

VICTORIA POINT STATE HIGH SCHOOL YEAR 11 BLOCK EXAMS and YEAR 8-10 COHORT EXAMS Semester 2 2018

SESSION	FRIDAY 23 November 2018	MONDAY 26 November 2018	TUESDAY 27 November 2018	WEDNESDAY 28 November 2018	THURSDAY 29 November 2018	FRIDAY 30 November 2018
	Normal Classes for all Years	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10
	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	OFFICE USE ONLY: Line 11
Session A 8.55 -11.15am	YEAR 10 Specialist Mathematics – Foundation (7) James, L RC06	YEAR 9 – Exam concludes at 10.45am Science (205) Student Centre James, L, Mason, M YEAR 10 Visual Art – Foundation (17) AR04	James, L, Carmichael, A YEAR 10	Sturgess, À YEAR 11	YEAR 9 – Exam concludes at 10.25am English (203) Student Centre James, L, Carmichael, A YEAR 9 – Period 2 Only (from 10.25am) Japanese (27) CO07	YEAR 11 EXAM CATCH-UP Teaching and Learning HOD Mason, M CO09 YEAR 10
		Caruana, V	Barclay, N Managing, Florrani – VPF class time	James, L , Mason, M	Sturgess, A	Health – Foundation (10) Student Centre James, L
		YEAR 11 Information, Communication Tech. (9) CO05 Grayson, R YEAR 11	YEAR 11 Certificate I Construction – AXIOM College (18) Bierton, A MA04 and MA09	YEAR 11 Mathematics B (11) James, L, Mason, M Student Centre	YEAR 11 English (44) Student Centre James, L, Carmichael, A	Year 10 Physics – Foundation (16) Student Centre James, L
		Dance (16) PA06 Costa, A	YEAR 11 Japanese - Listening (7) CO07 Sturgess, A			YEAR 11 Mathematics C (5) James, L Student Centre
	Normal Classes for all Years	VPSHS Tie Ceremonial Luncheon (Y9) Study Room Resource Centre – Year 11 Normal Classes for Years 7-10	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10	Study Room Resource Centre – Year 11 Normal Classes for Years 7-10
	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	OFFICE USE ONLY: Line 12
Session B 11.45 - 2.45pm	YEAR 10 – Period 3 only Biology – Foundation (42) James, L Student Centre	YEAR 10	YEAR 9 Mathematics (205) James, L, Mason, M YEAR 10 Japanese (17) Barclay, N YEAR 10 Business Studies (27) Herd, T Kallinicos, Emmanuel YEAR 10	YEAR 10 General Mathematics – Foundation (44) James, L, Carmichael, A Student Centre YEAR 10 Mathematical Methods – Foundation (50) James, L, Carmichael, A Student Centre YEAR 11 Business Studies (30) Chapman, H & Green, L YEAR 11 Business Comm. Tech. Millqvist, A CO01	YEAR 8 – Period 3 Only English (224) Student Centre James, L, Carmichael, A, Mason, M YEAR 10 Geography – Foundation (21) Stud. Centre James, L, Carmichael, A. Mason, M YEAR 10 Japanese (17) CO08 Barclay, N	YEAR 11 EXAM CATCH-UP Teaching and Learning HOD Carmichael, A CO09

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!

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

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.

