

# **INSTRUCTIONS FOR TERM 1 ALTERNATIVE PROGRAM WEEKS** **(APWs)**

The Years 11 and 12 Alternative Program Weeks commence during the second last week of each term. You will be in regular classes up until this time. Alternative activities, including Assessment, tutorials and workshops will then run from this time until the end of term.

**All students have been provided with a copy of the St. John's College Assessment Policy and Procedures for Years 10, 11 and 12. This document is also accessible via the College website. Students should make themselves aware of ALL of the requirements expected under this policy.**

## ***Student absences:***

The Queensland Curriculum and Assessment Authority (QCAA) requires a medical certificate from students for any assessment/examination missed due to illness or other unforeseen circumstances. **Parents/carers of students who miss an assessment/exam due to illness or other significant reason should notify the College at the earliest possible time and before the commencement of the exam.** Failure to complete assessments/examinations may place a student at risk of not satisfying syllabus requirements, deeming the student ineligible to receive credit for the semester's learning.

## ***Before the assessment:***

- Arrive at school in sufficient time (at least 10 minutes) to organise yourself in preparation for your assessment/examination. If your bus is running late – do not panic – you will not be penalised in any way because of this.
- **You must wear Correct school Uniform when attending the College at any time throughout these Alternative Program Weeks**
- You are only required to attend school when you have a scheduled activity in these Alternative Program Weeks.
- Students are not permitted to travel in vehicles driven by other students to or from school during these weeks. Express written permission must be received by the College (either Mr Brown [Year 11] or Ms Budge [Year 12]) if a parent/carer gives permission for another student to transport their teenager in a motor vehicle driven by another student.
- All school bags and belongings should be stored securely in lockers whilst you are in an examination (do not leave these around the school as they may be taken)
- Take all essential materials (as instructed by your subject teacher – see list below) into the assessment/examination room. **Pencil cases are not permitted unless they are transparent. It is recommended that students pack such supplies in a “clear plastic sleeve” or similar** in preparation for the requirements of the QCS Test.
- Do not bring writing paper into the exam room unless otherwise specified.

EQUIPMENT WHICH IS ALLOWED TO BE BROUGHT INTO AN EXAMINATION ROOM IN A <u>CLEAR / TRANSPARENT CONTAINER</u>	EQUIPMENT WHICH IS NOT ALLOWED TO BE BROUGHT INTO AN EXAMINATION ROOM
<ul style="list-style-type: none"> <li>• pens (red, blue and black ink)</li> <li>• pencils</li> <li>• pencil sharpener</li> <li>• eraser</li> <li>• correcting fluid/tape</li> <li>• highlighter</li> <li>• ruler</li> <li>• approved calculator</li> <li>• highlighters</li> <li>• protractor</li> <li>• drawing compass</li> <li>• coloured pencils</li> </ul> <p style="text-align: center;"><b>Other items as permitted by Curriculum Middle Leaders</b></p>	<ul style="list-style-type: none"> <li>• own paper</li> <li>• revision notes</li> <li>• workbooks</li> <li>• textbooks</li> <li>• thesaurus</li> <li>• electronic devices – including mobile phones</li> <li>• any other items</li> </ul>

- **Mobile phones, i-Pods and other electronic devices are not permitted in the assessment/examination room. They must be secured in your locker. You are not allowed to use your mobile phone as a calculator.**
- Where possible, Seniors should congregate in the Café Area immediately prior to the commencement of the assessment/examination with their required equipment only. This will make you easy to find if someone is trying to get in contact with you.

### ***Non-written Assessment***

Any student who is undertaking a piece of non-written assessment during these weeks should check all the important details relating to these assessment pieces before they depart on the final day before these blocks commence. This will ensure that they arrive at the correct place, at the correct time to undertake these tasks. It is expected that students will remain in these rooms for the entire time presentations are taking place.

### ***Examination Times***

Students are required to be seated in the examination room in sufficient time to commence reading at the times indicated in the schedules which have been provided to them.

### ***Examination Rooms***

Examinations will be held in a variety of rooms – please ensure you check the final version of the Alternative Program Weeks Schedule to make sure you go to the correct room.

### ***In the assessment room***

- Move to the assessment room area promptly and enter only when instructed to do so by the supervisors.
- Do not talk to or communicate with other students as you enter or once you have entered the assessment room. Silence must be observed at all times.

- Do not call out at any time or for any reason. If you need to ask a question, raise your hand and wait for a teacher to come to you.
- Do not pass material or equipment to another student.
- Any examination will commence with a teacher reading a set of rules for the exam. Whilst these may be the same for every exam, it is expected that you listen carefully and follow all instructions given by the assessment/examination supervisor and those written on the assessment/examination material.
- Carefully read assessment/examination instructions, your task/question and the assessment criteria; make sure you understand what is expected of you.
- Perusal Time may be allocated in some exams. The rules as to what a student may do during this time will vary slightly between subjects. Students should listen to the supervisors for instructions as to what is allowed during this time. You are not to begin your assessment/examination answers during this time under any circumstances
- Answer all questions in black or dark blue pen unless otherwise specified.
- Proof read your work after completing the assessment/examination; this can be done more than once if time allows.
- You should stop work as soon as you are instructed to do so - do not continue working.
- You must hand in all papers used in the assessment/examination.
- You are not permitted to leave the assessment/examination room before the conclusion of the examination.

***At end of the assessment piece:***

- At the conclusion of the assessment/examination, do not leave the exam room until the assessment/examination supervisor instructs you to do so. This will not occur until after all of the responses have been collected.
- If you are leaving school for the remainder of the day, you should depart the property as soon as possible.
- If you leave school after a morning assessment/examination you are not permitted to return to the College later in the day – you must remain at home.
- If you have two assessment pieces in a single day, it is expected you will stay at the College for the period of time in between those two sessions. You are also not permitted to attend the College for your morning assessment task, and then leave to go and get lunch, and return later for an afternoon session.

***Workshops / Tutorials:***

- Subjects which are not assessing in these Alternative Program Weeks may require students to attend school during this time to undertake Workshops and Tutorial sessions. Those teachers will inform you of what is required during these times.
- Your attendance at these is expected as unless other arrangements are made with that teacher. **THESE ARE NOT OPTIONAL – YOU MUST ATTEND IF REQUESTED TO DO SO BY YOUR TEACHER.**

***Supervised Study:***

- If you are at school and do NOT have an assessment/examination/workshop/tutorial, you must attend the designated study rooms for Supervised Study. This will generally be the Library area.
- You must check in with the teacher on duty in that room. Students will not be allowed to be out of the study room without permission.
- Study sessions should be an area of quiet (preferably silent!) individual work. They are not a time to chat with friends and waste time – even if you have finished all of your assessment, you can be reading quietly.
- You may negotiate to attend other rooms (e.g. to work on Art projects in the Art Room). You must have a written permission note or signed diary completed by the staff member who will be supervising your activities during this time.
- Supervised Study will commence and conclude at normal bell times.

***General:***

- The Canteen may be available for you to purchase food and drink.
- Please be mindful of your general conduct and demeanour. Normal classes for Years 7 - 10 are occurring during the Alternative Program Weeks. It is important that these are not disturbed.
- Students should not be sitting in outside areas for extended periods of time. If you arrive at school at 9:30am but your exam is not until 1:30pm, you are expected to go to the study area until that time.

***Recess and Lunchtime:***

- If you are at school but not participating in an assessment piece / workshop / tutorial, normal bell times (including lunch time) will apply.
- Wherever possible, normal recess and lunchtimes will be observed, and you should be in a room at all other times (either the Library for Study or another room as negotiated)

**Any questions in relation to the conduct of this Assessment Block should be referred to Mr O'Connor (Assistant Principal)**