

## FAQ for Senior School Supervisors

Student Undertaking VSV study:

VSV Teacher of student:

VSV Teacher Contact Details:

Other details:

### SUPPORTING MY STUDENT

#### How do I best support my student?

School Supervisors play an important part in supporting student's undertaking a VSV subject. School supervisors:

- Develop a study timetable with the student. The timetable should have explicit times the student is to be completing their VSV lessons and make clear the room these are to be completed in.
- Check that the student can log in to their VSV studies (they have their VSV username and password) and have access to all required learning materials (print and online).
- Make a regular time with the student to ensure students are completing and submitting their work to VSV according to the subject's submission timetable.
- Checking that Week 1 has been submitted, ensuring the student is developing a successful routine.
- Encourage students to make early contact with their VSV teacher (and regular contact from this point on), and connect them with available local sources of assistance where possible.

#### How many supervisors does a student have?

Students have 1 nominated supervisor listed in the VSV database. Teachers will work with this nominated supervisor.

#### What resources do I need to provide for student(s) I'm supervising?

The student you are supervising should have an adequate means of communication with their VSV teacher during school time. This includes access to a phone (their mobile number is preferred), email and other technologies as required.

#### Do students need a textbook?

- All students at the VSV require regular and reliable access to the internet. The primary course materials are located on VSV online and a student has access to these materials upon enrolment.
- Alongside the materials developed by the teachers at VSV, certain subjects require textbooks and additional resources. These can be purchased from our recommended resource supplier, Champion Education. To view our book/resource lists and for instructions regarding how to place an order, please click here. If your student's textbook/ resource does not arrive on time, ask them to contact Champion Education, then contact your student's subject teacher to inform them of the delay. The teacher will be able to help your student get started.
- All students at the VSV require regular and reliable access to the internet. Our recommended electronic device and software supplier is JB Hi Fi. Parents and students can browse a selection of devices and software on the JB Hi Fi education portal.

#### What is the Parent/Supervisor Portal?

The VSV Portal is an area for Parents, Carers and School Supervisors to view information about their student's progress at VSV. The portal allows you to:

- View the subjects their students are enrolled in and teacher contact details
- View assignment submissions received from the student and assignment submissions returned by the teacher
- Download Interim Reports (Year 11-12) and End of Semester Reports for each subject

#### How do I access the VSV Supervisor's portal?

- Go to <http://portal.distance.vic.edu.au>
- Click on 'register email address'
- Enter the email address that is registered at VSV and linked to your student – a confirmation email and password will be sent to you
- Go to the VSV Portal login page and enter your email and password

### **What is VCE-O (Year 11-12)?**

VCE-O is the online orientation program for VSV students. It is designed to help students understand how to navigate online learning, VSV policies and processes. It takes approximately 1-2 hours to complete.

### **How often should I contact VSV?**

School supervisors should liaise with VSV teachers and keep them up to date regarding any situations that might impact upon a student's ability to engage with their studies. These include long-term absences, medical certificates, requests for extensions of time, change in contact details (or that of the school), or special provision arrangements are required for assessment tasks. Supervisors should regularly check the VSV Portal to keep up to date with their students' progress.

## **SACS and EXAMS**

### **When do I get the Assessment Task/ SACs from VSV?**

- Assessments in Year 12 are generally completed on paper and are posted to the student's nominated school supervisor at least two weeks prior to the set date. Assessments in other year levels are generally available electronically, dependant on each subject.
- If you have not received the SAC, please contact the subject teacher.

### **Do I need to supervise the Assessment Task/ SAC for the whole duration?**

It is the role of the supervisor to ensure that instructions of the SAC are followed. Year 12 SACs will need to be supervised for the duration of the SAC. In Year 11 this may not always be the case. All students completing the same subject at the same school need to sit the assessment at the same time.

### **What do I do when my student has completed the Assessment Task/SAC?**

The supervisor should keep a copy (electronic or paper) of all completed SACs. Supervisors are required to send a copy as per the requirements of the subjects.

### **Who is responsible for VASS Administration?**

It is the Home School's responsibility to register students for VCE assessment. Schools are responsible for ensuring that their VASS administrators accurately record those units studied at the VSV. The VSV assessing school number is 01114. Schools that are not registered as VCE providers with the Victorian Curriculum and Assessment Authority (VCAA) will need to negotiate with a VCE provider school willing to accept the students as their 'home school students'. The VSV does not accept school-based students as VSV 'home school students' for VASS purposes

### **Who is responsible for VCAA Exams?**

The student's home school is responsible for all VCAA Examination arrangements, including for subjects taught by the VSV. The VCAA General Achievement Test (GAT) is held in June. All students studying a Unit 3 & 4 subject must sit the GAT at their home school. This includes Year 11 students studying a Year 12 subject at the VSV.

- The VCAA Extended Investigation exam is held in August. This exam must be completed in Victoria.
- The VCAA Oral and Performance exams are held from early October until early November. These exams must be completed in Victoria.
- The VCAA end of year examinations are held from late October to mid-November. These are subject specific exams for students studying Unit 3 & 4 subjects.

Home schools are responsible for applying directly to the VCAA for any Special Provision requirements. School supervisors should inform the VSV of any approved arrangements that are in place.

## OTHER QUESTIONS

### What is SMAPs?

The Student Management Action Plan (SMAP) identifies students who are not fully engaging with their learning program. It is triggered when a student does not submit three weeks of submissions, or when attempts to contact the student, parent and school supervisor have been unsuccessful.

- The Green Letter is the first stage of the SMAP process. It aims to encourage the student, parent and school supervisor to contact the subject teacher to discuss strategies for the student to engage with their learning program. If the student does not engage within 10 days, a face-to-face or phone conference is held with the subject teacher, student and school supervisor.
- An Amber Letter is then sent with agreed strategies for re-engagement.
- The Red Letter is the final stage of the process. For students in F-10 this involves a discussion the Pathways team to review enrolment at the VSV. For students in 11/12 they may be withdrawn from their subject(s), both on the VSV Student Database and on the Victorian Assessment Software System (VASS). In 11/12, if this withdrawal happens for a Semester One Unit, the student will also be withdrawn from the corresponding Semester Two Unit.

The role of the school supervisor in the SMAP process is to:

- Bring the letter to the attention of the student
- If necessary, contact the VSV on the students behalf to explain the students circumstances
- Assist the student with work submission and schedules for regular submission of student work

\*Please note, in cases of a shared enrolment the student will have a Learning Advisor who initiates the SMAP process.

### What do I do if a student wants to change subjects?

Students may change subjects at the beginning of each semester. To do so, their School Supervisor needs to send a request, in writing, to the appropriate VSV Student Coordinator.

### What do I do if they want to withdraw from a subject?

In order to withdraw a student from a subject they are studying at the VSV, school supervisors need to send a request, in writing, to the appropriate Student Coordinator. Once a request is received, the student will be withdrawn from the VSV student database and from VASS.

### How do I apply for a refund?

After materials have been received and the course has commenced, refunds are not available. The VSV cannot accept responsibility for changes in personal circumstances after the receipt of materials and once instruction has commenced. Refunds will be considered under exceptional circumstances only. Requests must be in writing. In cases where a refund is provided, a \$30 administrative fee will be deducted.

### When is work due?

Students are to follow the subject timetable of submissions. For example, a subject will require the Week 1 course work to be completed and submitted at the conclusion of Week 1. The Week 2 course work is to be completed and submitted at the conclusion of Week 2.

### How can my student submit work?

Students are to submit work via the LMS for each class. For example, subjects with writing based submissions which require work to be scanned can be submitted via scanning of the work using a scanning app on the student's phone such as CamScanner.

### How can my student upload?

The student is to log into VSV online and click into the week they are submitting. The page will have a Submit section where the weekly work is to be submitted. If unclear, please contact the subject teacher.

### Is there a cost for enrolment?

For more information regarding enrolment costs and funding arrangements for school-based students, please visit our [enrolment costs page](#)