



VICTORIA POINT STATE HIGH SCHOOL
YEAR 9, 10 COHORT EXAMS
Semester 2 2020

Consideration for Access Arrangements and Reasonable Adjustments (AARA) need to be submitted approved and attached to the relevant examination prior to the allocated session.

MONDAY 23 November 2020	TUESDAY 24 November 2020	WEDNESDAY 25 November 2020	THURSDAY 26 November 2020	FRIDAY 27 November 2020
<i>NORMAL CLASSES FOR ALL YEARS</i>	<i>NORMAL CLASSES FOR ALL YEARS</i>	<i>NORMAL CLASSES FOR ALL YEARS</i>	<i>NORMAL CLASSES FOR ALL YEARS</i>	<i>NORMAL CLASSES FOR ALL YEARS</i>
Session 1: 9.00am – 10.45am Students will return to Period 2	Session 1: 9.00am – 11.15am	Session 1: 9.00am – 11.15am	Session 1: 9.00am – 10.45am Students will return to Period 2	Session 1: 9.00am – 10.45am Students will return to Period 2
Year 9 English – Moongalba 9A (28) Oztan 9C (25) Anstey 9E (25) Christodoulou Exam Supervisors - James, Carmichael, Shepherdson (P1 only) Year 10 Philosophy & Reason Foundation (24) Moongalba – TL11 Brunning Jones, H and Gillard, J Year 10 Certificate II Screen & Media (11) AR04 Bierton, J Jones, H and Gillard, J (from 10.45am)	Year 9 Japanese – CO07 By Individual Appointment (20 mins) Sturgess Year 10 Mathematical Methods Foundation (23) Moongalba – TL11 Brunning Year 10 General Mathematics (78) Moongalba James, Shepherdson	Year 10 Business Foundation (37) 10A Knife – CO04 10B Millqvist – CO01 Year 10 Business Studies Foundation (25) Banjer CO05 Year 10 Japanese – CO07 By Individual Appointment Sturgess	Year 9 Japanese – CO07 By Individual Appointment Sturgess Year 9 Science – Moongalba 9C (24) Thomas 9E (26) Manby Exam Supervisors - James, Brunning	
Session 2: 11.00am – 12.45pm Students will return to Period 3	Session 2: 11.45am – 2.45pm	Session 2: 1.00pm – 2.45pm Please remind Students of the following Exam at the end of Period 3	Session 2: 11.00am – 12.45pm Students will return to Period 3	Session 1: 1.00pm – 2.45pm Please remind Students of the following Exam at the end of Period 3
Year 9 English – Moongalba 9G (23) Knife 9J (24) Pavlou 9B (26) Heynes Exam Supervisors - James, Brunning, Sanderson Year 10 Japanese (15) CO07 Sturgess	Year 9 Japanese – CO07 By Individual Appointment (20 mins) Sturgess Year 10 Ancient History Foundation (17) Moongalba – TL12 James	Year 10 Digital Solutions (3) CO06 Galpin Year 10 Japanese – CO07 By Individual Appointment Sturgess	Year 9 Japanese – CO07 By Individual Appointment Sturgess Year 9 Science – Moongalba 9G (24) Malone, S 9J (24) Smith 9B (25) Rodgers Exam Supervisors - James, Brunning, Mason	
Session 3: 1.00pm – 2.45pm Please remind Students of the following Exam at the end of Period 3	Session 3: 1.00pm – 2.45pm Please remind Students of the following Exam at the end of Period 3	Session 3: 1.00pm – 2.45pm Please remind Students of the following Exam at the end of Period 3	Session 3: 1.00pm – 2.45pm Please remind Students of the following Exam at the end of Period 3	Session 1: 1.00pm – 2.45pm Please remind Students of the following Exam at the end of Period 3
Year 9 English – Moongalba 9D (25) Pavlou 9F (26) Knife 9H (25) Van Acker Exam Supervisors - James, Brunning, Mason Year 10 Japanese (15) CO07 Sturgess Year 10 Design Foundation (10) AR10 Bierton, A	Year 10 Health Foundation (12) Moongalba – TL11 Brunning		Year 9 Japanese – CO07 By Individual Appointment Sturgess Year 9 Science – Moongalba 9D (27) Goodwin 9F (25) Malone, S 9H (25) Caragata Exam Supervisors - James, Brunning, Carmichael	Year 9 Science – Moongalba 9A (27) Holznagel Rodgers

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.

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.

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.