



VICTORIA POINT STATE HIGH SCHOOL
YEAR 11 BLOCK EXAMS
Unit 2 - Term 3 2019

SESSION	FRIDAY 9 August 2019	TUESDAY 13 August 2019	THURSDAY 15 August 2019	FRIDAY 16 August 2019
Session A 8.45 -11.15am	NORMAL CLASSES FOR YEAR 11	Study Room SC05	Study Room SC05	Teaching and Learning HOD Carmichael / Mason YEAR 11 EXAM CATCH-UP
	OFFICE USE ONLY: Line 1	OFFICE USE ONLY: Line 3	OFFICE USE ONLY: Line 5	
	YEAR 11 - Certificate III – Screen and Media (19) AR04 YEAR 11 - Certificate II – Creative Industries (3) AR04 Bieron, J	YEAR 11 – Building & Construction: Cert. I (44) MA05 Marshall / Wilson Bennett, M, Blanco-Calvo, L, Rogan, C, Viney, Z YEAR 11 General English (65) James, Carmichael, Mason, Brunning Student Centre Bennett, M, Blanco-Calvo, L, Rogan, C, Viney, Z	YEAR 11 Art (16) AR08 Caruana Sudbury, S YEAR 11 ICT (18) CO05 Grayson Holdsworth, M YEAR 11 LEGAL STUDIES G310 Kasper Holdsworth, M, Sudbury, S	
Session B 11.45 - 2.45pm	NORMAL CLASSES FOR YEAR 11	Study Room SC05	Study Room SC05	Teaching and Learning HOD Mason / Carmichael YEAR 11 EXAM CATCH-UP
	OFFICE USE ONLY: Line 2	OFFICE USE ONLY: Line 4	OFFICE USE ONLY: Line 6	
		YEAR 11 – Building & Construction: Cert. I (44) MA05 Marshall / Wilson YEAR 11 – Ancient History (19) Task Submission G314 Grobler, B YEAR 11 Essential Mathematics (92) Begins at 1.00pm James, Carmichael, Mason, Brunning Student Centre YEAR 11 Physical Education (12) Begins at 1.00pm James, Carmichael, Mason, Brunning Student Centre	YEAR 11 Essential English (89) Task Submission G206 Shepherdson YEAR 11 Business Studies (18) CO05 Grayson	

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.

ROOM CHANGES – Staff Only

- Friday 9 Aug. P1: VIM102A, VIM122A, VSM122A to **AR06**
- Tuesday 13 Aug. P3: ENG092C to **G302**
- Thursday 15 Aug. P1: ARD072A to **AR01**
- Thursday 15 Aug. P4: DIT072C to **CO01**