



**VICTORIA POINT STATE HIGH SCHOOL**  
**Year 12 Term 4**  
**EXTERNAL/INTERNAL EXAMINATIONS & SUBJECT SUBMISSIONS**

**NORMAL TIMETABLED CLASSES WILL CONTINUE UP UNTIL ALL ASSESSMENT IS COMPLETED OR SUBMITTED AS PER THE CONTINUUM OVERLEAF.**  
 Victoria Point State High School reserves the right to request the return attendance of any student with outstanding assessment throughout this period regardless of collapsed timetabled classes.

SESSION	WEEK 3/4 Friday 22 October – Friday 29 October 2021						WEEK 5 Monday 01 November – Friday 05 November 2021					WEEK 6 Monday 08 November – Friday 12 November 2021					WEEK 7 Monday 15 November – Tuesday 16 November 2021				
	FRI 22/10	MON 25/10	TUES. 26/10	WED. 27/10	THUR 28/10	FRI. 29/10	MON. 01/11	TUES. 02/11	WED. 03/11	THURS. 04/11	FRI. 05/11	MON. 08/11	TUES. 09/11	WED. 10/11	THURS. 11/11	FRI. 12/11	MON. 15/11	TUES. 16/11	ALTERNATIVE TIMETABLE		
<b>Session A</b> Arrival - 08.45am Start - 09.00am Finish - 11.15am	GENERAL SUBJECTS EXTERNAL EXAMINATIONS						GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS				
	MUS 2.20hrs Moongalba 4 students	ENG 2.15hrs Moongalba 56 students	DES 2.15hrs Moongalba 11 students		MAM 1 1.35hrs Moongalba 9 students			MAG 2 1.35hrs Moongalba 39 students	DAN 2.20hrs Moongalba 9 students	BIO 1 1.40hrs Moongalba 27 students	LEG 2.15hrs Moongalba 5 students	CHM 1 1.40hrs Moongalba 6 students		MHS 2.15hrs Moongalba 11 students		PHY 1 1.40hrs Moongalba 5 students					
			PHR 2.15hrs Moongalba 14 students					MAS 2 1.35hrs Moongalba 3 students													
	APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION						APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION				
					ISK Wilson MA02 14 students	SCS James Moongalba 16 students	BSK B Bierton MA03 7 students		HPJ James Moongalba 30 students												
	VET COMPETENCY COMPLETION						VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION				
			Cert. II Health – First Aid Moongalba 15 students												VTR Childs G311 16 students						
<b>Session B</b> Arrival - 12.15pm Start - 12.30pm Finish - 02.45pm	GENERAL SUBJECTS EXTERNAL EXAMINATIONS						GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS					GENERAL SUBJECTS EXTERNAL EXAMINATIONS				
	HEA 2.15hrs Moongalba 8 students		PED 2.15hrs Moongalba 18 students		MAM 2 1.35hrs Moongalba 9 students		MAG 1 1.35hrs Moongalba 39 students			BIO 2 1.40hrs Moongalba 27 students	GEG 2.15hrs Moongalba 12 students	CHM 2 1.40hrs Moongalba 6 students	FNU 2.10hrs Moongalba 11 students	BUS 2.15hrs Moongalba 21 students		PHY 2 1.40hrs Moongalba 5 students	JAP 2.05hrs Moongalba 9 students				
							MAS 1 1.35hrs Moongalba 3 students						DIS 2.15hrs Moongalba 7 students								
	APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION						APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION					APPLIED SUBJECTS INTERNAL EXAMINATIONS & ASSESSMENT SUBMISSION				
		MAE James Moongalba 57 students			ISK Wilson MA02 14 students		BSK B Bierton MA03 7 students									BSQ Chapman CO04 10 students					
	VET COMPETENCY COMPLETION						VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION					VET COMPETENCY COMPLETION				
			Cert. II Health – First Aid Moongalba 15 students					VFN Wilson MA02 8 students													

**ROOM CHANGES** will be published as part of the Daily Supervision Roster.

## CONTINUUM OF COLLAPSED TIMETABLED CLASSES

WEEK 3/4 Friday 22 October – Friday 29 October 2021						WEEK 5 Monday 01 November – Friday 05 November 2021					WEEK 6 Monday 08 November – Friday 12 November 2021					WEEK 7 Monday 15 November – Tuesday 16 November 2021		ALTERNATIVE TIMETABLE
FRI 22/10	MON 25/10	TUES. 26/10	WED. 27/10	THUR 28/10	FRI. 29/10	MON. 01/11	TUES. 02/11	WED. 03/11	THURS. 04/11	FRI. 05/11	MON. 08/11	TUES. 09/11	WED. 10/11	THURS. 11/11	FRI. 12/11	MON. 15/11	TUES. 16/11	
HEA, MUS, ECS, VSM/VIM, ICJ, AQP, VSW, VAP, VFT																		
ENG, MAE																		
DES, PHR, PED																		
MAM, ISK, REC (A),																		
ASDAN, ENE, SCS, REC (B&C)																		
BSK (B)																		
MAG, MAS																		
DAN, HPJ, VFN																		
BIO																		
LEG, GEG, MUP																		
CHM																		
FNU, DIS																		
MHS, BUS																		
PHY, VTR, BSQ																		
JAP																		

ALL STUDENTS MUST  
ATTEND SCHOOL

### 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 required at school for timetabled classes up until classes are collapsed due to completion of all assessment and/or a student is sitting a scheduled examination.

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 QCAA or 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.

### 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.

### 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 in accordance with the Queensland Curriculum Assessment Authority (QCAA);

(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 or in accordance with the Queensland Curriculum Assessment Authority (QCAA).

### EXTENSIONS

Students must submit an official **AARA 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 AARA 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 Curriculum Assessment Authority (QCAA). 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.

### EXTERNAL EXAM – Year 12 only (QCAA Advice used to simulate External Exams)

The school advises on students to attend every assessment. However, the school does not expect students to attend an assessment against specific written medical advice. When students are in doubt about attendance to complete an assessment, they should contact the school external assessment (SEA) coordinator – Mrs James.

### Illness during External Assessment

A student who is ill but able to attend the assessment should inform the external assessment supervisor of their illness as soon as practical. This may be before, during or immediately after the external assessment session.

### Submitting an Application for Illness and Misadventure for External Assessment

Students must attend all components of the examination.

No alternative arrangements can be made if a student does not attend a scheduled written examination.

### Applying for illness and misadventure

Applications can be submitted early for known approved circumstances. Applications require supporting documentation.

To make an informed decision about an illness and misadventure application, the school requires a report from an independent health professional that includes the following details:

- the illness, condition or event (including details of a diagnosis, where applicable)
- date of diagnosis, onset or occurrence
- symptoms, treatment or course of action related to the condition or event
- explanation of the probable effect of the illness, condition or event on the student's participation in the assessment
- for non-medical claims, written evidence from a relevant independent professional or other independent third party, such as a social worker, member of the clergy, policy officer, solicitor or funeral director.

In all circumstances, the person providing the supporting documentation must have specific knowledge of the illness, injury, personal trauma or serious intervening event, and must not have a close personal relationship with, or be related to, the student.

### Currency of supporting documentation

Supporting documentation must cover the date of the assessment for which the application is made.

### Additional Student Information

Student Directions  
Equipment List