

## **Absences for Assessments and Examinations**

Students are expected to attend school each day of the academic year, however the College understands that there are times when sickness or compassionate leave may preclude this. Should a student be absent on the day an assessment is due it is expected that they will submit it electronically, this may include taking photos. Where a test or examination is set, the student is required to produce a medical certificate or other detailed and appropriate form of explanation. Should this information not be provided then the Deputy Principal / SACE coordinator will determine the penalty, if any, that is to be applied (in line with SACE guidelines where a stage 1 or 2 subject is involved).

## **Academic Advice**

Students are encouraged to choose subjects wisely. When choosing subjects, first consider prerequisites for TAFE or university, then consider which subjects you will be able to get the best results for in Year 12, choosing subjects that support your strengths.

## **Change of Subject Closing Dates**

Requests to change subjects must be made in writing on the correct form to the Deputy Principal and may be taken to the Academic Committee if deemed necessary, which controls and approves all study programs.

*One Semester Subjects* - Friday, Week three of the Semester.

*Whole-Year Subjects* - Friday, Week Five of the Year.

Students seeking to gain a South Australian Certificate of Education (SACE) must choose subjects that fulfill the required SACE pattern and complete the objectives and compulsory subject requirements. For more information check the SACE Board website at [www.sace.sa.edu.au](http://www.sace.sa.edu.au)

## **Homework**

As a guide to the amount of homework to be done by students, the following list provides a recommended minimum time (based on 5 nights per week).

**Year 12** minimum 3 hours per night

**Year 11** minimum 2.5 hours per night

**Year 10** minimum 2 hours per night

**Year 9** minimum 1.5 hour per night

**Year 8** minimum 1 hour per night

If no formal homework has been set by a teacher it is expected that students will work to a structured learning review process. A timetable for this review process will have been created at the beginning of each semester, in conjunction with the Homeroom teacher. Using this timetable will ensure that students are practicing learning retention skills and developing long term understanding.

## **Open Access College**

Students who desire to take a particular subject not offered at the College in their particular year, such as Specialist Maths, may do so through Open Access College. This is conducted by an online lesson each week. This costs approximately \$1600 per subject per year. Actual costs for 2020 will be available as soon as they are determined by Open Access College. The College is responsible for the tuition fee and the student is required to pay the Course Material Fee and the administration fee. Payment in full is required prior to the commencement of the course. Special arrangements may be negotiated. If the student withdraws or fails to pass the subject, the student/parent is responsible for the full fee. Parents and students will be required to sign an agreement of responsibility.

## **Promotion Policy**

Students are expected to achieve a satisfactory level in their academic work each year in order to gain promotion to the following year. On Promotion Day the staff sit as a group and assess the academic achievements of all students and then makes recommendations for the following year. The recommended minimum average mark for those going into Stage 1 or Stage 2 is a “C” grade.

## **Reports & Parent Teacher Interviews**

All students will receive two formal and two interim reports during the year. One formal report will be issued after the end of Semester One and the other after the end of Semester Two. An interim report will be issued mid-Semester One and Two. Whilst parents are encouraged to discuss their student’s progress with teachers at any time during the school year, specific times have been allocated for this to happen and Parent/teacher

interviews are held when both Interim and Semester Reports are released (except at the end of the academic year). Parents/guardians are encouraged to attend. All reports, when published, can be downloaded from the SEQTA engage portal.

## **Vocational Education and Training (VET) Courses**

The College is able to offer a variety of VET Pathways via external organisations through which students may gain South Australian Certificate of Education (SACE) credits. These courses come at an additional charge. A list of available courses and charges can be obtained from the VET coordinator. Students who register for the program must pay the fees in advance and complete the course.

These guidelines should be read in conjunction with the following SACE Board publications:

- Ethical Conduct of Research Policy and Procedures
- Guidelines for Referencing
- Student Guide to Referencing
- Supervision and Verification of Students' Work Policy
- The SACE Assuring Assessment Integrity Policy
- Breach of Rules Information Sheet