



**VICTORIA POINT STATE HIGH SCHOOL**  
**Year 12 Mock External Examination and Applied Workshop Timetable**

SESSION	MONDAY 7 September 2020	TUESDAY 8 September 2020	WEDNESDAY 9 September 2020	THURSDAY 10 September 2020	FRIDAY 11 September 2020	MONDAY 14 September 2020
<b>Session A</b>  <b>8.45am – 11.15am</b>	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Timetabled Classes
	<i>OFFICE USE ONLY: Line 1</i>	<i>OFFICE USE ONLY: Line 3</i>	<i>OFFICE USE ONLY: Line 5</i>	<i>OFFICE USE ONLY: Line 7</i>	<i>OFFICE USE ONLY: Line 9</i>	<i>OFFICE USE ONLY: Line 11</i>
	YEAR 12 Ancient History (15) G402/G403 James  YEAR 12 Biology A (7) G402/G403 Riordan  YEAR 12 Chemistry (7) G402/G403 Riordan  YEAR 12 Legal Studies (10) G402/G403 James	YEAR 12 General Mathematics (34) G402/G403 James <b>WOODALL, B; TOBIN, S; BLANCO-CALVO, L</b>  YEAR 12 Mathematical Methods (10) G412 Riordan  YEAR 12 Building & Construction (39) MA05 Marshall <b>WOODALL, B; TOBIN, S; BLANCO-CALVO, L</b>	YEAR 12 Specialist Mathematics (7) G401 Riordan  YEAR 12 Information, Comm. & Tech. (16) CO05 Banjer	YEAR 12 Physics (5) G402 James  YEAR 12 Biology B (15) G402 James  YEAR 12 Health (8) G402 Brunning  YEAR 12 Visual Art (13) G402 Riordan	YEAR 12 Dance (9) G402/G403 Hampson/Jones  YEAR 12 Digital Solutions (5) G402/G403 Riordan  YEAR 12 Geography (6) G402/G403 Riordan  YEAR 12 Japanese (9) G402/G403 James  YEAR 12 Physical Education (12) G402/G403 James  YEAR 12 Music in Practice (15) MU08 Van der Bruggen	YEAR 12 English and Literature Ext. (6) Moongalba James
<b>Session B</b>  <b>11.45am – 2.45pm</b>	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	
	<i>OFFICE USE ONLY: Line 2</i>	<i>OFFICE USE ONLY: Line 4</i>	<i>OFFICE USE ONLY: Line 6</i>	<i>OFFICE USE ONLY: Line 8</i>	<i>OFFICE USE ONLY: Line 10</i>	
	YEAR 12 Biology A (7) G402/G403 Riordan  YEAR 12 Chemistry (7) G402/G403 Riordan  YEAR 12 Essential Mathematics (68) G412/G413/G401 James/Carmichael/Brunning	YEAR 12 General Mathematics (34) G402/G403 James <b>WOODALL, B; TOBIN, S; BLANCO-CALVO, L</b>  YEAR 12 Mathematical Methods (10) G401 Riordan  YEAR 12 Building & Construction (39) MA05 Marshall <b>WOODALL, B; TOBIN, S; BLANCO-CALVO, L</b>	YEAR 12 Specialist Mathematics (7) G401 Riordan  YEAR 12 Business (15) G402/G403 James  YEAR 12 Food & Nutrition (7) G402/G403 James	YEAR 12 Biology B (15) G402 James  YEAR 12 Physics (5) G402 James	YEAR 12 General English (56) G412/G413 James/Riordan/Carmichael	

### **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 only required at school when examinations occur.

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 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;

(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.

### **EXTENSIONS**

Students must submit an official **Extension Request 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 Extension Request 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 Studies Authority (QSA) Policy. 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 MOCK EXAM – Year 12 only (QCAA Advice used to simulate External Exams)**

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

### **Illness during Mock Assessment**

A student who is ill but able to attend the mock 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 Mock 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

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