



Victorian Tamil Association Tamil School

**VCE Tamil Student Handbook
2026**

VCE Tamil Student Handbook | Version 1.2 | 2026

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1. MESSAGE FROM THE PRINCIPAL

Dear VCE Tamil Students and Families,

Welcome to VTA Tamil School — Melbourne's oldest and largest Tamil school, established in 1979. It is a privilege to welcome you to our VCE Tamil program for 2026.

VTA Tamil School is accredited by the Victorian Government and the VRQA to deliver VCE Tamil across five of our nine campuses. Our school is the only Tamil language school in Victoria that uses structured textbooks at all levels from Prep to VCE, ensuring consistency and quality across all campuses.

We are immensely proud of our academic achievements. For nine consecutive years, our VCE students have received the VCE High Achiever Award from the Victorian Government. In 2025, our Glen Waverley campus produced the highest VCE Tamil results ever achieved by any school in Australia — twelve out of twenty-five students (48%) scored above 40 out of 50. These extraordinary results reflect the dedication of our students and the quality of our teaching staff.

VCE Tamil is not just a subject — it is a bridge between your heritage and your future. It contributes to your ATAR, opens doors to university, and gives you a lifelong asset that very few people in the world possess: mastery of one of the world's oldest classical languages.

This handbook has been designed specifically for VCE Tamil students and families. It contains everything you need to know about the VCE Tamil program, assessment requirements, examination preparation, attendance, conduct, and support services available to you.

I encourage every student to read this handbook carefully, take ownership of your learning, and make the most of every class. Our teachers are here to guide you every step of the way.

I wish each of you a successful, rewarding, and memorable VCE Tamil journey in 2026.

Mr Murugesu Paramanathan

Principal, VTA Tamil School

Phone: 0408 360 865 | Email: Principal@vtatamilschool.org.au

www.vtatamilschool.org.au

2. ABOUT VTA TAMIL SCHOOL

VTA Tamil School (Victorian Tamil Association Tamil School) is Melbourne's longest-running Tamil school, established in 1979 by the Ceylon Tamil Association under the leadership of Late Prof C.J. Eliezer, with just nine students. From those humble beginnings, VTA Tamil School has grown into the largest and most respected Tamil school in Victoria.

Today, VTA Tamil School operates across nine campuses throughout metropolitan Melbourne, catering to over 1,150 students from Kinder 3 to Year 12, supported by 95 dedicated teachers. The school is accredited by the Victorian Government and the VRQA and is authorised as a VCE Single Study Language (Tamil) Provider by the Victorian Curriculum and Assessment Authority (VCAA).

VCE Tamil — Our Distinction

- VCE Tamil is offered at five campuses: Glen Waverley, Mill Park, Wyndham, Narre Warren and Caroline Spring.
- VTA Tamil School is the only Tamil language school in Victoria using structured textbooks at all levels from Prep to VCE.
- For nine consecutive years, our VCE students have received the VCE High Achiever Award from the Victorian Government.
- In 2025, Glen Waverley campus produced the highest VCE Tamil results ever achieved by any school in Australia.
- The school undergoes annual accreditation with VCAA via Community Languages Victoria.

Our Nine Campuses

Campus	Venue	Day & Time
Box Hill	Kingswood College, 355 Station St, Box Hill South 3128	Friday 18:45–21:15
★ Caroline Spring	Springside West SC, 70 City Vista Ct, Fraser Rise	Sunday 10:00–13:00
Doveton	Doveton College, 12 Laurel St, Doveton 3177	Saturday 9:30–12:30
★ Glen Waverley	Brentwood SC, 65-71 Watsons Rd, Glen Waverley 3150	Saturday 14:00–17:00
Manor Lakes	Ngarri Primary School, 70 Holyoake Pde, Manor Lakes 3024	Saturday 9:30–12:30
★ Mill Park	Mill Park SC Senior, 19-33 Civic Dr, Epping 3076	Saturday 9:30–12:30
★ Narre Warren	Foundation Learning Centre, 4a Malcolm Ct, Narre Warren 3805	Sunday 9:30–12:30
★ Wyndham	Hoppers Crossing SC, 2 Fraser St, Hoppers Crossing 3029	Saturday 9:30–12:30
Pakenham	Edenbrook SC, 130 Henry Rd, Pakenham 3214	Sunday 14:00–17:00

★ VCE Tamil offered at this campus

3. OUR MISSION, VISION AND VALUES

Our Mission

"At VTA Tamil School, we teach Tamil as a second language with a strong focus on building confidence, fluency, and cultural connection. We equip every student with the skills, knowledge, and opportunities needed to achieve mastery in their mother tongue."

Our Vision

We envision a future where every young learner is confident in their language, proud of their heritage, and strong in their sense of identity. Through the study of Tamil, we empower the younger generation to embrace their culture, values, and traditions while developing the skills, character, and confidence needed to thrive in a global community. We strive to nurture lifelong learners who are grounded in their roots and equipped to lead with integrity, pride, and purpose.

Our Goals

- Make high quality Tamil language education accessible to all Tamils across Victoria.
- Offer two pathways: VCE Tamil (academic pathway for senior students) and Conventional Tamil Language Learning (all ages).
- Ensure every student achieves mastery in Tamil as their mother tongue.
- Foster cultural pride, community connection, and a lifelong love of the Tamil language.

Our Values

Value	What It Means for VCE Students
Accountability	Take responsibility for your learning, your attendance, and your assessment submissions.
Integrity	Submit your own work. Acknowledge sources. Be honest with teachers, coordinators, and the VCAA.
Perseverance	VCE Tamil requires consistent effort. Commit to regular study, revision, and practice.
Cultural Pride	Recognise that learning Tamil is a gift — to yourself, your family, and your community.
Collaboration	Support fellow VCE students. Share resources, study together, and celebrate each other's success.
Inclusivity	VTA Tamil School welcomes students of all Tamil language levels. Everyone belongs here.

4. ABOUT THIS HANDBOOK

This VCE Tamil Student Handbook is published annually and contains all the essential information VCE Tamil students and their families need for a successful year. It covers enrolment, fees, course structure, assessment, attendance, conduct, and support.

Please read this handbook carefully at the start of the year and refer back to it throughout your studies. It should be read alongside the VCE Tamil Study Design (2025–2028) published by the VCAA, which is available at www.vcaa.vic.edu.au.

If you have any questions about anything in this handbook, please contact your campus VCE Tamil Coordinator or the Principal.

Contact Details

Principal	Mr Murugesu Paramanathan	0408 360 865 Principal@vtatamilschool.org.au
VCE Tamil Coordinator	Ms Abirami Shankar	0425 697 616 varshanabi7@gmail.com
Website	www.vtatamilschool.org.au	
Enrolment Form	Available at www.vtatamilschool.org.au	
VCAA Tamil Study Design	www.vcaa.vic.edu.au — search 'VCE Tamil'	

5. ENROLMENT INFORMATION

Eligibility for Award of the VCE

To be awarded the Victorian Certificate of Education (VCE), a student must satisfactorily complete a minimum of **16 units**, which must include:

- Three units of English, with at least one Unit 3–4 sequence from the English group of studies; and
- Three further Unit 3–4 sequences in addition to the English Unit 3–4 sequence.

VCE Tamil Units 3 and 4 delivered by VTA Tamil School may count as one of the required Unit 3–4 sequences toward the student's VCE. Satisfactory completion of VCE Tamil requires achievement of all Learning Outcomes for each unit, completion of all required SACs to the expected standard, and meeting the minimum 80% attendance requirement. Full details are published by the VCAA at www.vcaa.vic.edu.au.

Who Can Enrol in VCE Tamil?

VCE Tamil is open to students currently enrolled in Year 11 or Year 12 at any Victorian secondary school. Students must also be registered with the VCAA for the VCE. Tamil language proficiency at an intermediate level is expected for Unit 1 & 2 students and a higher level for Unit 3 & 4 students.

VCE Tamil is taught as a Language Other Than English (LOTE) subject under the CCAFL (Collaborative Curriculum and Assessment Framework for Languages) framework. Students enrolled through VTA Tamil School will have VCE Tamil credited as an additional subject towards their VCE.

Enrolment Steps

1. Complete the VTA Tamil School online enrolment form at www.vtatamilschool.org.au.
2. Attend a placement session with the VCE Tamil Coordinator to assess your current Tamil proficiency level.
3. VTA Tamil School sends a Letter of Offer confirming your place and fees.
4. Parent or guardian signs and returns the Acceptance of Offer Agreement.
5. Pay the required fees to confirm your enrolment.
6. VTA Tamil School sends Confirmation of Enrolment and class details.
7. Student registers with the VCAA for VCE Tamil through their day school (if not already done).

VCAA Registration

All VCE Tamil students must be registered with the VCAA. This is typically coordinated through the student's day school. It is the student's responsibility to ensure they are correctly enrolled in VCE Tamil (Unit 1 & 2 or Unit 3 & 4) through the VCAA's VASS system before the census date each year.

Students must notify both their day school and VTA Tamil School of their VCAA student number once it is confirmed.

Conditions of Enrolment

8. Students must attend at least 80% of all scheduled VCE Tamil classes at VTA Tamil School.
9. Students must meet all SAC deadlines and assessment requirements as set by the VCE Tamil Coordinator.
10. Students must notify the school immediately of any change in contact details or circumstances that may affect their enrolment.

11. Students agree to abide by VTA Tamil School's Student Code of Conduct and all VCAA rules and regulations.
12. Enrolment at VTA Tamil School is for VCE Tamil only and does not substitute for enrolment at a day school.

Student Transfer or Exit

Students who wish to transfer to another provider for VCE Tamil must notify VTA Tamil School in writing and arrange for the transfer of their VCAA enrolment and SAC records. Students who withdraw from VCE Tamil must formally deregister through the VCAA via their day school. Failure to withdraw formally will result in an automatic Non-Satisfactory (N) outcome being recorded by the VCAA.

6. FEES, PAYMENT AND REFUNDS

Tuition Fees

VTA Tamil School charges an annual tuition fee for VCE Tamil. Fees are used to fund teacher salaries, learning materials, VCAA accreditation costs, and campus operations. As a not-for-profit organisation, VTA Tamil School strives to keep fees affordable for all Tamil families.

Fee Type	Amount
Annual Tuition Fee (VCE Tamil Units 1 & 2)	Contact Principal@vtatamilschool.org.au
Annual Tuition Fee (VCE Tamil Units 3 & 4)	Contact Principal@vtatamilschool.org.au
Enrolment / Administration Fee	Contact Principal@vtatamilschool.org.au
Learning Materials	Included in tuition fees

Note: Current fee schedule will be provided upon enrolment confirmation. Contact Principal@vtatamilschool.org.au for details.

Payment Methods

Bank Transfer (Preferred)

Contact Principal@vtatamilschool.org.au for bank transfer details. Always quote your student's full name and year level as the payment reference.

Cash or Cheque

Cash or cheque payments can be made directly to your campus coordinator. Please ensure you receive a receipt for all cash payments.

Refund Policy

Circumstance	Refund Entitlement
Cancellation more than 28 days before course commencement	70% refund of tuition fees
Cancellation within 28 days of course commencement	No refund
Student does not commence or withdraws after start	No refund
VTA Tamil School cancels the program	Full refund of unused fees or alternative arrangement offered
Enrolment / Administration Fee	Non-refundable in all circumstances

Applying for a Refund

Refund requests must be submitted in writing to the Principal at Principal@vtatamilschool.org.au. The written request must include the student's full name, year level, campus, reason for refund request, and preferred refund method. Approved refunds will be processed within 28 days.

7. IMPORTANT DATES 2026

VTA Tamil School Term Dates 2026

Term	Start Date	End Date
Term 1	2 February 2026	2 April 2026
Term 2	20 April 2026	26 June 2026
Term 3	13 July 2026	18 September 2026
Term 4	5 October 2026	27 November 2026

Note: Campus-specific class dates may vary slightly. Confirm with your campus coordinator.

Key VCE Tamil Dates 2026

Date	Event
February 2026	VCE Tamil classes commence for Units 1 & 2 and Units 3 & 4
March–May 2026	Units 1 & 2 — SAC tasks conducted (dates set by campus coordinator)
16 June 2026	General Achievement Test (GAT) — all Unit 3 & 4 students must sit
Mid-June 2026	Units 1 & 2 Mid-Year SAC assessment period
July–September 2026	Units 3 & 4 — SAC tasks conducted (dates set by campus coordinator)
September–October 2026	Units 1 & 2 End-of-Year SAC assessment period
5 October – 1 November 2026	VCE Tamil Oral Examination (VCAA-conducted)
15 October 2026	VCE Tamil (CCAFL) Written Examination
26 October – 18 November 2026	VCE Written Examinations — all subjects
3 November 2026	Public Holiday — Melbourne Cup (no classes)
10 December 2026	VCE Final Results available to students

Public Holidays — No Classes

Date	Public Holiday
9 March 2026	Labour Day
3 April 2026	Good Friday
6 April 2026	Easter Monday
25 April 2026	ANZAC Day
8 June 2026	King's Birthday
3 November 2026	Melbourne Cup Day

8. VCE TAMIL — COURSE OVERVIEW

About VCE Tamil

VCE Tamil is a Language Other Than English (LOTE) subject studied under the Collaborative Curriculum and Assessment Framework for Languages (CCAFL). It is governed by the VCE Tamil Study Design 2025–2028, published by the Victorian Curriculum and Assessment Authority (VCAA).

VCE Tamil develops students' abilities to communicate in Tamil across a range of contexts. It requires students to listen, read, speak and write in Tamil at an advanced level, and to understand Tamil language, culture and society.

Why Study VCE Tamil?

- VCE Tamil contributes directly to your ATAR score — often as a 5th or 6th subject bonus.
- Native and heritage speakers typically achieve strong results, maximising ATAR potential.
- University language bonuses may apply — some universities award bonus ATAR points for language study.
- Demonstrates bilingual communication skills valued highly by employers and universities.
- Strengthens cultural identity and connection to the Tamil-speaking world.
- Opens pathways to careers in translation, diplomacy, education, law, business, and the arts.

ATAR Contribution

The ATAR (Australian Tertiary Admission Rank) is calculated as follows:

- The scaled study score in English or English as an Additional Language (EAL).
- The next best five scaled study scores from other VCE subjects.
- Tamil language could be one of the above five scaled study scores.

Structure of VCE Tamil

Year Level	Units	Focus
Year 11	Units 1 & 2	Foundation-to-intermediate VCE level Tamil. SAC-based assessment only. Does not contribute to ATAR.
Year 12	Units 3 & 4	Advanced VCE Tamil. SAC + external examinations (Oral + Written). Contributes to ATAR study score.

Weekly Time Commitment

VCE Tamil classes at VTA Tamil School run for approximately 3 hours per week at your campus (see campus timetable). In addition to class time, students are expected to dedicate time to independent study each week:

	Units 1 & 2	Units 3 & 4
Class time per week	3 hours	3 hours
Recommended self-study	2–3 hours/week	4–6 hours/week
Exam period study	As needed	Intensive — 10+ hours/week

9. VCE TAMIL — UNITS 1 TO 4

Units 1 & 2 — Year 11

Units 1 and 2 introduce students to VCE-level Tamil study. The units develop the four key language skills — Listening, Reading, Speaking and Writing — in progressively complex contexts related to Tamil language and culture.

Skill Area	What Students Learn
Listening	Understanding spoken Tamil across a range of contexts — conversations, announcements, radio, interviews.
Reading	Comprehending written Tamil texts including articles, letters, stories, and informational materials.
Speaking	Expressing ideas, opinions, and information in Tamil through prepared and spontaneous speech.
Writing	Producing written Tamil texts in a variety of forms including letters, essays, reports, and narratives.

Units 1 & 2 are assessed by School-Assessed Coursework (SAC) only. They do not contribute to the ATAR. However, they are essential preparation for Units 3 & 4.

Units 3 & 4 — Year 12

Units 3 and 4 are the senior VCE Tamil units. They are assessed through a combination of School-Assessed Coursework (SAC) and two external VCAA examinations — the Oral Examination and the Written Examination. Outcomes from Units 3 & 4 contribute to the student's study score and ATAR.

Unit 3 — Themes and Texts

Unit 3 focuses on developing the ability to understand and use Tamil in a range of contexts related to specific themes. Students develop analytical, interpretive, and communicative skills in Tamil.

- Area of Study 1: Listening and Responding
- Area of Study 2: Reading and Responding
- Area of Study 3: Speaking (Oral preparation begins in Unit 3)

Unit 4 — Extending Language Use

Unit 4 extends students' command of Tamil through extended writing, oral tasks, and deeper engagement with Tamil cultural texts and media.

- Area of Study 1: Listening and Responding / Reading and Responding
- Area of Study 2: Writing in Tamil
- Area of Study 3: Oral Examination preparation and final SAC tasks

Learning Outcomes

Students must achieve a Satisfactory (S) outcome for ALL Learning Outcomes within a unit to receive a Satisfactory rating for the whole unit. If even one Learning Outcome is deemed Non-Satisfactory (N), the entire unit will be graded Non-Satisfactory.

Full learning outcomes are detailed in the VCE Tamil Study Design 2025–2028, available at www.vcaa.vic.edu.au. Students should familiarise themselves with the learning outcomes for every unit they are studying.

Study Score — How It Works

For Units 3 & 4, students receive a study score out of 50. This score is determined by:

Component	Contribution to Study Score
School-Assessed Coursework (SAC)	~25% of the study score
Oral Examination (VCAA)	~25% of the study score
Written Examination (VCAA)	~50% of the study score

Note: Weightings are indicative and subject to VCAA moderation processes. Refer to the VCE Tamil Study Design for exact weightings.

10. ASSESSMENT IN VCE TAMIL

Overview

Assessment in VCE Tamil occurs at two levels: School-Assessed Coursework (SAC) conducted by VTA Tamil School, and External Examinations conducted by the VCAA. For Units 1 & 2, only SAC assessment applies. For Units 3 & 4, both SAC and external examinations contribute to the study score.

Satisfactory Completion of a Unit

VCAA requires VTA Tamil School to report a Satisfactory (S) or Non-Satisfactory (N) rating for each unit. A student achieves Satisfactory completion of a unit when they have:

13. Demonstrated achievement of all Learning Outcomes for the unit.
14. Completed all required SAC tasks to the required standard.
15. Met the minimum 80% attendance requirement for the unit.

A student who does not meet all three of the above requirements will receive a Non-Satisfactory (N) grade for the unit. An N grade for any Unit 3 or 4 subject means the student cannot receive an ATAR for that subject.

GAT — General Achievement Test

All VCE students enrolled in one or more Unit 3 & 4 subjects must sit the GAT. In 2026, the GAT is scheduled for 16 June 2026.

Although GAT results do not directly contribute to the study score, they are used by the VCAA as a statistical check on School-Assessed Coursework results. Performing poorly on the GAT while achieving high SAC scores may trigger a review. Students should treat the GAT seriously and prepare accordingly.

What does the GAT test?

- Written communication skills in English.
- Mathematical reasoning and problem solving.
- Reasoning skills in the humanities, social sciences, sciences and technology.

Note: The GAT is conducted in English and is not specific to Tamil. It is a general achievement test for all VCE students.

Consequences of an N or J Result

Students must understand the consequences of receiving an **N (Not Satisfactory)** or **J** result for a unit, as both affect the student's VCE completion and ATAR.

N Result (Not Satisfactory)

- An N result is issued when a student has not demonstrated achievement of one or more Learning Outcomes, has not met the 80% attendance requirement, or has had a substantial breach of VCAA or school authentication rules.
- A unit with an N result does **not** count toward the 16-unit minimum for satisfactory completion of the VCE.
- For VCE Tamil Units 3 and 4, an N result means the student will not receive a study score for Tamil, and the unit cannot contribute to the student's ATAR.
- Before an N is finalised, students must be given further and alternative opportunities to redeem the outcome (see Section 11).

J Result

- A J result is recorded on VASS when a student is no longer attending a unit but has not officially withdrawn by completing a Student Exit form. A J result is only used where the student is no longer attending class and has not submitted work for assessment.
- A J result is treated by VCAA and VTAC as equivalent to an N result for the purposes of VCE completion and ATAR calculation. The unit does **not** count toward the 16-unit minimum.
- The J result is recorded on the VCAA database but is not reported on the student's Statement of Results.
- To avoid a J result, students who wish to withdraw from VCE Tamil must formally deregister through their day school and notify VTA Tamil School in writing.

Students who receive an N or J result will be advised in writing by the VCE Tamil Coordinator and informed of their right to appeal (see Section 19 — Formal Appeal Process).

VCAA Student Number

All VCE students enrolled in VCE Tamil are assigned a VCAA student number. This number is used to identify students in all VCAA examinations and records. Students must write their VCAA student number — not their name — on all examination response booklets.

VCAA student numbers are managed through VASS (Victorian Assessment Software System) and are issued by the VCAA via the student's day school. If you do not know your VCAA student number, contact your day school VCE coordinator.

11. SCHOOL-ASSESSED COURSEWORK (SAC)

What is a SAC?

School-Assessed Coursework (SAC) tasks are assessment tasks set and marked by VTA Tamil School teachers under VCAA guidelines. SAC tasks assess student performance on specific Learning Outcomes within each unit of VCE Tamil.

SAC tasks may include — but are not limited to — listening comprehension tasks, reading comprehension tasks, oral presentations, written responses, and analytical essays in Tamil.

SAC Completion and Deadlines

SAC completion dates are set by the VCE Tamil Coordinator and communicated to students at the start of each term. These dates cannot be changed except in circumstances of genuine illness or a compassionate/compelling circumstance.

16. If a student is absent on a SAC day due to illness, they must notify the VCE Tamil Coordinator before or on the day of the SAC.
17. A medical certificate from a qualified medical practitioner must be provided within 2 days of the missed SAC.
18. Where illness is accepted, the VCE Tamil Coordinator will arrange an alternative SAC date, subject to VCAA timelines.
19. Where no medical certificate or compelling circumstance is provided, the student will receive a Non-Satisfactory (N) result for that SAC task.

Redeeming a Non-Satisfactory (N) Outcome

Where a SAC task is assessed as Non-Satisfactory (N) for an outcome, VTA Tamil School will give the student further and alternative opportunities to redeem the outcome, in accordance with the VCE Administrative Handbook 2026 (*Redeeming outcomes — submitting further evidence for satisfactory completion*). These opportunities may include additional class work, homework, supervised tasks, oral discussions, or alternative assessment tasks designed to demonstrate the same outcome. The further work considered by the teacher does not need to be completed under test conditions.

The decision about satisfactory completion of the unit will be **delayed** to allow the student to complete or submit this further work. Once the student has demonstrated satisfactory achievement of the outcome, the N result will be changed to S (Satisfactory) and updated on the student's record.

Important: Redemption relates *only* to the satisfactory completion (S/N) of the outcome. For Units 3 and 4 VCE Tamil, the original SAC score must stand. Students are **not** permitted to resubmit or re-sit a SAC to improve their initial school-based assessment score.

SAC Results and Moderation

SAC results for Units 3 & 4 are submitted to the VCAA and are subject to statistical moderation. This means that individual SAC results may be adjusted by the VCAA to align with external examination performance across Victoria. For this reason, SAC grades are not provided to students as final scores — students receive feedback and written comments only.

Lost, Stolen or Damaged Work

If coursework is lost, stolen, or damaged, the student and teacher must complete a written statement describing the circumstances. The VCE Tamil Coordinator will determine the appropriate course of action, which may include requiring a supplementary assessment task.

Student Declaration

Each year, VCAA requires all VCE students to sign a declaration confirming that they will follow VCAA rules and regulations. This declaration also confirms the authenticity of all submitted work. Students must sign this declaration before submitting any SAC work.

12. AUTHENTICATION RULES AND PROCEDURES

VCAA Authentication Requirements

Authentication means verifying that the work submitted by a student is genuinely their own. All VCE Tamil SAC tasks and coursework must be authenticated before they can be accepted for assessment.

20. All work submitted for assessment must be genuinely the student's own unacknowledged work.
21. Students must acknowledge all sources used, including the names and roles of any persons who provided assistance.
22. Students must not receive undue assistance from any other person in the preparation and submission of work.
23. Students must not submit the same piece of work for assessment more than once.
24. Students who knowingly assist others to breach authentication rules may also be penalised.
25. Students must sign a Declaration of Authenticity on all submitted assessment tasks.

Acceptable Forms of Assistance

- Using ideas or material from other sources that has been fully transformed and re-expressed in the student's own words, with the source acknowledged.
- General advice or prompting from a teacher or parent that leads the student to refine or self-correct their own work.
- Using a dictionary, grammar reference, or approved word list.

Unacceptable Forms of Assistance

- Copying another student's work, in whole or in part, with or without their knowledge.
- Having another person write, correct, or substantially improve your work.
- Using AI-generated text (such as ChatGPT, Google Translate for full passages, or similar tools) as the basis for submitted assessment tasks.
- Copying text from online sources, Tamil websites, or published materials without acknowledgment.
- Sharing SAC tasks with other students before or after the assessment.

Authentication of Computer-Produced Work

Where SAC tasks are produced using a computer, students must:

- Save draft versions regularly so development of the work can be traced.
- Produce printed drafts at key stages to demonstrate the work's progression.
- Be prepared to answer questions about their work or complete a supplementary task to demonstrate understanding.

Suspected Breach of Authentication

A teacher may suspect a breach if the submitted work:

- Is inconsistent with the student's known ability or previous work samples.
- Contains unacknowledged material or language typical of a much higher or different proficiency level.
- Has not been sighted or monitored by the teacher during its development.

Where a breach is suspected, the VCE Tamil Coordinator will conduct an investigation. The student will be invited to an interview and may be asked to demonstrate their understanding of the submitted work. The student may be accompanied by a parent or support person (not as an advocate).

Penalties for Breach

The VCE Tamil Coordinator has the authority to:

- Allow the student to resubmit the work within VCAA deadlines.
- Refuse to accept the portion of the SAC that breached the rules and mark only the authentic portion.
- Refuse to accept any part of the SAC where the breach is severe.
- Report the breach to the VCAA, which may impose additional penalties.

Students have the right to appeal to the VCAA against any penalty imposed. Appeals may be made on the grounds that (a) no breach occurred, or (b) the penalty was disproportionate.

13. ORAL EXAMINATION PREPARATION

Overview

The VCE Tamil Oral Examination is conducted by the VCAA between 5 October and 1 November 2026. It is an external examination — not conducted by VTA Tamil School — and is assessed by trained VCAA examiners.

The Oral Examination contributes approximately 25% of the Units 3 & 4 study score. Strong oral performance can significantly boost a student's overall VCE Tamil result.

Oral Examination Format

Component	Details
Format	One-on-one interview with an examiner conducted in Tamil
Duration	Approximately 10–12 minutes
Date	5 October – 1 November 2026 (individual appointment allocated by VCAA)
Location	VCAA-designated examination centre (notified closer to the date)
Assessment	Assessed by trained VCAA examiners using the VCAA Tamil assessment criteria
Topics	Based on the themes and texts studied in Units 3 & 4

Oral Examination Topics and Themes

The oral examination is based on themes and topics studied throughout Units 3 & 4. Students should be well-prepared to discuss:

- Personal identity, family, community, and Tamil cultural practices.
- Contemporary issues relevant to Tamil-speaking communities in Australia and globally.
- Tamil language, literature, and arts.
- Social, environmental, and global issues as studied throughout the year.

How VTA Tamil School Prepares You

VTA Tamil School VCE Tamil teachers conduct systematic oral examination preparation throughout Terms 3 and 4. Preparation includes:

26. Weekly oral practice sessions during class, simulating examination conditions.
27. Individual feedback on pronunciation, fluency, vocabulary, grammar, and expression.
28. Mock oral examinations in Term 4 conducted by VTA Tamil School teachers.
29. Oral topic banks and model responses developed by VTA Tamil School.
30. Guidance on how to structure responses, handle unexpected questions, and manage examination nerves.

Tips for Oral Examination Success

- Practise speaking Tamil every day — at home, with family, and with classmates.
- Record yourself speaking and listen back to identify areas for improvement.
- Build your Tamil vocabulary around the themes and topics studied in class.
- Practise expressing opinions, comparing perspectives, and elaborating on ideas in Tamil.
- Do not rely on memorised scripts — examiners look for natural, spontaneous communication.
- Arrive on time at your examination centre and bring your VCAA student number.

14. WRITTEN EXAMINATION PREPARATION

Overview

The VCE Tamil Written Examination is conducted by the VCAA on 15 October 2026. It is an external examination contributing approximately 50% of the Units 3 & 4 study score — making it the single most heavily weighted component of VCE Tamil.

Written Examination Format

Component	Details
Date	15 October 2026
Duration	Refer to VCAA examination specifications for exact duration
Section 1	Listening and Responding — comprehension of spoken Tamil passages
Section 2	Reading and Responding — comprehension of written Tamil texts
Section 3	Writing in Tamil — extended written response task(s)
Permitted materials	Tamil-English / English-Tamil dictionary (check VCAA rules for current year)
Conducted by	VCAA at designated examination centres across Victoria

Note: Always check the VCAA website at www.vcaa.vic.edu.au for the most current examination specifications, permitted materials, and examination rules.

Listening and Responding

In this section, students listen to spoken Tamil recordings and respond to questions in Tamil. Recordings may include conversations, interviews, news broadcasts, or announcements.

- Practise listening to Tamil radio, podcasts, news, and television programs regularly.
- Work on understanding a variety of accents, registers, and speeds of speech.
- Practise noting key information while listening (you will hear recordings more than once).

Reading and Responding

Students read Tamil texts and respond to comprehension questions and analysis tasks. Texts may be drawn from newspapers, magazines, literature, or informational materials.

- Read Tamil newspapers, magazines, and online articles regularly throughout the year.
- Practise identifying the main idea, supporting details, author's purpose, and implied meaning.
- Expand your written Tamil vocabulary — especially formal and academic vocabulary.

Writing in Tamil

Students produce extended written responses in Tamil. Tasks may include formal letters, essays, narratives, reports, or persuasive writing.

- Practise writing different text types in Tamil throughout the year.
- Focus on grammatical accuracy, text structure, register, and vocabulary range.
- Practise writing responses under timed conditions.
- Seek regular written feedback from your VCE Tamil teacher.

How VTA Tamil School Prepares You

31. Term-by-term written examination preparation integrated into all class sessions.
32. Past examination papers and model answers used as teaching resources.
33. Timed written practice under examination conditions in Terms 3 and 4.
34. Detailed feedback on written Tamil including grammar, vocabulary, structure, and style.
35. Reading comprehension packs and listening comprehension audio materials provided by VTA Tamil School.

15. COURSE PROGRESS AND ATTENDANCE

Attendance Requirements

VTA Tamil School requires all VCE Tamil students to attend a minimum of 80% of all scheduled classes each term. This attendance requirement is a VCAA condition for satisfactory unit completion. Students who do not meet the 80% attendance threshold may receive a Non-Satisfactory (N) outcome for the unit, regardless of their SAC performance.

Attendance Level	Consequence
90% and above	Satisfactory attendance — no action required
Below 90% (1st warning)	Written warning letter issued to student and parent/guardian
Below 85% (2nd warning)	Second warning; student must meet VCE Tamil Coordinator
Below 80% (3rd warning)	Third warning; Non-Satisfactory (N) grade issued for the unit; student meets Principal

Recording Absences

Attendance is recorded at every class by the teacher. All absences should be notified to your campus coordinator before or on the day of the class. Where an absence is due to illness, a medical certificate must be provided within 2 business days of the absence.

Absences of more than 5 consecutive weeks without approval will be investigated by the VCE Tamil Coordinator and may result in a review of the student's enrolment.

Approved Absence (Leave)

Leave may be granted in advance for significant personal, family, or religious events. Students must submit a written leave request to their campus coordinator at least one week before the absence. Approved leave is still recorded as absent in attendance records but will not count against the student where compassionate or compelling circumstances are demonstrated.

Academic Progress Monitoring

The VCE Tamil Coordinator monitors the academic progress of all enrolled students at the end of each term. Students who are at risk of not meeting their unit requirements will be notified and supported through an intervention plan.

Intervention Strategies

Where a student's progress is identified as non-satisfactory, the VCE Tamil Coordinator will implement one or more of the following:

Strategy	Description
Additional Support Classes	Student attends extra supervised study sessions with teacher support.
SAC Extension	Where circumstances allow, extension of SAC deadline granted by coordinator.
Supplementary Tasks	Additional learning exercises set to address identified gaps.
Parent/Guardian Meeting	Formal meeting with parent/guardian and coordinator to develop an improvement plan.
Peer Support	Student is paired with a high-achieving VCE Tamil peer for study support.

Progress Reports

VTA Tamil School provides the following progress reporting to students and families throughout the year:

- Interim reports at the end of Terms 1 and 3 — noting effort, engagement, and areas for improvement.
- End-of-semester progress reports assessing unit completion and overall academic standing.
- Written notification to parent/guardian whenever an intervention plan is activated.
- Direct communication from the VCE Tamil Coordinator or campus coordinator for urgent concerns.

16. STUDENT CODE OF CONDUCT

Expected Standards of Behaviour

VTA Tamil School is committed to providing a safe, respectful, and supportive learning environment for all VCE Tamil students. All students are expected to uphold the following standards at all times — in class, at school events, and in any online or digital interactions related to VTA Tamil School.

#	Expected Behaviour
1	Arrive on time and be prepared for every class with all required materials.
2	Treat all teachers, coordinators, and fellow students with respect and courtesy at all times.
3	Use the Tamil language during class as directed by your teacher — this is a Tamil language class.
4	Switch off or silence mobile phones and store them away during class time.
5	Complete all set homework, SAC tasks, and assessment work by the required deadline.
6	Submit only your own authentic work — plagiarism and academic dishonesty will not be tolerated.
7	Maintain the cleanliness and tidiness of classroom spaces and shared facilities.
8	Follow all instructions given by teachers and VTA Tamil School staff promptly and respectfully.
9	Do not engage in bullying, harassment, or discrimination against any member of the school community.
10	Report any concerns about safety, wellbeing, or conduct to your teacher or campus coordinator.

Mobile Phone Policy

Mobile phones must be switched off or on silent and stored away during all class time. The use of mobile phones during class — including for translation, messaging, or recording — is not permitted without the explicit approval of the teacher. Repeated misuse of mobile phones will result in the phone being confiscated for the remainder of the class.

Anti-Bullying and Harassment Policy

VTA Tamil School has zero tolerance for bullying, harassment, or discrimination in any form — verbal, physical, social, or cyber. Every student has the right to learn and participate in a safe environment free from intimidation.

Any student who experiences or witnesses bullying or harassment should report it immediately to their teacher, campus coordinator, or the Principal. All reports will be treated confidentially and investigated promptly.

Child Safe Standards

VTA Tamil School is committed to child safety. The school complies with Victoria's Child Safe Standards and maintains a zero-tolerance policy toward child abuse of any kind. All staff and volunteers hold current Working With Children Checks and undertake mandatory Child Safe Standards training.

For more information, refer to the Child Safe Standards Policy available at www.vtatamilschool.org.au, or contact the Principal directly.

Non-Compliance and Discipline

Where a student's behaviour does not meet the expected standards, the following steps will be taken:

36. STEP 1 — Teacher speaks with the student to address the issue. Outcome documented.
37. STEP 2 — If the issue continues, the student meets with the VCE Tamil Coordinator. Outcome documented and parent/guardian notified.
38. STEP 3 — Final written warning issued. A timeframe is set for the student to rectify the issue.
39. If the issue persists after all three steps, the student may be suspended or have their enrolment reviewed.

Students may access VTA Tamil School's Complaints and Appeals process at any stage of the above procedure.

17. ACADEMIC INTEGRITY AND MISCONDUCT

Academic Integrity at VCE Level

Academic integrity means acting honestly and ethically in all aspects of your VCE Tamil studies. It means submitting your own work, acknowledging the sources you use, and not gaining an unfair advantage over other students. Academic integrity is not just a school rule — it is a VCAA requirement, and breaches can have serious consequences for your VCE results.

Types of Academic Misconduct

Type	What It Means
Plagiarism	Copying text, ideas, or content from any source (books, websites, other students' work) without proper acknowledgment.
Collusion	Working with another student on an individual assessment task without the teacher's permission.
Contract Cheating	Having someone else (a person or AI tool) complete your assessment work for you.
Fabrication	Making up data, quotes, or sources in assessment tasks.
Self-plagiarism	Submitting the same piece of work for assessment more than once.
AI Misuse	Using AI tools (ChatGPT, Google Translate for full tasks, etc.) to generate or translate assessment work without permission and disclosure.

Using AI Tools

Artificial Intelligence tools — such as ChatGPT, Gemini, or machine translation apps — must not be used to generate or translate VCE Tamil assessment responses. The use of such tools without disclosure is considered academic misconduct and a breach of VCAA authentication rules.

Using Google Translate or similar tools for a single word or phrase as part of your own writing may be acceptable, but using it to translate entire sentences or passages is not. When in doubt, ask your teacher before submitting.

Citing Sources in Tamil

When you use ideas or information from another source in your Tamil writing, you must acknowledge that source. This applies to Tamil books, websites, newspaper articles, and any other material you have drawn upon. Your teacher will advise you on the correct format for acknowledging sources in VCE Tamil tasks.

Consequences of Academic Misconduct

VTA Tamil School takes all breaches of academic integrity seriously. Consequences may include:

- A Non-Satisfactory (N) grade for the affected SAC task or unit.
- Referral to the VCAA, which may impose additional penalties on the student's VCE record.
- In serious cases, suspension from VTA Tamil School.

The best way to avoid academic misconduct is to start your assessment tasks early, ask for help when you are struggling, and always seek clarification from your teacher if you are unsure what is or isn't permitted.

18. HEALTH, SAFETY AND WELLBEING

Campus Safety

VTA Tamil School uses facilities at host schools and community venues across Melbourne. All campuses are expected to maintain safe, clean, and appropriate learning environments. Students must follow all safety instructions from teachers and building management staff.

In the event of a fire alarm or emergency evacuation, students must follow the evacuation instructions of the building's safety wardens. Do not use lifts during evacuations. Proceed immediately to the designated assembly point and remain there until cleared by staff.

Emergency: Call 000 immediately for police, ambulance, or fire.

Student Wellbeing

VCE is a demanding time. VTA Tamil School recognises that students may experience significant pressure related to examinations, study loads, and personal circumstances. Your wellbeing matters deeply to us.

If you are feeling overwhelmed, anxious, or struggling — whether with your studies or with life in general — please speak to your VCE Tamil teacher, campus coordinator, or the Principal. We are here to help and will treat your concerns with confidentiality and care.

Special Provision

Special Provision is available to students who experience significant hardship — including illness, injury, disability, family circumstances, or other factors — that affects their ability to demonstrate their learning. Special Provision is available in two forms at VTA Tamil School:

1. Special Provision for School-Based Assessment (SAC)

Arranged directly with VTA Tamil School. May include extra time, rest breaks, use of a scribe, alternative formats, or rescheduled SACs.

How to apply:

1. The student, parent/guardian, or teacher identifies a need for Special Provision and contacts the VCE Tamil Coordinator (Ms Abirami Shankar — 0425 697 616).
2. The student completes a Special Provision Application Form, available from the VCE Tamil Coordinator.
3. Supporting documentation must be provided — for example, a medical report, educational psychologist report, or statement from a relevant professional.
4. The VCE Tamil Coordinator, in consultation with the Principal, will determine the provision(s) to be made and advise the student in writing.
5. Where possible, applications should be made in advance of the affected SAC. Retrospective applications will be considered where the circumstance was unforeseen.

2. Special Examination Arrangements (SEA) — VCAA External Examinations

Students applying for Special Examination Arrangements (SEA) through the VCAA due to disability, medical conditions, or other eligible circumstances should contact their day school VCE coordinator as early as possible. Applications for SEA are submitted through the VCAA by the student's day school, not through VTA Tamil School. Applications must be made in the year the examination is sat, and supporting evidence must meet the standards specified by the VCAA.

Medical Conditions and Allergies

Students with medical conditions, allergies, or disabilities that may affect their participation in class should notify their campus coordinator at the time of enrolment. Any student requiring medication during class must advise the coordinator in advance and follow the school's medication procedures.

Mental Health Support — Free Services

The following free 24/7 mental health services are available to all students:

Service	Contact
Lifeline — Crisis support	Call 13 11 14 text 0477 13 11 14 lifeline.org.au
Beyond Blue — Anxiety & depression	Call 1300 22 4636 beyondblue.org.au
Kids Helpline — Ages 5–25	Call 1800 55 1800 kidshelpline.com.au
Headspace — Youth mental health	Call 1800 650 890 headspace.org.au
Suicide Call Back Service	Call 1300 659 467 suicidecallbackservice.org.au
1800RESPECT — Family violence	Call 1800 737 732
MensLine Australia	Call 1300 78 99 78 mensline.org.au

19. STUDENT SUPPORT SERVICES

Academic Support

VTA Tamil School provides a range of academic support services to help VCE Tamil students succeed:

Support Type	How to Access
One-on-one consultation with your teacher	Speak to your teacher before or after class, or contact your campus coordinator to arrange a session.
VCE Tamil Coordinator consultation	Contact Ms Abirami Shankar — 0425 697 616 varshanabi7@gmail.com
Principal consultation	Contact Mr Murugesu Paramanathan — 0408 360 865 Principal@vtatamilschool.org.au
Oral examination practice sessions	Conducted in class during Terms 3 & 4. Additional sessions available on request.
Written examination practice materials	Provided by your teacher throughout the year. Past papers available from VCAA website.
SAC preparation resources	Provided by your teacher at the start of each SAC unit.
VCE Tamil resource library	VTA Tamil School provides structured textbooks at all levels. Additional resources available at www.vtatamilschool.org.au

Free Counselling — Australian Counselling Service (ACS)

Free professional counselling is available to all students through the Australian Counselling Service (ACS). Sessions are available online and are completely confidential.

- Website: www.acscounselling.com.au
- Phone: 1300 374 033
- Email: info@acscounselling.com.au

Complaints and Appeals

VTA Tamil School is committed to resolving all student and family concerns fairly and efficiently. Our complaints process is as follows:

40. Raise the concern first with your teacher or campus coordinator for day-to-day matters.
41. If unresolved, contact the VCE Tamil Coordinator (Ms Abirami Shankar) in writing.
42. If still unresolved, escalate to the Principal (Mr Murugesu Paramanathan) in writing at Principal@vtatamilschool.org.au.
43. For formal complaints, use the CLV Complaints Form available at www.communitylanguages.org.au.

All complaints will be treated confidentially and responded to within 10 business days. Students have the right to appeal against any decision made in response to a complaint.

Formal Appeal Process — School Decisions

A student who wishes to appeal a formal decision made by VTA Tamil School — including decisions about satisfactory completion of an outcome, an N or J result, a refusal of an extension of time, a refusal of Special Provision, or the outcome of a breach investigation — may do so using the following formal appeal process:

44. The student (or parent/guardian if the student is under 18) submits a written appeal to the Principal at Principal@vtatamilschool.org.au within **ten (10) working days** of being notified of the decision.
45. The appeal must clearly set out the decision being appealed and the grounds for the appeal (for example, that a procedure was not followed correctly, that new information has become available, or that the outcome was disproportionate).
46. The Principal will convene a **Review Panel** consisting of the Principal, a senior VCE Tamil teacher who was not involved in the original decision, and one other member of the school leadership team.
47. The Review Panel will consider the appeal within ten (10) working days of receipt. The student will have the opportunity to present information in support of the appeal, in person or in writing, and may be accompanied by a parent/guardian or support person.
48. The Principal will communicate the outcome of the appeal in writing, including the reasons for the decision.
49. Where the matter relates to VCAA rules and the student remains dissatisfied with the outcome of the school-level appeal, the student retains the right to appeal to the VCAA directly.

VCAA Complaints and Appeals

Where a student believes a VCAA rule has been applied incorrectly — for example, in relation to SAC grades, authentication decisions, or examination outcomes — the student has the right to appeal to the VCAA directly. Details of the VCAA appeals process are available at www.vcaa.vic.edu.au.

20. CAMPUS LOCATIONS AND KEY CONTACTS

School Leadership

Name	Role	Phone	Email
Mr Murugesu Paramanathan	Principal	0408 360 865	Principal@vtatamilschool.org.au
Ms Abirami Shankar	VCE Tamil Coordinator	0425 697 616	varshanabi7@gmail.com

VCE Tamil Classes are offered at: Glen Waverley, Mill Park, Wyndham, Narre Warren and Caroline Spring campuses.

All Campus Coordinators

Campus	Day & Time	Coordinator	Phone	Email
Box Hill	Fri 18:45–21:15	Mr Jay Shankar	0421 891 774	BBcoordinator@vtatamilschool.org.au
Caroline Spring ★	Sun 10:00–13:00	Dr. Reginold	0435 300 440	bb.coordinator@vtatamilschool.org.au
Doveton	Sat 9:30–12:30	Mrs Uthaya Singarajah	0433 032 932	Samanthy22@gmail.com
Glen Waverley ★	Sat 14:00–17:00	Mr Mayooraan Bala	0400 415 105	gw.coordinator@vtatamilschool.org.au
Manor Lakes	Sat 9:30–12:30	Dr. Dhakshi Prasanna	0458 726 954	vdhakshina@gmail.com
Mill Park ★	Sat 9:30–12:30	Mr Gajan Sivasambu	0402 473 576	sivasambu@hotmail.com
Narre Warren ★	Sun 9:30–12:30	Mr Ambi Bala	0422 251 777	ambibala@outlook.com
Wyndham ★	Sat 9:30–12:30	Mr Kannan Subramanian	0458 500 570	wy.coordinator@vtatamilschool.org.au
Pakenham	Sun 14:00–17:00	Ms Meha Sivarasa	0433 561 383	sivameha@hotmail.com

★ VCE Tamil offered at this campus

Campus Venue Addresses

Campus	Address
Box Hill	Kingswood College, 355 Station St, Box Hill South 3128
Caroline Spring	Springside West SC, 70 City Vista Ct, Fraser Rise
Doveton	Doveton College, 12 Laurel St, Doveton 3177
Glen Waverley	Brentwood SC, 65-71 Watsons Rd, Glen Waverley 3150
Manor Lakes	Ngarri Primary School, 70 Holyoake Pde, Manor Lakes 3024
Mill Park	Mill Park SC Senior, 19-33 Civic Dr, Epping 3076
Narre Warren	Foundation Learning Centre, 4a Malcolm Ct, Narre Warren 3805
Wyndham	Hoppers Crossing SC, 2 Fraser St, Hoppers Crossing 3029
Pakenham	Edenbrook SC, 130 Henry Rd, Pakenham 3214

Key External Contacts

Organisation	Contact
VCAA (Victorian Curriculum & Assessment Authority)	www.vcaa.vic.edu.au 1800 134 197
VTAC (Victorian Tertiary Admissions Centre)	www.vtac.edu.au
Community Languages Victoria (CLV)	www.communitylanguages.org.au
VTA Tamil School Website	www.vtatamilschool.org.au
VCE Tamil Enrolment Form	Available at www.vtatamilschool.org.au/extra
Emergency Services	000 — Police, Ambulance, Fire
Lifeline — Crisis Support	13 11 14
Kids Helpline	1800 55 1800

Victorian Tamil Association (VTA) Tamil School

VCE Tamil Student Handbook 2026 | Version 1.2 | www.vtatamilschool.org.au

VTA TAMIL SCHOOL STUDENT DECLARATION

I, _____ (Student's Full Name), Campus: _____

of Class/Grade _____ declare and agree to the following:

I, the undersigned student, declare and agree to the following:

1. General Declaration

I will abide by all rules, regulations, and instructions set by the VTA Tamil School in relation to all school-based assessments (SAC) and external assessments, including the VCE and GAT.

2. Appropriate Use of Technology and the Internet

I will use all technology and the internet responsibly and for educational purposes only. I will not engage in bullying or harassment, nor will I access or share inappropriate material. I will comply with all school rules and policies related to the use of technology.

3. Consent for Disclosure of Personal Information

I consent to my personal information being shared with newspapers, government bodies, and the Department of Education for the purposes of awards and prizes, and for publication on the school website and in school newsletters.

4. Permission for Use of Student Work

I grant permission for my work to be used in publications and productions approved by the Victorian Curriculum and Assessment Authority (VCAA).

5. Assessment Concerns or Disputes

I understand that if I have any concerns or disputes regarding internal assessments (SACs), my first point of contact is my VCE Teacher and/or the VCE Coordinator. If necessary, the matter may be escalated to the principal before taking any further action.

I acknowledge that I have read and understood all the above statements and agree to comply with these rules throughout my enrolment at the VTA Tamil School.

Signature: _____ Date: _____

Office Use Only

VCE Coordinator: Full Name:

Principal: Full Name: