

**VICTORIA POINT STATE HIGH SCHOOL
YEAR 11 & 12 BLOCK EXAMS
Term 1 2019**

SESSION	FRIDAY 22 March 2019	MONDAY 25 March 2019	TUESDAY 26 March 2019	WEDNESDAY 27 March 2019	THURSDAY 28 March 2019	FRIDAY 29 March 2019
Session A 8.45 - 11.15am	<i>NORMAL CLASSES FOR YEAR 11/12</i>	<i>Study Room Resource Centre</i>	<i>Study Room Resource Centre</i>	<i>Study Room Resource Centre</i>	<i>Study Room Resource Centre</i>	STUDENT MATTERS DAY (7-10) Teaching and Learning HOD CO09 Mason YEAR 11/12 EXAM CATCH-UP
	<i>OFFICE USE ONLY: Line 1</i>	<i>OFFICE USE ONLY: Line 3</i>	<i>OFFICE USE ONLY: Line 5</i>	<i>OFFICE USE ONLY: Line 7</i>	<i>OFFICE USE ONLY: Line 9</i>	
	<p>This session will begin after Roll Call</p> <p>YEAR 10, 11 & 12 Certificate II – Creative Industries (15) AR04 Bierton, J</p> <p>YEAR 10 Industrial Tech. & Engineering (20) MA01 Spiteri <i>Students will be notified of their required attendance</i></p>	<p>YEAR 12 AXIOM COLLEGE MA05/09 Certificate I Construction (22) Bierton</p> <p>YEAR 12 Japanese (7) Speaking CO07 Sturgess</p> <p>YEAR 12 Dance (15) PA06 Costa</p> <p>YEAR 12 ICT (9) CO05 Grayson</p> <p>YEAR 11 Legal Studies (23) Student Centre James</p> <p>YEAR 11 Ancient History (20) Student Centre Carmichael</p> <p>YEAR 11 Social & Com. Studies (24) Student Centre Rooney</p>	<p>YEAR 12 Physical Education (15) RC07 Carmichael</p> <p>YEAR 11 AXIOM COLLEGE MA05/09 Certificate I Construction (44) Marshall</p>	<p>YEAR 12 Business, Comm. & Technologies (10) CO01 Millqvist</p> <p>YEAR 12 Information, Process. Tech. (9) CO06 Galpin</p> <p>YEAR 11 Business Studies (18) CO05 Grayson</p> <p>YEAR 11 Art (14) AR08 Caruana</p>	<p>YEAR 12 Mathematics C (6) RC07 James</p> <p>YEAR 11 Japanese (15) CO07 Reading/Listening Barclay</p> <p>YEAR 11 Information, Comm. Tech. (21) CO05 Grayson</p>	
Session B 11.45 - 2.45pm	<i>NORMAL CLASSES FOR YEAR 11/12</i>	<i>Study Room Resource Centre</i>	<i>Study Room Resource Centre</i>	<i>Study Room Resource Centre</i>	<i>Study Room Resource Centre</i>	STUDENT MATTERS DAY (7-10) Teaching and Learning HOD CO09 Carmichael YEAR 11/12 EXAM CATCH-UP
	<i>OFFICE USE ONLY: Line 2</i>	<i>OFFICE USE ONLY: Line 4</i>	<i>OFFICE USE ONLY: Line 6</i>	<i>OFFICE USE ONLY: Line 8</i>	<i>OFFICE USE ONLY: Line 10</i>	
	<p>YEAR 11 & 12 Certificate III – Screen and Media (23) AR04 Bierton, J</p>	<p>YEAR 12 Mathematics A (42) Student Centre James</p> <p>YEAR 12 Mathematics B (8) Student Centre Mason</p> <p>YEAR 11 Geography (17) Student Centre Rooney</p> <p>Year 11 Health (9) Student Centre James</p> <p>YEAR 11 Early Child Stud (12) Student Centre Mason</p>	<p>YEAR 12 Music (9) Listening MU08 Van der Bruggen</p> <p>YEAR 12 Japanese (7) Read/Listening CO07 Sturgess <i>Jonathan Wurzbacher – JAP/Music</i></p> <p>YEAR 11 Dance (15) PA06 Costa</p> <p>YEAR 11 AXIOM COLLEGE MA05/09 Certificate I Construction (44) Marshall <i>Morgan White – BSK/Dance</i></p>	<p>YEAR 11 Business (26) CO01 Millqvist</p>	<p>YEAR 12 English (46) G302 Stannard G207 Mulcahy</p> <p>YEAR 11 Food & Nutrition (11) RC07 James</p>	
<p>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, Miss Mason or Mr Carmichael for assistance if required – School comes first!!</p>						

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.