



**VICTORIA POINT STATE HIGH SCHOOL**  
**YEAR 12 BLOCK EXAMS**  
**Unit 3 - Term 1 2021**

SESSION	MONDAY 22 February 2021	TUESDAY 23 February 2021	WEDNESDAY 24 February 2021	THURSDAY 25 February 2021	FRIDAY 26 February 2021
<b>Session A</b>  <b>8.45 -11.15am</b>	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Teaching and Learning HOD G402 Carmichael/Mason  YEAR 12 EXAM CATCH-UP
	OFFICE USE ONLY: Line 1	OFFICE USE ONLY: Line 3	OFFICE USE ONLY: Line 5	OFFICE USE ONLY: Line 7	
	YEAR 12 – Geography (12) Moongalba James  YEAR 12 – Modern History (12) Moongalba James	YEAR 12 – Building & Construction: Cert. I (29) MA05 Marshall, T  YEAR 12 – Design (12) Moongalba Riordan  YEAR 12 - Early Childhood Studies (25) Moongalba James	YEAR 12 – Food and Nutrition (11) Moongalba James  YEAR 12 – Music (8) MU08 Van der Bruggen	YEAR 12 – Japanese (9) CO07 Sturgess, A  YEAR 12 – Legal Studies (7) Moongalba James	
<b>Session B</b>  <b>11.45 - 2.45pm</b>	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Study Room Moongalba	Teaching and Learning HOD G402 Carmichael/Mason  YEAR 12 EXAM CATCH-UP
	OFFICE USE ONLY: Line 2	OFFICE USE ONLY: Line 4	OFFICE USE ONLY: Line 6	OFFICE USE ONLY: Line 8	
	YEAR 12 - Dance (9) PA06 Kavanagh  YEAR 12 – Information, Communication, Tech. (31) 12A Banjer CO05 12B Banjer (Galpin) CO06	YEAR 12 – Building & Construction: Cert. I (29) MA05 Bierton, A <b>Parnell, T</b>  YEAR 12 – Business (23) CO01 Millqvist <b>Parnell, T</b>	<b>Interscholar Sport</b>  YEAR 12 – Specialist Mathematics G114 Evans	YEAR 12 – Business Studies (15) CO04 Chapman  YEAR 12 – Philosophy and Reason (17) Moongalba James	

**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 **AARA** 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 must be attached to the assignment on submission. AARA 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) 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.