**St Francis Xavier College**



**Senior Student Handbook 2019**



Expectations of Senior Students at SFX College

The highest standards of behaviour and example are expected from Senior students. Speech, dress and manners should reflect the College’s rules and values.

Conscientious application to their studies is expected from all students. Parents will be advised of unsatisfactory attendance, progress or conduct.

The following standards of conduct are expected:

1. Showing courtesy and respect for staff and fellow-students by:

* speaking politely to all staff, visitors, other students, canteen staff, etc.
* allowing all College activities to progress in a way that is fair to all.
* taking a responsible approach to studies and study lessons.
* having respect for College facilities.

1. Behaving in ways which allow all community members to feel safe at all times by:

* not participating in actions such as harassing, teasing, fighting and bullying that could cause mental and physical harm to others.
* avoiding any action which could harm others such as fighting, participating in dangerous behaviour and games, using cars and bicycles in a dangerous manner.
* avoiding inappropriate displays of affection.

1. Co-operating in the College’s program by:

* arriving punctually to College and class.
* working diligently in class.
* submitting punctually all assessments.
* participating in all whole College activities.

1. Taking care with personal appearance:

* attend in correct uniform and wear the uniform correctly.
* hair should be clean and neat and natural in colour. Extremes in hairstyle are not acceptable. Students should be clean shaven.
* only minimal make-up should be worn.
* jewellery must be kept to a minimum. Earrings may be worn but NO spacers, extenders or extreme earrings, or the results of wearing such jewellery are permitted. Facial piercings of any kind are NOT permitted.

A school uniform is not suited to extremes in hairstyle and ornamentation, thus senior students are expected to use restraint in regard to hairstyles, make-up and jewellery. The Assistant Principal - Student Wellbeing, has the final say on what is, or is not, acceptable.

1. Showing respect for safety, good health, the environment and property by:

* taking proper care of personal, school and public property.
* not consuming alcohol or other drugs at school or while students are in College uniform, or engaged in College activities.
* energy drinks and caffeine drinks are not permitted at College.
* not smoking on College grounds, at any College function or at any time while in College uniform; not bringing the materials for smoking to school, nor remaining in a group where others are smoking.
* not having any dangerous substances or objects.
* remaining within the defined areas during school hours.
* not eating and drinking in corridors, foyers, Resource Centre, Hub, Theatre, Gym, or on the Oval. (Chewing gum and bubble gum are not permitted at school.)
* not speaking with visitors to the school unless arrangements have been made with the Year Coordinator or Assistant Principal.
* not using or having spray deodorant or aerosols of any kind at the College.

###### Excursions

Excursions are regarded as an integral part of many courses and attendance will be compulsory. A permission slip signed by a parent/guardian must be provided in order to participate in an excursion.

###### Lockers

Lockers are available for senior students. Allocation is arranged by the Senior Pastoral Coordinators. Bags are not to be taken to Pastoral or timetabled classes.

###### Mobile phones and other electronic equipment

Senior students must have phones turned off in all areas of the College building except in the Senior Common Room during recess and lunch and in free periods. All mobile phones are required to be stored in students lockers during the school day unless specific teacher permission is given to be used for Teaching and Learning purposes. Headphones should not be used or visible in corridors or the public areas of the College.

###### Attendance

Students are required to attend their Pastoral Care class each day.

Year 12 students are required to attend Pastoral Care every day. Year 12 students will be allowed to leave the premises after recess if they do not have College commitments. They must sign out as they leave and sign in on return. This privilege may be revoked if a student misses timetabled classes or behaves inappropriately whilst in College uniform.

Year 11 students are required to attend Pastoral Care every day. In Semester One Year 11 students are to remain at College until the end of the school day i.e. 2.55pm or 3.25pm if they have a senior period 5 class. In Semester Two, subject to College and parent permission, students will be allowed to leave the College at the end of their last lesson of the day. They must sign out as they leave. This privilege may be revoked if a student misses timetabled classes or behaves inappropriately whilst in College uniform.

All senior students are required to attend College assemblies, College Masses and all PDCV classes. Participation in extracurricular activities such as sports carnivals and Community Day is also encouraged.

During study periods, in addition to the Senior Common Room, students may use the Resource Centre, the break out areas in B Block or the Student Services Hub. Outdoor sporting facilities may be used if not required by classes for the period.

Absence from class should only be for sickness or other serious reasons. Medical and other appointments should be made outside school hours. Requests to leave the premises for medical or other urgent appointments must be made in writing and signed by a parent/guardian. Students must sign out at the Student Office, before leaving, and on returning to the College.

A note written by a parent/guardian must be furnished for all absences. A medical certificate is required in the case of missed assessment. Medical certificates supplied for any illness must be current.

Please note that absences due to work commitments and appointments that could be made at another time such as driving lessons will not be approved. In line with BSSS policy, student absence due to family holidays is not a valid reason for consideration being made for missed assessment.

Parents will be notified regularly of missed attendance.

Lesson times for Senior students are slightly different to that of the Junior section of the College. On Monday to Thursday the school day for Seniors commences with Pastoral at 8.25am and concludes at 3.25pm with period 4 concluding at 12.25pm. Friday commences with Pastoral at 8.25 and concludes at 2.55pm.

###### Designated areas

The Senior Common Room is available to all senior students. Senior students may also access the Hub area for group work.

The Resource Centre is available to senior students from 8.00am to 4.00pm and until 3.10pm on Fridays.

Within the Resource Centre students may use the Kingsford Smith Room if, and only if, it has not been booked for a class. The Senior Study room is set aside for silent study. Other Resource Centre areas must be used appropriately and with respect for the rights of the total school community.

###### Motor vehicles

Students driving a vehicle to school must:

1. have written permission from a parent/guardian to drive a designated vehicle.
2. provide a copy of the designated vehicle’s make, model, colour and licence plate number to the College.
3. display the SFX Driver Identification on the front windscreen.
4. park in the student car park (the staff car park is out of bounds).
5. obey all ACT and College traffic rules.

When all appropriate documentation is processed, a permit will be issued which must be displayed on the front dashboard of the car.

Students must not travel in another student’s vehicle unless they have written permission from their parents/guardians. Students must move promptly to and from the car park when arriving and exiting the College. Under CEO guidelines, learner drivers and provisional drivers should not transport other students on school related activities.

**UNIFORM**

Students are expected to attend school each day in full school uniform without additions. Uniforms can be purchased from The Uniform Shop at Kippax Shopping Centre, MacDonald’s School wear at the Jamison Centre and Savvy School and Formal Wear, Lysaght St, Mitchell. Some second-hand items of clothing may be available from the College Clothing Pool.

**Senior Girls**

* SFX College skirt (length: below the knee) or
* SFX College slacks with SFX logo (SCAGS W121, SCAGS W191 or Midford style 7400) or SFX College shorts with SFX logo
* SFX College white blouse Midford style number 5047
* SFX College navy jumper, cardigan or vest
* SFX College jacket (Kea brand)
* SFX Blazer is an optional item
* Navy stockings or plain white socks (must cover ankle)
* Traditional style black polishable leather lace-up shoes

***(platforms, raised heels, boots, ballet flats or sport shoes are NOT acceptable)***

**Senior Boys**

* Navy trousers (Hard Yakka, Colour 438; Style 12379) or Navy shorts (Midford 9904M or Hard Yakka 15306)
* SFX College white shirt Midford style 1038C
* SFX College navy jumper, cardigan or vest
* SFX College jacket (Kea brand)
* SFX Blazer and tie are optional items
* Plain navy or plain white socks (must cover ankle)
* Traditional style black polishable leather lace-up shoes

***(boots, skate shoes or sport shoes are NOT acceptable)***

* Black belt

###### Sports Uniform

While Physical Education is not compulsory in Years 11 and 12, students representing the College or taking Human Movement or a Physical Education Course are expected to wear the St Francis Xavier sports uniform.

* Navy blue shorts with SFX logo
* St Francis Xavier PE shirt with SFX logo
* Plain white socks *(must cover ankle)*
* Sport shoes
* SFX tracksuit (optional) or Plain navy blue tracksuit – no stripes or coloured trim

###### Accessories

* Blue or white hair accessories only
* Navy blue gloves and blue or white scarves
* Plain white t-shirts may be worn under shirts but should not be visible below the hem or sleeve line
* Headwear of any kind may not be worn inside
* Belts are not to be worn with the girls’ uniform

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# FEES

The following is the fee information for **2018**.  We anticipate there will be a small increase for 2019.

All of the following fees, unless otherwise stated, are levied in equal instalments: Year 11 students over 4 terms, Year 12 students over the first 3 terms of the year.

### Tuition Fee

This is the fee set by the Catholic Education Commission and collected by the College to support the curriculum and pay salaries and the levy to administer Catholic Education in the Archdiocese.

Year 11 & 12               $4,340 per annum

**Discount Arrangements *(Tuition Fee only)***

* 20% of the tuition fee for second child attending an Archdiocesan secondary school.
* 50% of the tuition fee for third child attending an Archdiocesan secondary school.
* No tuition fee is payable for any other children attending either an Archdiocesan primary or secondary school.
* Discounts apply downwards in the secondary schools, that is, eldest child pays full fee and discounts are applied to younger children.

**College Levy**           $2084 per annum

This is a school-based fee to assist with students’ services, administrative costs, maintenance and loan repayments and minor curriculum based excursions and performances that cost up to $25 per student per event:

**Laptop Fee**                                                                                                                                         $300 per annum

**Information Technology Levy *(Payable each term per family)***

The Information Technology Levy of $492 per annum per family is to support the ongoing maintenance (including software, licensing and hardware replacement) of the College’s Information Technology infrastructure as well as the purchase of new IT equipment.

**Parents and Friends Association Levy *(Payable each term per family)***

The Parents and Friends Association’s levy is used, in lieu of fund raising, to support educational and building initiatives of the College.

**P & F Levy**                                                                                                                                         $184 per annum per family

**Building Fund Donation *(Payable each term per family)***

The Trustees of the Canberra Catholic Schools Building Fund request a tax-deductible donation, currently $672 per annum, from those families who have a child attending one of the Archdiocesan primary or secondary schools.  This donation should be paid at the school attended by the eldest child in the family.

### Completion of Studies

Students who enrol in the senior years at St Francis Xavier College do so with the intention of completing four semesters or two years of senior education.  Students gaining an ACT Senior Secondary Certificate will have fees levied for the whole year even if they choose to leave the College prior to the end of Semester Two in Year 12.  It should also be noted that such students will not be able to participate in graduation ceremonies or the Year 12 formal unless prior agreement has been made with the Principal.

**Subject Fees**

A standard elective fee to cover the costs incurred for those subjects that involve the provision of materials and consumables for students use.

A per unit subject elective fee of $106 per Semester charged for students undertaking courses in the curriculum areas of: Applied Technology; Food and Textiles Technology; Performing Arts; Physical Education (but not Exercise Science course) and Visual Arts

Students in Construction need to make a part payment of $55 to complete White Card and Asbestos Training.

**Other Costs**

Occasionally excursions and performances will take place that cost more than $25 per student.  These will be charged on a per event basis.

There is a compulsory event for all students in both Year 11 and Year 12.  The Year 11 Conference and Reflection Day takes place in Term One and the Year 12 Retreat takes place in Term Three. As a guide, the 2018 Year 12 Retreat cost $285, while the Year 11 Reflection Day was free.

School socials, “uniform free” days, other fundraising activities and non-curriculum excursions will need to be paid for individually.

Students of **Textile Studies** will be required to purchase some fabric and haberdashery items as needed during the year.

Students of **Technical Graphics** will be required to purchase appropriate drawing instruments and supplies.

Students of **Furniture Construction** and **Woodwork** may need to purchase individually selected timbers.

Students enrolled in certain **Registered Units** may need to pay external provider costs and/or materials required for the unit.

Students of **Specialist Mathematics** and **Mathematical Methods** will be required to purchase a graphics calculator.

**St. Francis Xavier College and the ACT Senior Secondary Certificate**

Students in Australia are issued a *Senior Secondary Certificate* of Education and other records of achievement when they complete their senior secondary education. St Francis Xavier College provides a college based curriculum based on the assessment policy and procedures from the ACT *Board of Senior Studies* (BSSS)

The certificates that are available to be awarded on completion of senior secondary education (typically Year 12) at Saint Francis Xavier College are:

* The ACT Senior Secondary Certificate
* The ACT Senior Secondary Record of Achievement
* The ACT Tertiary Entrance Statement
* Certificate I, Certificate II or Certificate III or Statement of Attainment (Vocational qualifications).

These certificates are produced by the ACT Board of Senior Secondary Studies.

For more information see the [ACT Board of Senior Secondary Studies](http://www.bsss.act.edu.au/) website. ([www.bsss.act.edu.au/](http://www.bsss.act.edu.au/))

ACT Senior Secondary Certificate

This certificate is usually completed over two years. Extended duration of study can be negotiated depending on student requirements.

Standard Year 12 Package Senior Secondary Certificate

The Senior Secondary Certificate is awarded following a program of full-time study completed over years 11 and 12, or equivalent. It certifies a student’s achievement level that prepares them for the workforce or further study.

A standard package for a Senior Secondary Certificate will be awarded on the completion of a pattern of study and which includes:

* the equivalent of at least 17 standard units
* it must contain a minimum of four A, T, M, H, C or E courses from at least three different course areas including English.

Tertiary Entrance Statement (TES)

To meet the requirements of a T package and be awarded a Tertiary Entrance Statement, during year 11 and 12 studies a student must complete units that accrue a minimum of:

* 20 standard units
* at least 18 standard A, C, E, T, M, H units of which at least the equivalent of 12.5 standard units must be T or H.

The accredited units must be arranged into courses to form at least the following patterns:

* five majors or
* four majors and one minor or
* three majors and three minors

Of these major and minor courses at least three major courses and one minor course must have been classified T or H.

The student must also sit the ACT Scaling Test (AST) which contributes to their ATAR.

Australian Tertiary Admission Rank (ATAR)

The ATAR is a **percentile ranking** used by universities to assist in the selection of school leavers for entry into undergraduate courses. It is used as an indication of a student's suitability for study at university level, and to allow universities to select appropriate numbers of students. It is reported within a range from 99.95 for the highest ranked students down to 30.00. For example, a student with an ATAR of 85.00 indicates a performance better than 85% of the population eligible to be in Year 12 or in the top 15% in relation to all the students who started school at the same time.

The ATAR is reported on the Tertiary Entrance Statement. A Tertiary Entrance Statement is produced for each student who meets the requirements set down by the ACT Board of Senior Secondary Studies for eligibility to apply for entry to university.

See [www.bsss.act.edu.au/information\_for\_students/act\_qualifications?a=313844](http://www.bsss.act.edu.au/information_for_students/act_qualifications?a=313844)

Vocational Certificates

Students who have successfully completed study in vocational courses receive Certificate I, II or III in nationally recognised industries or receive a Statement of Attainment. The nationally recognised qualification allows for enhanced transitions to work and further education such as:

* An apprenticeship or traineeship
* General employment
* Advanced courses at CIT

Unique student Identifier (USI)

If students undertake nationally recognised training, ie, a VET course, they require a USI in order to receive their certificate qualification or statement of attainment. If students do not have a USI they will not receive their qualification or statement of attainment.

The USI is a reference number made up of ten numbers and letters that:

* creates a secure online record of their recognised training and qualifications gained in Australia
* gives a student access to their training records and transcripts, it can be accessed on line (refer to <https://www.usi.gov.au/students> **UNDERSTANDING THE COLLEGE SYSTEM AND CERTIFICATE REQUIREMENTS OF ST. FRANCIS XAVIER COLLEGE**

**Compulsory Courses**

All students must complete a course of study over years 11 & 12 from the *English* Course Area as a requirement for the award of an ACT Senior Secondary Certificate.

**Strongly Recommended Courses**

It is strongly recommended in years 11 & 12 that all students complete a course from the *Mathematics* Course Area as part of their ACT Senior Secondary Certificate package.

**Units**

A unit is a combination of structured learning activities taken over a specified period, assessed and reported on within that subject area.

*A standard unit* has a value of 1.0 and is delivered for a minimum of 55 hours generally over one semester.

*A half standard unit* has a value of 0.5 and is delivered for a minimum of 27.5 hours generally over one term.

Units in values of 0.2 and 0.5 can be awarded in ‘R’ courses

**Courses**

A course consists of a combination of units within the same subject area.

Course Duration

Minor course - is a minimum of 2 standard units. Typically, a student will complete a minor by studying the course area over 2 semesters.

Major course - is a minimum of 3.5- 4 standard units. Typically, a student will complete a major by studying the course area over 4 semesters.

Major minor course - is a minimum of 5.5 -6.5 standard units. Typically, a student will complete a major/minor by studying the course area over 6 semesters.

Double major course - is a minimum of 7-8 standard units. Typically, a student will complete a double major by studying the course area over 8 semesters.

**Senior Secondary Course Areas**

Accredited ‘A’ Courses

“A” classification is given to courses that have been deemed by the Board to be educationally sound and appropriate for students in years 11 for further education at CIT and the workforce.

Tertiary ‘T’ Courses

“T" classification is given to approved courses that is considered by the Board to prepare students for higher education. Course scores from “T” units are used to calculate the Australian Tertiary Admissions Rank (ATAR) score.

Modified ‘M’ Courses

“M” classification is given to an accredited course which is considered by the Board to provide appropriate educational experiences for students who satisfy specific disability criteria.

Competency ‘C’ Courses

“C” classification is given to a Board accredited vocational education and training program that is appropriate for students in Year 11 and 12. It is delivered through Certificate I, II or III courses and it is assessed through competencies relating to industry by a Registered Training Organisation (RTOs).

Vocational Programs ‘V’ Course

A vocational program delivers training in workplace specific skills and knowledge which can lead to a vocational Certificate or Statement of Attainment. The content of the vocational program is based on the competencies defined in the relevant industry and can lead to further vocational education and training. These courses have a workplace component. Vocational programs accredited by the Board may be classified as A, T, M, or C. Students can undertake VET as part of a Senior Secondary Certificate and its completion by the student provides credit towards both a recognised VET qualification and a senior secondary school certificate.

Higher education ‘H’ Courses

H classification is given to a year 11 and 12 course which is designed and accredited by an Australian higher education provider/ University and where successful completion of the course will be recognised towards an *undergraduate degree with that provider*. H Courses studied are in addition to the Academic package that students undertake and have strict academic requirements.

External ‘E’ Courses

E classification is given to all externally delivered courses which lead to a nationally recognised vocational qualification (VET Certificate or Statement of Attainment) delivered by an external Registered Training Organisation (RTO). E classification is also given to Australian School Based Apprenticeships (ASBAs)

Registered ‘R’ Units or Course

A registered ‘R’ unit is an organised learning experience designed to develop capabilities. Students who wish to further their academic or personal growth may engage in other sporting, artistic, and Community service activities and receive recognition for this.

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# Planning A Program at St Francis Xavier College

Individual students will be interviewed to discuss choice of package and courses in the context of individual abilities and career ambitions. St Francis Xavier College aims to maximise the opportunities of every student by offering a diverse range of courses that enable students to follow many different pathways.

At St Francis Xavier College, both English and Religious Education are compulsory. It is highly recommended that students also continue to study Mathematics in Years 11 and 12. All students in Year 11 and Year 12 are expected to be studying six subjects/lines.

Ultimately it is the student’s responsibility to select an appropriate course package. As a general guide, it is helpful if students consider the following in their choices:

* their own interests, ability and aptitude
* the career path they want to follow
* requirements of particular employers
* prerequisites of educational institutions they wish to enter
* avoid over specialisation - a broad and general education will keep options open.

**Note:**

Students who wish to undertake further study outside the College through organisations such as CIT, Distance Education, AIS and Registered Training Organisations must inform the Principal of this in writing before their program of study begins.

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# Student Responsibilities

###### Course Selection

It is the student’s responsibility to ensure that the selection of units and courses is appropriate. Students are encouraged to:

* find out about vocational requisites and any prerequisites before selecting a course package
* check that the package meets the requirements of SFX College and of the ACT Senior Secondary Certificate
* ensure that additional requirements for entry into tertiary institutions are met where a student intends to proceed with further study
* make sure that changes to course patterns are made through the Senior Studies Coordinator and only after careful consultation between students, parents and teachers.

### Checking of Unit Grades and Course Data

During the year, students will be asked to check published results. It is imperative that students check the accuracy of personal data carefully to avoid any errors and notify the Assessment and Reporting Officer of errors or discrepancies.

###### Study Habits

It is very important that students develop responsible study habits and workload planning during their senior years at St Francis Xavier College. To facilitate this, students in Year 11 will undertake a Study Line during Semester One of three lessons per week and one lesson per week in Semester Two.

Students:

* are expected to attend all scheduled lessons and submit all assessment items by the due date
* will be given a detailed assessment plan of each unit outlining the nature of the assessment tasks, the due dates and the value of each assessment task
* should then transcribe this information into their ‘Outlook Diaries’ and note any possible pressure points during the semester. If necessary, due dates may then be renegotiated through teachers early in the semester
* are expected to make a conscientious effort in their lessons and prepare a regular out of class study program that will ensure revision and completion of all assessment items by the due date
* should be aware of the College policy regarding late submission of assignments.

# Assessment and Reporting

All secondary colleges have a system of continuous assessment throughout all units. A variety of assessment items is used and will vary depending on the nature of the unit studied.

Courses in the ACT have been written according to Course Frameworks and the assessment of students is done within the context of the essential elements of the course. The focus of assessment is outcomes-based. The assessment and reporting will reflect the student’s level of achievement in a unit. Achievement is determined by how well the student has done in all the assessment tasks in the unit.

In Tertiary level courses these tasks provide a set of scores that discriminate between students. These scores are not percentage marks but a ranking of the student’s achievement level relative to others in the group. Consequently, students will receive a score and a grade in tertiary units and courses. In Accredited courses, grades only are awarded.

All senior students receive a Senior Assessment Handbook at the beginning of Year 11 which contains the College Assessment Policy and a calendar on which is listed all assessment tasks and their due dates. This document is available in Canvas.

Reporting during the two years will tell the student how well they have achieved in each unit. This will be done in the following way:

|  |  |
| --- | --- |
| Accredited (‘A’) Units | Students will be given a letter grade between ‘A’ and ‘E’ depending on how well they have satisfied the aims of the unit. |
| ‘T’ Unit Scores | These scores are calculated to give students their relative position (i.e. ranking) in their course group. Unit scores are reported in such a way as to provide an estimate to eventual scaled course scores. |
| ‘T’ Course Scores | At the end of Year 12 the best 80% of a student’s unit scores are used to calculate a raw course score for each of their ‘T’ courses. These scores are then reported to the BSSS. |
| Scaling | Raw course scores indicate how students within each course grouping compare to one another. Because of differences between groups of students in different subjects, course scores need to be adjusted or “scaled”. The BSSS carries out the scaling using a procedure known as “Other Course Score Scaling”. A.S.T. results are an important factor in this process. Scaled course scores are on a comparable basis across the whole ACT system. Each student’s best 3 scaled scores in majors and 0.6 of their next best score are used in the calculation of the ATAR. |
| C Courses | C classification is given to a Board accredited vocational education and training program which is delivered and assessed by Registered Training Organisations (RTOs) approved by the BSSS and registered by the national VET regulator ASQA (Australian Skills Quality Authority). |
| Vocational (‘V’) Units | Students will be assessed as C (competent) or NYC (not yet competent). |
|  |  |
| Registered (‘R’) Units | A “Pass” (P) or “Unsatisfactory” (U) a record of the hours of experience is kept by the student and validated by the College |

###### School Based Assessment

At the beginning of each unit, students are given a written outline of the assessment items used for the unit and the relative weighting of these tasks for the unit. This information is also posted on the College website. All students who complete Tertiary and Accredited units will be awarded an ‘A’ to ‘E’ grade. The grades are based on each student’s performance against the objectives of the unit. The descriptors below form the basis for the grades achieved by students.

A Awarded to those students who have very high achievement in all aspects of the unit of study. They understand the most difficult ideas of the unit, demonstrate initiative, can identify and solve problems and are able to communicate their ideas clearly.

B Awarded to those students who have achieved a high level of understanding of the unit studied and are able to apply the skills learned in the unit to a wide range of problems.

C Awarded to those students who understand most of the important ideas and have learned many of the skills covered in the unit to a level which would allow them to continue appropriate study in the area to carry out work requiring these skills.

D Awarded to those students who know the basic terminology of the area of study, have learned some of the skills and understand some of the important ideas covered by the unit. These students would have difficulty with further study or work requiring the knowledge and skills covered by the unit.

E Awarded to those students who, although having met the requirements for attendance and completion of work, have learned few of the skills covered by the unit.

V Awarded to those students whose course work and/or attendance were unacceptable and therefore were not able to be assessed.

S Status may be awarded to students for a unit completed elsewhere, or, in special circumstances, at the discretion of this College.

In courses that are offered off-line when a student voids the unit they will be not be eligible to enroll in the course in future semesters.

In a C course:

* students are awarded a **Pass** if they have achieved at least one of the competencies in the unit and have met the attendance and assessment) requirements. The actual competencies achieved by the student are recorded on the vocational Certificate or Statement of Attainment
* students are awarded the grade, **Participated**, if they have complied with the BSSS requirements relating to attendance and completion of assessment but have not achieved any of the competencies in the unit.

It should be noted that teachers will consider, when allocating grades, the degree to which students demonstrate their ability to complete and submit tasks within a specified time frame.

For the vocational component of a course students are assessed as competent or not yet completed.

Units are designed so that most students are able to achieve the aims. Consequently, in mixed ability groups, ‘C’ is likely to be the most frequent grade.

Students who complete tertiary units will also be awarded a unit score. Due to the scaling procedures used, the scores received by students usually fall in the range of 30-100. It must be stressed that these **unit scores** are **not percentage marks** but indicate the rank of the student’s performance relative to others in the group. These unit scores will be used to calculate Course Scores.

### Appeals Procedure

If a student feels that a mark, grade or level of competence given by a teacher for a piece of work or a complete semester's work is unfair, then the student should take the following steps:

1. The student should approach the teacher concerned within 2 school days of receiving the assessed task and enquire why that mark/grade has been awarded.

2. If, after speaking to the classroom teacher, the student still feels that the assessment is unfair, the student should consult the relevant Studies Coordinator (or a mediator within the College if the classroom teacher is also the Studies Coordinator) within 5 school days of receiving the assessed task and ask for a review of the assessment.

3. A formal internal appeal may be made to the Assistant Principal (Teaching and Learning) in writing within 7 school days of the result concerned being received by the student. The appeal will be considered by a College Appeal Committee and a decision reached within twenty-eight school days of the lodgment of the appeal.

(During Term 4 of Year 12 the final date for appeals will be as published annually by the Board of Senior Secondary Studies).

4. If the student is dissatisfied with the College's decision he/she may appeal to the ACT Board of Senior Secondary Studies within seven days of the date of the written decision of the College Appeal Committee.

Students should be aware that an appeal might have one of three outcomes: a higher mark, grade or score; no change; or a lower mark, grade or score.

### APPEALS TO THE BOARD OF SENIOR SECONDARY STUDIES

### Grounds for Appeal

The matters for appeal to the Board are assessment procedures and appeal procedures. In exceptional circumstances the matters may include assessment of a task.

Students may appeal to the Board on the grounds that:

* the published procedures used to calculate a Unit Grade or score or course score have not been followed or have been applied unfairly or incorrectly, or
* the published college assessment appeal procedures, which are available for public inspection, have not been followed or have been applied unfairly or incorrectly, or are unreasonable.

Students and others involved in appeals should understand that there may be three outcomes: a higher mark, grade or score; no change; or a lower mark, grade or score.

### Period for Appeal

Where a student appeals against a College procedure, such a review must be sought by the student within seven days of the date of the written decision of the College Appeals Committee. (In Term Four of Year 12, the final date for appeals to the Board is the date published in the Board's Schedule of Events). The Board will hold its review as soon as practicable after the receipt of the student's appeal.

# late assignments and other assessment tasks

Assignments form an important part of the learning and assessment in all courses. Students are encouraged to submit work on time as this is a valuable organisational skill. To ensure equity, students who fail to submit work by the due date incur a penalty unless an extension has been negotiated with the teacher concerned. If absent from College on the day an assignment is due, students should make every effort to have it delivered. However late an assignment is, it must still be submitted to fulfil course requirements. All late assessment must be submitted to the Senior Studies Coordinator. Students who are unable to submit assessment by the due date due to illness must submit a medical certificate to the Senior Studies Coordinator.

A student must not be absent from the College for a school based activity when an assessment task is due unless prior arrangements have been made with the class teacher and the approval of the Studies Coordinator.

**Extension Procedures**

Requests for extension of time must be made on the appropriate form and submitted to the Subject Studies Coordinator after consulting with the class teacher at least two days before the assignment is due. If an extension has been granted for an assignment, the Student Extension Slip as well as the Assignment Cover Sheet must be attached to the front of the assignment before it is submitted to the class teacher. Students must have the Student Extension Slip signed by at least one parent /guardian when the assignment is submitted.

**Resists for Vocational Competencies**

The resits will be completed within two weeks of the assessment item being completed or returned this will be undertaken at the discretion of the teacher. Any resits must be organised by the student to fit within the timeframes set by the BSSS for assessment to be lodged.

### Late Penalties

A late penalty will apply to assignments handed in late, without approved extension time (see procedure above). The penalty for late submission is 5% (of possible marks) per calendar day late (including weekends and public holidays) until the notional zero (see below) for that item is reached. If an item is more than 7 days late, it receives the notional zero. Submission on weekends or public holidays is not acceptable. It may not be possible to grade or score work submitted late after marked work in a unit has been returned to other students.

**Notional Zero**

A notional zero will be a score which lies between 0.1 of a standard deviation below the lowest genuine score for that item and zero. Calculation of a notional zero is based on items submitted on time or with an approved extension (i.e. a genuine score).

Note: if the lowest genuine score is zero, the notional zero is zero.

###### Breaches of Academic Discipline

St Francis Xavier College takes seriously its responsibility to deal justly and equitably with all students, therefore the College will deal severely with any breach of academic discipline.

**Breaches can take many forms:**

* copying during a test or other assessment work;
* submitting an assignment which has been largely copied from a book, article, CD-ROM, the internet, another student or any other source - this is called plagiarism;
* having another person complete, or do most of the assignment for you.

The College Principal shall determine whether there has been a substantive breach of such rules. The college has the power to impose any one of the following penalties for such a substantive breach of rules:

* cancellation of the result in the particular component of the college assessment concerned;
* cancellation of the total College assessment result in the unit/course concerned;
* the making of alternative arrangements for the assessment (e.g. through a reassessment)
* reprimand of the candidate, except in cases where the candidate would have derived benefit from such breaches; or
* cancellation of all the candidate’s results for Years 11 and 12 in assessments conducted.

### SYSTEM WIDE ASSESSMENT AND REPORTING

###### The ACT Scaling Test (AST)

All students who wish to apply for university entrance will need an Australian Tertiary Admissions Rank (ATAR)and must sit for the ACT Scaling Test (AST). This test is comprised of a multiple-choice component designed to measure verbal and quantitative reasoning abilities, a short response paper which will allow students to demonstrate higher order thinking skills and a writing task of approximately 600 words.

The AST results received by students are used to moderate students throughout the ACT.

###### Aggregate Score

This is the score that will be used to determine acceptance for tertiary study. It is calculated from a student’s best three ‘T’ Majors and the next best score in either a ‘T’ Major or Minor together with the student’s AST results. The ATAR is calculated from this.

### COLLEGE-BASED REPORTING

Our philosophy is to keep students and parents/guardians aware of progress throughout the senior years of study. Formal and informal channels of reporting will be used on the basis of need. However, every senior student at St Francis Xavier College will receive the following written reports:

###### Mid-semester Reports

These are emailed to parents and carers during the middle of Semester 1 and will indicate general progress in each of the units studied.

###### Semester Reports

These reports are issued at the completion of a semester unit. They will indicate the level of achievement for each of the learning outcomes, and an overall grade for the unit and level of achievement against the course unit goals and outcomes. These reports compliment feedback provided by the classroom teacher through our management Platform Canvas. In Semester 2, Year 12 do not receive a formal Report. An Academic Record will be provided showing units studied. Grades for each unit and scaled unit scores for T subjects are shown on the Academic Record.

# Vocational Education

Students in Vocational Education Courses aresupported and advised by

* their course teacher
* VET Coordinator
* Careers Advisor
* VET & Careers Administration assistant
* Studies Coordinator
* Curriculum Coordinator
* Assistant Principal Teaching and Learning

Please feel welcome to engage with your support network to ensure you have every opportunity to succeed.

**SFX VET Student and Parent Handbook**

The handbook introduces you to the world of Vocational Education and Training (VET). The Handbook will be provided during induction into the course. It is important that students and parents read the information and become familiar with the contents and in particular the process of competency assessment.

### Australian School Based Apprenticeships (ASbA)

An ASBA involves a student undertaking a paid part-time apprenticeship whilst enrolled in a program of study at SFX

An ASbA at Certificate II level involves

* 11 hours per week training
  + One day a week on-the-job training
  + One day off the job training (e.g. CIT) \*
* Duration is approximately 18 months.

An ASBA at Certificate III level involves

* 15 hours per week training
  + Two days on-the-job training
  + One day off the job training (e.g. CIT) \*
* Duration is approximately 18 months.

\**When of the job training is delivered online, students are encouraged to dedicate a study line to completing this work. Assistance can be provided upon request.*

Students normally reduce the number of subjects studied by one when undertaking an ASBA.

For further information about ASbAS, make an appointment with the SFX Careers Advisor or SFX VET & Careers Administration assistant

ASbA Students receive credit points towards their ACT Senior Secondary Certificate for the hours completed at the workplace and it is an opportunity for students to get a head start in their future career.

### Structured Workplace Learning vs Work experience

Structured Workplace Learning (SWL) is a short term, unpaid, on-the-job training that allows students to develop their work skills and understand employer expectations. SWL is available to students enrolled in a VET program as part of their ACT Year 10 Certificate and/or the ACT Year 12 Certificate.

Structured Workplace Learning is mandatory in some vocational courses if a student wishes to attain the full qualification. In the courses where SWL is not mandatory, it is recommended as a worthwhile way of gaining competencies and making valuable contacts in industry and possible employment opportunities. When a mandatory SWL is not completed the student will receive a Statement of Attainment.

Work Experience (WEx) is a short term, unpaid, on-the-job placement, as a learner and an observer.

The purpose of WEx is to provide guidance for students in the transition from school to working life. Students are able to explore tentative career choices against the realities of the workplace.

WEx forms part of a student’s broad career development and is not required to be linked to a specific course of study. Students gain insight into many aspects of the world of work and are assisted in their decision-making about future study, training and career options. WEX can broaden student awareness of, and participation in, non-traditional occupations. More than one work placement can be undertaken.

### Benefits of WEx and SWL placements for students:

•Expands knowledge relating to possible career choices

• Develops knowledge, skills and attitudes that are relevant to and recognised within a wide range of employment, training and further education settings

• Enables students to gain insight into a broad range of aspects of life in the working world, eg: the need for accuracy, honesty, team work, adherence to deadlines

• Creates a network of contacts for future employment options

• Enables students to appreciate the relevance of their schoolwork

• Improves motivation towards study

• Enhances students’ self-esteem through acquiring a new range of skills associated with the work place

• Provides experience and opportunities for students to develop and demonstrate skills in a different environment

WEX and SWL are organised through the VET and Careers Office.