



## Curriculum and Assessment Policy:

The choice of subjects available in each year at the School is amended from time to time. Students are generally requested to choose their courses for the following year in the September of the current year. This gives an opportunity for parents to be involved in the process. Normally, students choose their course in consultation with their teachers and the Deputy Head. These initial choices are forwarded to parents for the approval and/or amendment. Students have no choice on subjects in Junior School or in Year 7 or 8. The course in Years 9 and 10 consists of a core and elective. In Years 11 and 12 all students must take an English and a Mathematics subject.

### Academic Monitoring

Tutors, Boarding Staff, Deputy Head, Dean of School, Dean of Students and Head of Values Education are involved in monitoring student's academic progress. If there is a concern about a student's progress either the Dean of Students or Deputy Head will gather together information regarding the student's progress.

### Assignments

In most subjects, research assignments or projects form an important part of the assessment programme. Students should be aware of the following requirements, which apply at ASSG

### Conditions and requirements

1. Research assignments must be the student's own work. Copying other works without acknowledgement in your assignment work is totally unacceptable and will be dealt with severely.
2. Assignment work should be neatly written or typed by the student. In the case of an assignment which is typed or completed on a word processor, it should be double spaced.
3. Research assignments should include footnotes and a bibliography. Your teacher will inform you of this requirement as you progress through the school.
4. All assignments and projects must be submitted by the due date. If you are unable to complete your work by this date (e.g. because of illness, etc.) you must seek an extension of time for your assignment through the Deputy Head before the due date.
5. All assignments have a draft date, usually one week before the Due Date. If a student, after repeated requests and detentions for that purpose, refuses to hand in a piece of assessment, the Deputy Head will be informed. Failure to complete the assessment task following discussions with the Deputy Head will usually result in suspension from school. The School will immediately notify parents.
6. A medical certificate is required for any student absent for a Senior (Year 11 and 12) Authority subject assessment date, including examinations. This is required by the Queensland Studies Authority regulation.

### ALL SOULS ST GABRIELS SCHOOL ASSESSMENT POLICY

1. Assessment conditions must be strictly adhered to and will be provided on the task sheet of the assessment.
2. All assessment should be the student's own work.
3. Assessment work should be neatly handwritten or typed.
4. The ASSG referencing guidelines should be strictly followed.



5. Extensions for Year 11 and 12 students may be approved by the Deputy Head only. Heads of Departments are delegated this task for students in year 10 and below. Application for extensions must be received at least two (2) days before the due date.
6. QSA Policy on assessment for Authority and Authority Registered subjects will be followed at ASSG. This can be viewed at <https://www.qcaa.qld.edu.au>
7. The school publishes assessment dates in advance. Leave should not clash with assessment requirements.

### **Tutor**

All secondary students are assigned to the care of a Tutor. The Tutor has the responsibility for helping monitor the academic progress of the student. The Tutor makes comment on the student's report. The Tutor will assist students to organize their study programmes. They will also help advise them concerning subject choices.

### **Excursions**

Students are taken on excursions from time to time. Most excursions are considered an extension of classroom activities. The cost involved in some excursions is an additional charge to parents. Many subjects do require field experience and these trips are an integral part of the curriculum.

There are other excursions such as theatre trips in which students are asked if they would like to participate. In most cases these trips are paid for by the students before they go on them. Occasionally, longer educational excursions are arranged. These are matters of direct negotiation with the parents.

### **Text Books**

The School provides most text books for secondary students. The School owns the text book and a hire charge is made. Students are charged for any text books which are lost or damaged beyond reasonable wear and tear. The amount paid by the State Government in Text Book Allowance normally covers the cost of text book hire. Non-residents of Queensland will be required to pay this charge.

Students are required to own certain text books, such as a dictionary, thesaurus and atlas. Junior School students will require a small number of their own text books. The cost of these books is charged to the parent's account when the books are issued.

### **Vocational Education Training**

We are continuing to broaden our curriculum in the Vocational Education Training area at Year 11 and 12. This includes TAFE Modules, DTTC (Dalrymple Trade Training Centre), Industry Placements, new part time traineeships and RITE (Rural Industry Training Experience). This part of our curriculum is overseen by the Deputy Head and our Vocational Education Co-ordinator.

### **Interviews**

Parents requiring interviews with members of staff should contact the School Office to arrange of an appointment. Parent-Teacher meetings are arranged at the beginning of Terms 2, 3 and 4. Parents wishing to discuss the progress of their children in Year 7 – 12 should, in the first instance, contact the Deputy Head.



### **Computer Facilities**

The School has computer rooms with access to the Internet and email. These rooms are open to students for classes, and may be available after classes.