Re: Assessment Block Arrangements for Year 11 and 12 Students

Dear Parents/Carers and Year 11/12 Students,

Assessment in Years 11 and 12 is an ongoing process. Towards the end of each term there is an increased assessment load, some of which requires blocks of time outside the regular timetable. There is an Assessment Block for Year 11 and 12 students coming up shortly as the end of Term 2 approaches. This formal Assessment Block will occur during week 9 and part of week 10.

Year 11 - from Tuesday 11th June until Monday 17th June. Normal classes Tuesday - Friday
Year 12 - from Tuesday 11th June until Friday 14th June. Monday 17th and Tuesday 18th June will be a trial run of the QCS test. Those students not participating in the QCS test will not attend on these two days.

Students do not have classes to attend when not engaged in assessment tasks, so it is an excellent time to prepare for later tasks and to complete assignments. Attendance at school when not engaged in timetabled assessments is optional for Year 11 and 12 students here at StAC for the Assessment Block. It is an expectation that when students are at the College, they will remain here for all assessment that day, and go home at the completion of the assessment. It is not appropriate for students to sign out and leave the grounds between assessments.

If you wish for your student to be here all the time, or if transport difficulties make partial attendance impractical, it will be quite acceptable for them to be here. To cater for these students, space will be set up in room SY30 so that preparation for other assessment can be undertaken. Students who are attending school must be in this supervised study area when not engaged in assessment tasks. They cannot leave the school grounds. The choice is for you to make, and we ask you to discuss this matter with your son/daughter, including consideration of the points on the reverse side of this sheet, and send back your decision to the College, via Mrs Mills or Mrs Bath on the tear off slip by the date indicated.

Regards,

Nicole Bath
Senior Studies Coordinator

Marlene Blundell
Acting P-12 Head of Middle and Senior Years

Student: ___________________________ HG: ___________ Year level: ___________

During the Assessment Block:
Year 11: from Tuesday 11th June until Monday 17th June.
Year 12: from Tuesday 11th June until Friday 14th June. (Monday 17th and Tuesday 18th June will be a trial run of the QCS test).

She/he will be:

☐ Attending school full time and studying in room SY30 when not engaged in assessment (and QCS for yr 12). Permission is not given for this student to leave school grounds.

OR

☐ Attending school for scheduled assessments, but not at other times. Permission is given for this student to sign in and out, as necessary, once the timetable has been released and arrangements made.

Parent/Carer signature: ___________________________ 
Contact phone number: ___________________________

Student signature: ___________________________
(Acknowledging that this form has been read and understood)

Return to Mrs Mills by Tuesday 28th May
Points to consider when deciding about attendance during Assessment Block:

- Students must be here and in plenty of time for all assessment commitments – knowing the timetable for this and having fool proof ways of being here are primary responsibilities for each student. The timetable will be distributed once all permission forms have been returned. Usually one week before the Assessment Block starts.

- These assessment commitments take priority over other commitments, including attendance at TAFE, university, work experience or school-based apprenticeships/traineeships. However, a courtesy call to such places is required. See further information below.

- If students are at school, they are to be in the designated study place (SY30) working on their studies at all times, except regular school breaks or any substitute breaks that are advised to them. The rest of the College routine will need to continue productively as usual.

- If students have parent permission to be away from school during this period, they should be working on their studies, most likely at their own house. It is inadvisable for groups to congregate at each others’ houses unless parents are satisfied there is good reason for this (eg, group study session or working on joint assignments); and it is certainly inappropriate to be congregating at shopping centres, going to movies etc.

- If students are coming and going, and parents are not providing the transport themselves, it is advisable to have clear arrangements as to who is providing it. Students may travel with each other by car only if both the driver and passenger(s) have a St Augustine’s Permission Card for this.

- Whether students are here full time or only for assessment commitments, they are required to wear full and correct day uniform unless they are here for a practical assessment such as HPE and Recreation, that require sports uniform. All students must use their school bag, and adhere to uniform requirements.

- If you have any other queries, please ask either of the staff who have signed this letter.

**Arrangements for Year 11 & 12 students on Pathways programs**
(TAFE, Apprenticeships, Traineeships, Work Experience)

Please read the following carefully to make sure that you understand what your options are at exam time.

**School exams are always the top priority!**

**SATs:** If you are formally signed up on a school-based apprenticeship or traineeship, you must attend your exam. You may negotiate with your employer to work a different day during exam block, as long as this does not affect your ability to complete required assessment (scheduled exams and assignments). If you decide to change your work day during assessment block, you must advise Ms Collier.

**TAFE/University:** If there is a clash with exams: you must attend your exam at STAC, Contact TAFE/Uni to explain.

**Work Experience:** If there is a clash between your exams and your work experience day: **Attend your exam,** contact your employer to let them know that you will not be able to attend that day (and explain why). You cannot swap your placement for another day, as your contract is for a specific day each week.

***Any student who normally attends a SAT, work experience or TAFE/Uni on a particular day during an exam block needs must ensure they sign in, as all students do, so the attendance system indicates you were at school.

**ALL students must sign in EVERY day they are at StAC. Students MUST sign out if leaving before 3pm. Students cannot leave the College between exams.**