you maintain documentation of events that have impacted you. This could take the form of medical documentation, police records, a brief diary outlining events as they occur among other forms.

Students may be eligible for Special Consideration if their ability to demonstrate achievement over a period of time is adversely affected by:

- o Chronic illness
- o Impairment – long term
- o Personal circumstances

If you have queries about SEAS, or think that you may qualify for this assistance please see Mrs Fisher (Careers and Pathways Advisor) as soon as possible.

Am I required to attend the practice examinations which are conducted at the College during both school hours and in the school holidays?

Yes. All students who are studying Unit 3/4 VCE and/or VCE VET studies at Marymede Catholic College must attend the scheduled practice examinations whenever they occur.

These exams offer in invaluable opportunity for students to receive feedback on their performance in subjects, prior to the official VCAA examination period, as well as the opportunity to experience first-hand, what it will feel like to be in an official examination situation.

Students and parents are advised that there will be consequences for students who are absent from practice examinations without a medical certificate.

Family holidays which involve Year 12 students should not be scheduled to coincide with any examination period.

GLOSSARY OF TERMS

Assessment task – A task set by the teacher to assess students' achievements of unit outcomes for School-assessed Coursework (see also Outcomes).

Australian Tertiary Admission Rank (ATAR) – The overall ranking on a scale of zero to 99·95 that a student received based on his/her study scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for courses. Formerly known as the ENTER.

Authentication – The process of ensuring that the work submitted by students for assessment is their own.

Derived Examination Score (DES) – Provision available for students who have missed an examination or whose examination performance has been impaired due to illness or other personal circumstances.

General Achievement Test (GAT) – A test of knowledge and skills in writing, mathematics, science and technology, humanities and social sciences and the arts. All students enrolled in either a VCE or VCE VET Unit 3/4 sequence must complete the GAT. It is used by the VCAA to check that schools are marking School-assessed Tasks to the same standard, as part of the statistical moderation of School-assessed Coursework and as a quality assurance check on the VCAA's marking of examinations and School-assessed Tasks.

Outcomes – What a student must know and be able to do in order to satisfactorily complete a unit as specified in the VCE study design. The satisfactory completed of an Outcome will be measured by achievement in assessment tasks.

Special Examination Arrangements – Arrangements that are approved to meet the needs of students who have disabilities, illnesses or other circumstances that would affect their ability to access the examinations.

Special Entry Access Scheme (SEAS) – Umbrella program for special entry at participating institutions during the application process through VTAC when applying for tertiary courses. This includes Special Consideration.

Study design (VCE) – A study design for each VCE study is published by the VCAA. It specifies the content for the study and how students' work is to be assessed. Schools and other VCE providers 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.

Victorian Certificate of Education (VCE) – An accredited senior secondary school qualification.

Victorian Tertiary Admissions Centre (VTAC) – VTAC acts on behalf of universities, TAFEs and other providers facilitating and co-ordinating the joint selection system. VTAC calculates and distributes the ATAR.

CONTACT DETAILS

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ACKNOWLEDGMENTS AND CAVEATS

The material contained in this Student Handbook describes Marymede Catholic College's internal policies for administering the VCE and VCAL as mandated by the VCAA and information provided by VCAA through the VCE and VCAL Administrative Handbook. Whilst every effort has been made to ensure the accuracy of the information presented, students and their parents should be aware that the College Policies change in response to student needs, the VCAA issues periodic information through a variety of sources and errors inevitably occur.

If there are significant changes to information presented here, students will be made aware of these through written communication and the Marymede Newsletter.

It is of paramount importance that students double-check information pertaining to the timing, length requirements and type of assessment.

2019 EXAMINATION PERIODS

- **General Achievement Test (GAT)**
  … for all students enrolled in Unit 3/4 VCE and/or VCE VET studies
  Wednesday 12 June 2019, 10:00am – 1:15pm

- **Mandatory practice examinations at Marymede Catholic College**
  July school holidays

- **Performance and Languages Oral Examinations**
  Monday 7 October 2019 – Sunday 3 November 2019

- **Languages (CCAFL) Written Examinations**
  Wednesday 23 October 2019

- **Auslan Examination**
  Wednesday 23 October 2019

- **October/November Written Examinations**
  … for all students enrolled in Unit 3/4 VCE and/or VCE VET studies
  Wednesday 30 October 2019 – Wednesday 20 November 2019

  Note: The above external examination periods have been approved by VCAA