



Year 12 Parent Information, Examination Period Week 9 & 10 – Term 3 – 2017

See electronic version online to access hyperlinks

Dear Parent and Student

As you are aware, it is a very busy and stressful period for our Year 12 students as they prepare for exams, complete applications for University/ TAFEWA/ Employment along with just keeping up with the day to day course load. Please encourage your child to look after themselves and manage their stress. You will find some useful articles at the Senior School Bulletin Board (SSBB), Year 12 section on [how to manage stress](#).

During weeks 9 & 10 of this term (Monday 11th September to Friday 22nd September) your child will be participating in a number of different programs depending on their academic pathway. In most cases students will only attend school if they have exams with the exception of students who have been issued with a “**Course Work/ Assessment Request**” form (see point 2 below).

The examination week commences on Monday 11th September and runs through to Tuesday 19th September. Students who are doing Workplace Learning (WPL) will do their exams Thursday (7/9) and/or Friday (8/9). These students will receive a special timetable from Mr. Bourke. **All Year 12 students will return to school on Wednesday 20th September, except for WPL students who will remain on Work Experience until the end of term. Workplace Learning students – please read point 3 below with regards to the Logbook and Skills Journal session you need to attend the first Monday of Term 4 (9th October).**

1. Year 12 ATAR students (students sitting exams)

These students are only required to attend school during exams. An individualized copy of your exam timetable will be distributed with this letter. You can also download a general exam timetable and exam rules from the [Senior School Bulletin Board \(SSBB\)](#). If you are doing General or Certificate courses for which you have **outstanding assessment tasks**, you would also be required to attend during that subject time to complete these tasks (see item 2. below)

2. Year 12 non ATAR students (General/ Certificate Courses)

These students **will not be required** to attend school for regular classes **providing they are up to date** with all assessment and course requirements. If a student has incomplete assessment tasks or is not progressing satisfactorily within a Course, they will be issued with a “**Course Work/ Assessment Request**” from their course teachers. Please note the following:

- This is the FINAL opportunity students have to complete any assessments or complete course work prior to the completion of Year 12.
- The Course Work Request form will detail the assessment item/ course task that requires completion.
- **A student must attend timetabled lessons in this course until the assessment task or required level of progress is completed or reached.**
- The teacher will sign off the “Course Work/ Assessment Request” to indicate the task has been completed. **Following this the student is no longer required to attend that class during the exam period.**
- Copies of the “Course Work/ Assessment Request” form will be sent to the Year Coordinator who will follow up incomplete work request or any absenteeism. Parents will be notified immediately.
- Students attending school on a “Course Work/ Assessment Request” will follow all school rules over the exam period including the wearing of school uniform.
- Students who are on Workplace Learning are still subject to a “Course Work/ Assessment Request” and will be expected to complete the requirements in their own time over the work placement period.

Vocational Opportunity Leave (VOL) – Non ATAR students can apply for VOL. This means that they only have to attend for the Monday of Term 4 and then return for the final Year 12 assembly on Tuesday 17th October. You can download this application from the Year 12 section of the SSBB or pick up a copy from Student Services. This form can be submitted as late as Monday 9th October if you are a WPL student.

3. Workplace Learning (WPL) students – Logbook & Skills Journal Session – Monday 9th October

All WPL students must attend a Logbook & Skills Journal session in the Library, period 1 & 2 on Monday 9th October (first day back). Your attendance at this session is vital in ensuring the finalization and accreditation of your WPL program. Your attendance at this session is compulsory. Mr Gasson will provide you with further information about this session in your final lesson preceding you going on work placement.

WPL students who have applied for VOL (see above) will have their form signed off by Ms Marcon/ Mr Gasson on completing their logbook. These students will then be able to submit their completed VOL form to Mr Goyder. The form will be processed immediately and they will be on leave as of the Tuesday as stated above.



What happens if a student misses an exam?

A student would only miss an exam under **extraordinary conditions** such as severe illness. *In which case it is important that you contact me as soon as possible (phone 6241 5020).* You must also obtain a **Medical Certificate** for your child. You will also need to obtain a "Sickness and Misadventure" form (via email) which would need to be completed and submitted to me along with the Medical Certificate for consideration.

Year 12 Exam times are modelled on the WACE exams. Students please note that you need to arrive at our Semester 2 exams within the following time:

Morning exams – please arrive no later than 8:40 am.

Afternoon exams – please arrive no later than 1:40 pm

WACE Exams 2017

WACE Exams commence Monday, 30th October. A WACE Exam timetable for written exams can be downloaded from the SSBB. Please see the section under "WACE Exam Information"

Courses such as French and Physical Education Studies also have a Practical exam. Students would have already received information about these and copies can be downloaded from the Senior School Bulletin Board.

WACE exams for our students are also conducted over a number of campuses including Woodvale Secondary College, St. Stephens, Mater Dei College, St Mary's and Tuart College. Students have already been advised of this and I have placed [this location guide at the SSBB](#). **No allowances will be made if a student misses an exam through misreading the timetable or their candidate advice notification. Students need to identify which schools they are going to and then do a trial run to that school to prevent any issues on the day. Note – it is normal practice to go the Front Office of the host school when reporting for exams. Students need to allow plenty of time to do this.**

Holiday Exam Preparation

As you would be aware our students have been attending Weekend WACE Revision courses which commenced at the end of week 3 of this term. The feedback about these courses has been very positive. Well done to those students who attended. The Term 3 holidays will be an intense period of exam revision for ATAR students as they prepare for WACE exams. Companies such as Academic Associates will be offering Term 3 holiday programs. Please see the Year 12 section of the SSBB and download the course information and booking sheet. Clearly indicate that you are from Duncraig SHS so that your discount applies.

Please be advised that many of our final exams are commercial papers and as a result they may not be released to students until the start of Term 4. Students will have other resources to use including past papers and course review booklets.

In summary, the key dates for your calendar are:

- Year 12 Exams commence Monday 11th September and run through to Tuesday, 19th September.
- **All Year 12 students with the exception of Year 12 WPL students return to school to recommence their normal program on Wednesday, 20th September.**
- General/ VET students can apply for VOL and be exempt from most of Term 4, Week 1. They need to pick up this form NOW for teacher sign off. These can be handed to Mr Goyder as late as Monday, 9th October.
- Year 12 Final Assembly is Tuesday, 17th, October.
- WACE Exams commence on Monday, 30th October.
- Year 12 Presentation Night – Thursday 26th October.

Copies of exam timetables (School and WACE Exams) along with a range of other support information are available at the [Senior School Bulletin Board](#). Please follow the icon (see diagram) from the Duncraig Senior High School website.

Our Senior School Coordinator (Ms Baker) will be posting scholarship opportunities for a range of Tertiary Institutions up at the SSBB. I would encourage you and your child to explore these opportunities as many of them go unclaimed.

If you require any further information or support, please do not hesitate to contact me.

Yours faithfully



Owen Goyder- Associate Principal – Senior School