



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 26 October – Friday 30 October 2020					WEEK 5 Monday 02 November – Friday 06 November 2020					WEEK 6 Monday 09 November – Friday 13 November 2020					WEEK 7 Monday 16 November – Tuesday 17 November 2020			
Session A Arrival - 08.45am Start - 09.00am Finish - 11.15am	MON. 26/10	TUES. 27/10	WED. 28/10	THURS. 29/10	FRI. 30/10	MON. 02/11	TUES. 03/11	WED. 04/11	THURS. 05/11	FRI. 06/11	MON. 09/11	TUES. 10/11	WED. 11/11	THURS. 12/11	FRI. 13/11	MON. 16/11	TUES. 17/11	ALTERNATIVE TIMETABLE	
	GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS			
	ENG 2.15hrs Moongalba 56 students	MAM 1 1.35hrs Moongalba 10 students		AHS 2.15hrs Moongalba 15 students	MAG 2 1.35hrs Moongalba 34 students MAS 2 1.35hrs Moongalba 7 students	BIO 1 1.40hrs Moongalba 22 students	LEG 2.15hrs Moongalba 10 students	CHM 1 1.40hrs Moongalba 7 students	HEA 2.15hrs Moongalba 8 students			PHY 1 1.40hrs Moongalba 5 students		DIS 2.15hrs Moongalba 5 students					
	APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION			
		ENE CIA TT Classes 65 students	HPJ B West HE09 19 students		MAE CIA TT Classes 68 students							DRP Anstey PA06 12 students Little, B							
	VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION			
				C2 VSW Mason/Carm. G402 43 students							C1 CONST. Marshall MA05 39 students Little, B	C2 LOGIS. AXIOM Online Trow Admin 3 students		C2 LOGIS. AXIOM Online Trow Admin 3 students		C2 VIM C3 VSM Bierton, J AR04 21 students			
Session B Arrival - 12.15pm Start - 12.30pm Finish - 02.45pm	GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS			
	BUS 2.15hrs Moongalba 15 students	MAM 2 1.35hrs Moongalba 10 students	ART 2.10hrs Moongalba 13 students	MAG 1 1.35hrs Moongalba 34 students MAS 1 1.35hrs Moongalba 7 students	ENX 2.30hrs Moongalba 6 students	BIO 2 1.40hrs Moongalba 22 students	PED 2.15hrs Moongalba 12 students	CHM 2 1.40hrs Moongalba 7 students		GEG 2.15hrs Moongalba 6 students	PHY 2 1.40hrs Moongalba 5 students		FNU 2.10hrs Moongalba 7 students		DAN 2.20hrs Moongalba 9 students		JAP 2.05hrs Moongalba 9 students		
	APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION			
	HPJ A Costanzo HE02 18 students				BSK Marshall MA05 39 students					SCS Childs G206 26 students									
	VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION			
											C1 CONST. Marshall MA05 39 students	C2 LOGIS. AXIOM Online Trow Admin 3 students		C2 VFN Wilson MA02 20 students					

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

CONTINUUM OF COLLAPSED TIMETABLED CLASSES

WEEK END FRI 23/10	WEEK 4 Monday 26 October – Friday 30 October 2020					WEEK 5 Monday 02 November – Friday 06 November 2020					WEEK 6 Monday 09 November – Friday 13 November 2020					WEEK 7 Monday 16 November – Tuesday 17 November 2020		
	MON. 26/10	TUES. 27/10	WED. 28/10	THURS. 29/10	FRI. 30/10	MON. 02/11	TUES. 03/11	WED. 04/11	THURS. 05/11	FRI. 06/11	MON. 09/11	TUES. 10/11	WED. 11/11	THURS. 12/11	FRI. 13/11	MON. 16/11	TUES. 17/11	ALTERNATIVE TIMETABLE
AQP, ICJ, ISK, VTR, BSQ, ECS, VFT, REC, MUP, VAP																		
ENG, BUS, HPJ A																		
MAM, ENE																		
HPJ B, ART																		
AHS																		
VSW, MAE, MAG, MAS, ENX, BSK																		
BIO																		
LEG, PED																		
CHM																		
HEA																		
GEG, SCS																		
PHY, DRP																		
DIS, FNU																		
VFN																		
DAN																		
VIM/VSM																		
JAP																		

ALL STUDENTS MUST
ATTEND SCHOOL

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 James.

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