ASSESSMENT REMINDERS

Assessment Policy

- In your Diary
- On the Intranet (Student Information)
- You need to know it!

Some important points from the Assessment Policy:

If you are absent on the day of an exam, oral or prac; or unable to submit an assignment, you:

- Need a letter from your parents (Year 10) or medical certificate from your doctor (Year 11 & 12);
- Must have a parent contact the teacher or HOD on that day;
- Must submit assignments electronically on that day and in hard copy on your return;
- Need to arrange with the Head of Department for missed exams to be caught up.

Due dates for drafts and final for assignments must be strictly adhered to. Drafts should be a polished version of the final piece.

Non-submission of a draft or final task will lead to an academic detention.

Cheating and plagiarism are serious issues, with consequences. Take care that work you submit is your own writing, and is well-referenced.

For further reference - Please read the MSM assessment policy.
To download a copy please click here.

How do I know when assessment is due?

The Calendar, available on the Student Café area and Parent Lounge, shows dates for assignments, orals, pracs and exams during the term.

Planning is the Key to Success!

Year 10 academic work and the assessment of it is a “step up” from Year 9.

- Use the online Calendar in student café under the tab edairy and calendar is in the drop down menu to record all of your due dates in your hard copy, daily planner diary.
- Your dashboard will show you what is on during the week.
- Individual subjects in your student café have more detailed assessment.
- Plan ahead, doing a little extra study for exams and preparation for assignments as well as your homework each day.

Who do I see …?

For help with my subjects … My teacher!

Regarding assessment, an extension or missed exam in one subject if I am sick … Head of Department

For general academic help, study skills or subject pathway….. Program Leader Senior School (Mrs Statham)

Or career advice Program Leader - Future Pathways (Ms Caro)

If I feel I am not coping with my work… subject teacher, Home Room teacher, Year Co, Kathy James, Program Leader Senior School (Mrs Statham)

I must not forget …. 

… to back up all my computer work to H Drive and to print and back up to an external device all assessment regularly

… that IT problems cannot be used as the basis for extension or as an excuse for lateness of work
**SENIOR SCHOOL ASSESSMENT – YEARS 10, 11, 12**

Students are required to be familiar with the College’s Assessment Policy and the Assessment Procedures Flowchart which can be viewed on the Student page of the College Intranet. All assessment dates can be viewed on the College Intranet calendar. (CL is Curriculum Leader.)

<table>
<thead>
<tr>
<th>Non-Submission of Assessment Consequences</th>
<th>Assignment/ Exam Procedures to follow due to illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to hand in draft when due</td>
<td>Inability to hand in or present assignment or draft due to illness</td>
</tr>
<tr>
<td>Communication with parents</td>
<td>A parent must contact the subject teacher (Year 8-10) or the CL (Year 11-12) to advise of the absence</td>
</tr>
<tr>
<td>Afternoon detention</td>
<td>Parent note or Medical Certificate required (Year 8-10) Medical Certificate required (Year 11-12)</td>
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<tr>
<td>Draft must be handed in but no feedback is given</td>
<td>Work must be submitted electronically when it is due, if a hard copy is unable to be handed in at the due time</td>
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<tr>
<td>Draft is retained by teacher as evidence of work completed to date</td>
<td>Hard copy of work must be submitted with a copy of the medical certificate by 9am on the next day that the student is at school</td>
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<tr>
<td></td>
<td>If above steps are not followed, consequences for non-submission of an assignment will be followed</td>
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<tr>
<td></td>
<td>Final copy may be required as evidence that course requirements have been met</td>
</tr>
<tr>
<td></td>
<td>Inability to attend examination due to illness</td>
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<tr>
<td></td>
<td>A parent must contact the subject teacher (Year 8-10) or the CL (Year 11-12) to advise of the absence</td>
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<td></td>
<td>Parent note or Medical Certificate required (Year 8-10) Medical Certificate required (Year 11-12)</td>
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<tr>
<td></td>
<td>CL will arrange a catch-up exam</td>
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<td></td>
<td>Medical certificate and Amendment of Conditions Form to be attached to exam in folio</td>
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</tbody>
</table>

Please see the Deputy Principal Curriculum for a Special Provision form if your illness is ongoing or your illness affects a number of assessment items.
**IF YOU WANT TO IMPROVE YOUR RESULTS, TAKE ADVANTAGE OF WEEKLY TUTORIAL SESSIONS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>3:15-4:00pm</td>
<td>I16</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Monday</td>
<td>3:15-4:00pm</td>
<td>Library (Biology and Chemistry)</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>7:45-8:15am</td>
<td>I22- Chemistry</td>
</tr>
<tr>
<td><strong>MATHS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>7:45-8:15am</td>
<td>IO1 (Y8-12)</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>3:15-4:30pm</td>
<td>K11 (Yr10-12), K14 (Yr 10-12)</td>
</tr>
</tbody>
</table>

**Student Activity Pack/Study Skills Help**


To access the online website students can use the following username and password:

1. Go to elevateeducation.com
2. Enter username **STUDENT**
3. Type in password **pacco**
Prepartion for SET Planning for the Senior School

**TERM 1**
**Awareness**
Assist the student to make connections between self-concepts and skills in relation to life/career goals.

**Focus:** Future Pathways - Careers Program
• Personal Awareness

**TERM 2**
**Exploring the Options**
Assist the student to develop:
• Specific knowledge and skills needed to make future career and work decisions

**Focus:** Future Pathways - Careers Program
• Work and Career Choices
• Career Planning Journal due 10th June

**TERM 3**
**Documenting the SET Plan**
Assist the student to develop:
• A sense of responsibility and to become actively involved in the development of the SET Plan
• Negotiate with the student to document the SET Plan

**Focus:** Senior Schooling
• Record the Plan of Action
• Procedures of SET Plan process
• Interviews

**TERM 4 and Yr 11 & 12**
**Implementing and Adapting the Plan**
Assist the student to:
• implement her SET Plan
• Support the student to review and monitor her SET Plan and to update the SET Plan with required changes

**Focus:** Senior Schooling
• Effectiveness of the Plan

In Year 10, the Senior Schooling Program Leader (Mrs Statham) will work with students and parents/carers to develop a Senior Education and Training (SET) Plan. Your SET plan will help you:

• structure learning in Years 11 and 12 around abilities, interests and ambitions
• think about education, training and career options after Year 12
• set and achieve learning goals in Years 11 and 12, and beyond
• include flexible and coordinated pathway options in a course of senior study
• communicate with parents/carers or teachers/careers counsellors about post-school plans.

The SET Plan is reviewed regularly to make sure students’ subjects and learning are appropriate, and that students maintain a pathway to the courses and career they want after Year 12.
SENIOR SCHOOL PATHWAYS

Students in Year 11 and 12 at Mt St Michael’s can choose to study a combination of four types of learning options.

School subjects:
- **Authority Subjects** are academically demanding and focused around a core of theoretical and applied knowledge and processes. For OP-eligible students, these subjects contribute to an OP.
- **Authority Registered Subjects** are skills-focused. Assessment focuses upon practical applications. Results do not contribute towards an OP.

Certificate III courses with external providers/employers:
- **Certificate III courses at TAFE**, where students attend TAFE one day per week, as part of a school’s program (and note that in the school’s programs, classes are made up of students from a range of schools, not from the general population). Course areas include children’s services, fitness, media, IT, design, visual art, business, hospitality, beauty services, events/tourism.
- Certificate III Traineeships, where students work one day per week with an employer and complete theory modules with a private provider – eg in retail, business or hospitality areas. Given new funding constraints on providers, opportunities for traineeships are limited.

Students combine these options for their learning into either an OP-Eligible or Tertiary Rank Selection Pathway.

―Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own powers you cannot be successful or happy.―
Norman Vincent Peale (1898 - 1993)

**OP-Eligible Pathway**

Students:
- study 6 subjects at school, including at least 5 authority subjects;
- will be eligible for an OP at the end of Year 12;
- will be eligible for a QCE (Qld Certificate of Education) if they meet requirements;
- can use their OP to access University or TAFE courses after school; and
- are keen to have a theoretical program and are typically achieving at least in the B range for most of their subjects in Years 9 and 10.

**OP Eligible students gain satisfaction from the theoretical challenge of their subjects.**

**Tertiary Rank Selection Pathway (VETiS)**

Students:
- Are keen to study a Certificate III course as they like to learn in practical ways;
- Study 5 subjects, and have fewer than 5 of these as authority subjects;
- Are not eligible for an OP at the end of Year 12;
- Will be eligible for a QCE (Qld Certificate of Education) if they meet requirements;
- Post year 12 access courses at TAFE and Universities in Queensland via a selection rank allocated by (QTAC) Qld Tertiary Admissions Centre; and
- Typically have a C average in years 9 and 10.

Note that this is not usually a suitable pathway for students planning study in other states directly after Year 12.

**Tertiary Rank Selection Pathway students learn in practical ways.**
During Year 10, students will engage in Future Pathway Planning. You will do this via the following:

- Making Future Pathway appointments with Mrs Caro to begin a career conversation.
- Regular reading of the latest news posted on the MSM Future Pathways Wiki
- Attending Career Education seminars and completing the appropriate sections of the Senior Career Planning Journal
- Attending Career Expos and University/TAFE Open Days
- Attending optional lunch time Career Seminars with Senior students to investigate options

The SET Plan Process organised by the Senior Schooling (Mrs Statham) will also help guide you through your Future Pathway planning.

In Term 2, the students will be involved in four Career Education sessions. These sessions will follow on from Term 1 and will cover the following topics:

**Session Three: Managing ‘Brand You’ – Leaving a Digital Footprint**  
(Wed 6 May 2015, P1 Library)

In this session, students will explore how they need to be socially aware of how they ‘brand themselves in all settings.’ The reality today is that employers can look at Facebook and Twitter accounts to see how students are branding themselves socially. In preparing resumes and preparing for job interviews, students need to be aware of their Future Digital Footprint and its impact on their career pathway.

**Session Four: My ‘Personal Brand’ – Employment Preparation**  
(Tues 12 May 2015, P5 Auditorium)

This session is aimed at students examining their strengths and stretching themselves to prepare for finding their first job. The session will unpack employment rights and responsibilities, developing Program Leader resume and cover letter and pitching their identified strengths to suit the work context.

**Session Five: My Career Match**  
(Wed 3 June 2015 P1 Auditorium)

My Career Match is a leader in online student career assessments, matching students’ strengths and personality with careers that best suit them. My Career Match gives the student the right information to start planning for a successful and happy future. MSM has paid for every student to have access to this resource. By the end of this session students will have logged onto the website, My Career Match and will have been able to work through the following:

- What their personality style is
- What their natural strengths and talents are
- How to choose a career that’s right for them
- A list of jobs that match who they are and what they would be good at
- Their ideal work environment and what qualities and strengths they would bring to a job
- The right content to use in tailoring their resume

**Session six: Year 10 Futures Conference**  
(Wed 17th June – 8.30am – 3.05pm)

The Year 10 Futures Conference is a full day program designed to be the culminating event of the Future Pathways Program in year 10. The conference will help students connect with the real world environment of work, career pathways and higher education study. Students will be inspired by key notes speakers and have the choice of attending breakout sessions run by invited guests in the community who have achieved at high levels within their areas of work.

Students will also be able to attend a Higher Education Expo and attend University presentations where they can begin to understand the opportunities available to them through Higher Education learning.
Important Career Development and Resources Websites

To begin your research it is advised that you get very familiar with the MSM Future Pathways Wiki page found on the College Intranet.

MT ST MICHAEL’S COLLEGE
FUTURE PATHWAYS

Are you looking for...

LINK: http://portal msm qld edu au/sites/Departments/MSMF uturePathways/SitePages/Home.aspx

Student Connect
Where students access records of their Learning during Year 12 and beyond

Australian Jobs 2013
The best resource to answer the question “Are there jobs in this field”?

My Future
Comprehensive guide to careers, jobs and training
www.myfuture.edu.au

Queensland Tertiary Admissions Centre (QTAC)
Best way to research courses – every course in Qld listed
www.qtac.edu.au

National Careers & Employment Expo (Brisbane Convention Centre) 29-30 May 2015
Tertiary Studies Expo (RNA Showground) 18-19 July 2015
REMINDER!

YEAR 10 SENIOR CAREER PLANNING JOURNAL DUE: 10TH JUNE 2015

All year 10 students have been asked to complete pages 1-11 of their Career Planning Journal by the end of Term 1 and to complete working through the next section during Term 2.

Your planning Journal must be ready to upload it to the Student Café under the Senior School Hub by Wednesday 10th June. There are some sections in this document that cannot be filled in until year 11 or 12. Please leave these sections blank.

Please do not submit this document to your homeroom teacher. Any concerns with filling out, please see Mrs Jen Caro in the LEC.