



**VICTORIA POINT STATE HIGH SCHOOL**  
**Year 12 Term 4**  
**EXTERNAL/INTERNAL EXAMINATIONS & SUBJECT SUBMISSIONS**

SESSION	NORMAL TIMETABLED CLASSES WILL CONTINUE UP UNTIL ALL ASSESSMENT IS COMPLETED OR SUBMITTED AS PER THE CONTINUUM OVERLEAF. Victoria Point State High School reserves the right to request the return attendance of any student with outstanding assessment throughout this period regardless of collapsed timetabled classes.																					
	WEEK 4 Monday 21 October – Friday 25 October 2024					WEEK 5 Monday 28 October – Friday 01 November 2024					WEEK 6 Monday 04 November – Friday 08 November 2024					WEEK 7 (ALTERNATE PROGRAM) Monday 11 November – Friday 15 November 2024						
Session A Arrival - 08.45am Start - 08.55am Finish - 11.15am	MON. 21/10	TUES. 22/10	WED. 23/10	THUR. 24/10	FRI. 25/10	MON. 28/10	TUES. 29/10	WED. 30/10	THURS. 31/10	FRI. 01/11	MON. 04/11	TUES. 05/11	WED. 06/11	THURS. 07/11	FRI. 08/11	MON. 11/11	TUES. 12/11	WED. 13/11	THURS. 14/11	FRI. 15/11		
	GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS						
	ENG 2.15hrs Moongalba (49) PLAUBR RODGSB	AHS 2.15hrs Moongalba (11) GOODCR	PSY 1 1.40hrs Moongalba (15) PLAUBR	HEA 2.15hrs Moongalba (11) DALEAL	PHY 1 1.40hrs Moongalba (9) PLAUBR	CHM 1 1.40hrs Moongalba (10) PLAUBR				LEG 2.15hrs Moongalba (7) PLAUBR	MAG 2 1.35hrs Moongalba (38) PLAUBR  MAS 2 (AS) 1.35hrs Moongalba (3) PLAUBR	BIO 1 1.40hrs Moongalba (21) PLAUBR	PED 2.15hrs Moongalba (14) PLAUBR  PHR 2.15hrs Moongalba (9) PLAUBR *2 Coveos/ Grant PHR session B 05/11	LIT 2.15hrs Moongalba (5) DALEAL	GEG 2.15hrs Moongalba (4) SANDCI	MAM 1 1.35hrs Moongalba (10) PLAUBR						
	APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION						
	BSK 2.20hrs Moongalba (30) MALOCR *5		ECS 1.30hrs Moongalba (11) PLAUBR																			
	VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION						
	VTO 2.15hrs G306 (16) KASPCH												VCI 2.15hrs AR04 (4) BIERJO									
Session B Arrival - 12.15pm Start - 12.25pm Finish - 02.45pm	GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS						
	ART 2.20hrs Moongalba (7) DALEAL		PSY 2 1.40hrs Moongalba (15) PLAUBR	PHY 2 1.40hrs Moongalba (9) PLAUBR	CHM 2 1.40hrs Moongalba (10) DALEAL			MUS 2.20hrs Moongalba (4) DALEAL JONEDO	MAG 1 1.35hrs Moongalba (38) PLAUBR  MAS 1 (AS) 1.35hrs Moongalba (3) PLAUBR	DES 2.15hrs Moongalba (1 external) PLAUBR	BIO 2 1.40hrs Moongalba (21) DALEAL	DAN 2.20hrs Moongalba (18) PLAUBR JONEDO  DIS 2.15hrs Moongalba (2) PLAUBR		JAP 2.05hrs Moongalba (1) KASPCH JONEDO	MAM 2 1.35hrs Moongalba (10) PLAUBR					GREEK 2.05hrs Moongalba (1) PLAUBR		
	APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION						
	BSK 2.20hrs Moongalba (30) BIERAS			HPJ 2hrs Moongalba (46) PLAUBR																		
	VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION						
		VTO 2.15hrs G306 (16) KASPCH												VCI 2.15hrs AR04 (4) BIERJO								

ROOM CHANGES will be published as part of the Daily Supervision Roster.

**CONTINUUM OF COLLAPSED TIMETABLED CLASSES**

CONTINUUM OF COLLAPSED TIMETABLED CLASSES																				
WEEK 3 SUBJECTS COMPLETED ON	WEEK 4 Monday 21 October – Friday 25 October 2024 SUBJECTS COMPLETED ON					WEEK 5 Monday 28 October – Friday 01 November 2024 SUBJECTS COMPLETED ON					WEEK 6 Monday 04 November – Friday 08 November 2024 SUBJECTS COMPLETED ON					WEEK 7 Monday 11 November – Friday 15 November 2024 SUBJECTS COMPLETED ON				
FRI. 18/10	MON. 21/10	TUES. 22/10	WED. 23/10	THUR. 24/10	FRI. 25/10	MON. 28/10	TUES. 29/10	WED. 30/10	THURS. 31/10	FRI. 01/11	MON. 04/11	TUES. 05/11	WED. 06/11	THURS. 07/11	FRI. 08/11	MON. 11/11	TUES. 12/11	ALTERNATIVE TIMETABLE		
AQP	ART, BSK, ENG																		ALL STUDENTS MUST ATTEND SCHOOL	
AVI	AHS, VTO																			
BSQ	ECS, PSY																			
ENE	HEA																			
MAE	DRP, MUP, PHY, VAP																			
REC	CHM																			
SCS	MUS																			
VFN	LEG																			
VSK	MAG, MAS																			
VSP	BIO																			
						DAN, DIS, PED, PHR														
						LIT														
						GEG, JAP														
						MAM, VCI														

**VICTORIA POINT STATE HIGH SCHOOL POLICY**

The Assessment Policy addresses expectations, conditions and consequences for the completion and collection of assignments and exams. Students receive an Assessment Calendar and Overview of the periods work at the beginning of each semester to assist them with planning. These documents will outline the type of assessment, the due date and the required length, together with a semester outline of work to be taught. It may include weighting if this is appropriate.

**BLOCK EXAM – Year 11 and 12 only**

Students must wear full formal school uniform when attending examinations and travelling to and from school.

Students are required at school for timetabled classes up until classes are collapsed due to completion of all assessment and/or a student is sitting a scheduled examination.

Students are to be present at the room of the examination 15 mins prior to the starting time.

Students will enter rooms with only the nominated materials outlined by QCAA or the teacher/s in charge of the examination.

Students must follow all examination procedures.

Students will only be dismissed from the examination at the discretion of the teacher/s in charge to ensure there is minimal to no disruption for all students.

Students will not be permitted to leave in the first 30 minutes of the examination or the last 10 minutes of the examination.

**COHORT EXAM – Years 7 - 10 only**

Students are expected to attend all timetabled classes unless they are scheduled for a cohort examination.

Students are not permitted to leave the school grounds during cohort examinations.

Students will enter rooms with only the nominated materials outlined by the teacher/s in charge of the examination.

Students must follow all examination procedures.

Students will not be dismissed from the examination until the end of the scheduled session.

Students will not be permitted to go to leave their allocated seat in the first 30 minutes of the examination or the last 10 minutes of the examination.

**PLAGIARISM / CHEATING**

All work must be the student's own work. In the event that the work is identified as not being the student's work, then the student will not receive credit for the assignment submitted and will be marked as "Non Submission" (the above policy applies). Decisions will be made by the Head of Department, who will also inform parents of students involved. Appeals to such decisions should be made through the Principal.

**STUDENT ABSENCE ON ASSESSMENT DUE DATE**

If a student is absent from school on the day that assessment is due, the responsibility lies with the student.

**Assignments:** (i) Have the assignment delivered to the school on the due date; **OR** (ii) Attach a Medical Certificate to the assignment when submitting it on return to school. The Medical Certificate must cover all dates missed since the due date and the assignment must be submitted immediately upon return to school.

**Exams/Practical Tasks/Oral Presentations etc:**

(i) For known absences, requests to complete the assessment on an alternative date, must be made in writing by the parent and approved by the Year Level Deputy Principal in accordance with the Queensland Curriculum Assessment Authority (QCAA);

(ii) For unexpected absences, contact must be made with the school to advise of the absence;

**AND**

(iii) A Medical Certificate must be provided; **AND**

(iv) The assessment will be completed immediately upon return to school or in accordance with the Queensland Curriculum Assessment Authority (QCAA).

**EXTENSIONS**

Students must submit an official **AARA Form** prior to the due date if they have legitimate reasons. Applications must be supported by parental and/or other documentation. Extensions may be approved at the discretion of the Head of Department in consultation with the class teacher.

A copy of the approved AARA Form must be attached to the assignment on submission.

Extension applications must be received prior to the due date.

Applications should be supported by parental and or other documentation.

The form should only be approved in accordance with syllabus guidelines and where extenuating circumstances exist.

**LATE SUBMISSION / NON SUBMISSION**

If an assessment is not completed or submitted on the due date, teachers will use any available evidence completed by the student on or before the due date, in accordance with the Queensland Curriculum Assessment Authority (QCAA). This evidence may include:

- Photocopying student drafts, preliminary work, rehearsal notes;
- Observations of demonstrated practical applications in previous lessons, OR teacher notes in mark book or diary about student progress.

A **Teacher Observation Proforma** should be completed to serve as documentation;

- Photographs of student work e.g. practical work in progress; and
- Photocopying sample work from their class books, e.g. questions answered, notes copied down.

**EXTERNAL EXAM – Year 12 only (QCAA Advice used to simulate External Exams)**

The school advises on students to attend every assessment. However, the school does not expect students to attend an assessment against specific written medical advice. When students are in doubt about attendance to complete an assessment, they should contact the school external assessment (SEA) coordinator – Mrs Plauschin.

**Illness during External Assessment**

A student who is ill but able to attend the assessment should inform the external assessment supervisor of their illness as soon as practical. This may be before, during or immediately after the external assessment session.

**Submitting an Application for Illness and Misadventure for External Assessment**

Students must attend all components of the examination.

No alternative arrangements can be made if a student does not attend a scheduled written examination.

**Applying for illness and misadventure**

Applications can be submitted early for known approved circumstances. Applications require supporting documentation.

To make an informed decision about an illness and misadventure application, the school requires a report from an independent health professional that includes the following details:

- the illness, condition or event (including details of a diagnosis, where applicable)
- date of diagnosis, onset or occurrence
- symptoms, treatment or course of action related to the condition or event
- explanation of the probable effect of the illness, condition or event on the student's participation in the assessment
- for non-medical claims, written evidence from a relevant independent professional or other independent third party, such as a social worker, member of the clergy, policy officer, solicitor or funeral director.

In all circumstances, the person providing the supporting documentation must have specific knowledge of the illness, injury, personal trauma or serious intervening event, and must not have a close personal relationship with, or be related to, the student.

**Currency of supporting documentation**

Supporting documentation must cover the date of the assessment for which the application is made.

**Additional Student Information**

Student Directions

Equipment List