

**VICTORIA POINT STATE HIGH SCHOOL**  
**YEAR 11 & 12 BLOCK EXAMS and YEAR 10 COHORT EXAM**  
**Semester 1 2018**

SESSION	FRIDAY 8 June 2018	MONDAY 11 June 2018	TUESDAY 12 June 2018	WEDNESDAY 13 June 2018	THURSDAY 14 June 2018	FRIDAY 15 June 2018
<b>Session A</b>  <b>8.45 - 11.15am</b>	NORMAL CLASSES FOR YEAR 11/12	Study Room Resource Centre	Study Room Resource Centre	Study Room Resource Centre	Study Room Resource Centre	<b>STUDENT MATTERS DAY (7-10)</b>  Teaching and Learning HOD Mason CO09  YEAR 11/12 EXAM CATCH-UP  YEAR 11/12 Certificate III Fitness RC07 Marshall – 8.00am start
	OFFICE USE ONLY: Line 1	OFFICE USE ONLY: Line 3	OFFICE USE ONLY: Line 5	OFFICE USE ONLY: Line 7	OFFICE USE ONLY: Line 9	
	YEAR 12 Chemistry (7) RC07 Teh – 8.00am start  YEAR 11 Japanese – Listening Exam (7) CO07 Sturgess (Period 2 only)	YEAR 12 Certificate III Screen & Media (11) AR04 Bierton, J  YEAR 11 Certificate III Screen & Media (3) AR04 Bierton, J  YEAR 12 Social & Community Studies (18) Childs G305 Stannard G302  YEAR 11 Dance (15) PA06 Kavanagh  <b>YEAR 10 COHORT EXAM</b> <b>Geography (210) Student Centre</b> <b>James, Bunin, Mason</b> <b>Year 10 - Period 1 Teachers 8.55am – 10.05am</b> <b>Year 10 - Period 2 Teachers 10.05am – 11.15am</b>	YEAR 12 Pre-Vocational Maths (82) Student Centre Oztan 412 Brennan 211 Herd 301 Bancroft 206  YEAR 11 Drama Studies (15) PA06 Anstey  YEAR 11 Social & Community Studies (16) Childs G305	YEAR 11 English Communication (70) Oztan 412 Brennan 211 Herd 301 Bancroft 206  YEAR 12 English Communication (94) Student Centre James, Mason  YEAR 12 Ancient History (12) Student Centre James, Mason	YEAR 12 Maths C (6) Student Centre James  YEAR 11 Maths C (5) Student Centre James  YEAR 12 ICT (14) CO05 Grayson  YEAR 12 Science 21 (5) RC07 Linecker  YEAR 12 Certificate II Tourism (20) Childs G305  <b>YEAR 10 COHORT EXAM</b> <b>Certificate II Creative Industries (25) AR04</b> <b>Bierton, J</b>	
NORMAL CLASSES FOR YEAR 11/12	NORMAL CLASSES FOR YEAR 11/12	Study Room Resource Centre	Study Room Resource Centre	Study Room Resource Centre	<b>STUDENT MATTERS DAY (7-10)</b>  Teaching and Learning HOD Carmichael CO09  YEAR 11/12 EXAM CATCH-UP  YEAR 12 Extension English (8) G419	
OFFICE USE ONLY: Line 2	OFFICE USE ONLY: Line 4	OFFICE USE ONLY: Line 6	OFFICE USE ONLY: Line 8	OFFICE USE ONLY: Line 10		
YEAR 12 Japanese – Reading Exam (6) CO07 Sturgess (Period 4 only)	YEAR 12 Maths B (24) Student Centre James, Mason  YEAR 12 Maths A (47) Student Centre James, Mason  YEAR 11 Maths B (21) Student Centre James, Mason  YEAR 11 Maths A (44) Student Centre James, Mason	YEAR 11 Pre-Vocational Maths (50) Student Centre James, Carmichael, Mason  YEAR 12 English (60) Student Centre James, Carmichael, Mason	Interschool Sport  YEAR 11 Japanese – Written Exam (7) CO07 Sturgess (Period 4 only)  YEAR 12 Japanese – Written Exam (6) CO07 Sturgess (Period 4 only) <b>(King Jordan - IPT)</b>  YEAR 12 Certificate II Creative Industries (7) AR04 Bierton, J <b>(Billy Regan - ISP)</b>  YEAR 12 Music (20) MU08 Van der Bruggen <b>(Corbin Gibbons, Lincoln Pitt - ISP)</b>  <b>YEAR 10 COHORT EXAM</b> <b>Short Course Numeracy</b> <b>Buonara CO01</b> <b>Barnard CO04</b> <b>Ronnert CO06</b>	YEAR 12 Aquatic Practices (32) Student Centre James, Bunin, Mason  YEAR 12 Film, Television & New Media (10) AR04 Bierton, J  YEAR 11 ICT (10) CO05 Grayson  YEAR 11 Music (9) MU08 Van der Bruggen  YEAR 12 Dance (12) PA06 Kavanagh  <b>YEAR 10 COHORT EXAM</b> <b>Science (210) Student Centre</b> <b>James, Bunin, Mason</b> <b>Year 10 - Period 3 Teachers 11.45am – 12.55pm</b> <b>Year 10 - Period 4 Teachers 1.35pm – 2.45pm</b>		
<b>Students who have outstanding assessment or competencies are expected to complete and submit all tasks before the end of the block exam period. Students with TAFE or Traineeship/Apprenticeship commitments are expected to attend their exam – let your employer or trainer know ASAP. See Ms Trow or Mr Carmichael for assistance if required – School comes first!</b>						

**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.