



For every student to receive fair and equitable treatment it is important that the rules, regulations, policies and procedures of the Board of Senior Secondary Studies and St Mary MacKillop College are executed accurately and consistently. These policies and procedures are in place to ensure optimum achievement for all students. The following document summarises the most critical points that students should be aware of regarding Senior Studies:

SENIOR SECONDARY CERTIFICATE REQUIREMENTS

- Under regular circumstances, **ALL** students are to be enrolled in and attending a minimum of five timetabled units of study.
- If a student wishes to receive an ATAR at the end of Year 12 they must:
 - initially enrol in a minimum of five tertiary subjects in semester one of Year 11
 - have completed, by the end of Year 12, a minimum of three tertiary majors and one tertiary minor
 - complete a minimum of 20.0 points worth of units (each completed semester unit is worth 1.0 point)
 - attend all AST trials and compulsory workshops during Years 11 and 12
 - sit the AST examinations in September of Year 12
- If a student does not wish to receive an ATAR they must:
 - complete a minimum of 17.0 points worth of units (each completed semester unit is worth 1.0 point)
- All students must complete at least a minor in Religious Studies
- Students studying a vocational course must have a Unique Student Identifier (USI).

CHANGING A UNIT OR PACKAGE OF STUDY

- If a student wishes to change a unit they are currently studying they must:
 - visit or contact the Senior Studies Coordinator before week three of any given semester
 - provide a valid reason for changing units. Note that a valid reason does not include teacher preference, a desire for specific study lines or a desire to be in classes with specific students
 - complete the “*Application to Change Academic Package*” form
 - wait before attending any requested new units until they physically receive a new timetable from their Pastoral teacher
- If a student is looking to change from Tertiary to Accredited (or vice versa) in a unit where both options are taught in the same classroom, this request can be considered at any point during a student’s package of study.

ASSESSMENT TASK SUBMISSION

- All assessment tasks must be submitted or attempted on the published due date (as per the unit outline) unless:
 1. a student is ill, in which case a Medical Certificate or Pharmacy Certificate must be produced. This is to ensure the student’s fitness for work has been independently assessed by a qualified medical professional. Retrospective Certificates will not be accepted
 2. a student has befallen serious misadventure, in which case substantive documentary evidence must be produced
 3. a student has had leave approved, prior to the due date, by the Campus Head
- All alterations to assessment must be documented via the “*Assessment Alteration Application*” form
- If adequate documentation cannot be provided for why an assessment task was not completed in the manner specified on the task, penalties will be applied
- The College does not accept malfunction of computer equipment (hardware and software) as a reason for non-submission of assessment. It is a vital 21st Century practice that each student backs up their important work regularly to avoid technical calamity.

POSSIBLE PENALTIES RELATING TO ASSESSMENT

- If an assessment task (not including in-class assessment or examinations) is submitted late, the submission will be penalised 5% of the total possible marks for that task per day (including weekends/public holidays) up to and including the seventh day
- After seven days a late submission will receive the Notional Zero for that task regardless of the student’s actual result
- A Notional Zero is programmatically generated via the Board of Senior Secondary Studies Academic Course Score software and is the lowest mark for the task
- In the case of missing an in-class assessment task or examination without adequate documentation, the student should expect to complete that task at the next opportunity upon their return, the student will receive a Notional Zero for that task regardless of their actual result
- All assessment task submissions must be deemed substantially complete in order to be accepted as a submission
- Plagiarised content will not be accepted under any circumstance. Plagiarism is defined by the Board of Senior Secondary Studies at: https://www.bsss.act.edu.au/_data/assets/pdf_file/0017/511217/Academic_Integrity_Student_Guide.pdf
- All students are directed to read and familiarise themselves with the brochure above. Lack of knowledge about plagiarism and penalty processes will not be accepted as a mitigating factor in plagiarism investigations.

VOIDING A UNIT

- Voiding a unit means it will not be listed on the student’s Senior Secondary Certificate. This can jeopardise the achievement of their Certificate and the ability to receive an ATAR
- There are two ways in which a student can Void a unit being studied:
 1. *Failure to submit Assessment*: If a student does not submit assessment in a unit, they will potentially Void the unit being studied. **All work** is expected to be submitted before the conclusion of the unit regardless of lateness.

2. *Failure to attend class*: If a student misses lessons in a semester without “*substantive documented reasoning*” they will potentially Void the unit being studied.

- “*Substantive documented reasoning*” includes medical/pharmacy certificates and parental letters explaining the absence.
- If parental letters are being used to explain a significant amount of absence, it will be necessary for the parent and student to meet with the Assistant Principal, Academic Care to discuss the attendance requirements.
- St. Mary MacKillop College may not accept parent letters to explain absence beyond what is reasonable.
- When a student fails to submit an assessment task or their unexplained absences begin to accrue, their subject teacher will email a Failure to Submit Assessment notification home as a courtesy so that intervention can occur before an actual Void is awarded
- A Void Notification will be sent home when either one of the conditions for a Void are reached, however, the actual awarding of a Void does not occur until end of assessment period as specified on the school calendar and can be rectified. Parents are encouraged to contact the subject teacher and/or coordinator as a priority when a Void Notification is received.

SPECIAL PROVISIONS

- If a student wishes to be considered for Special Provisions, they must complete the “*Special Provisions Consideration*” form and provide a detailed assessment and recommendation from a medical professional stating the condition and provision (this includes the length of time it is valid for)
- Common provisions include (but are not limited to):
 - separate quiet location and/or extra time when sitting an examination (usually an extra 5 minutes per 30 minutes)
 - fatigue related provisions such as rest breaks, laptop for lengthy examinations, scribe
 - visual related provisions such as coloured documents, larger print
 - anxiety related provisions such as selected smaller audience for oral presentations
- Anxiety or mental health related requests will only be considered if prepared by a qualified mental health professional
- If no length of time is included in the application, a student will be asked to reapply in the new school year
- When special provisions are sought for the AST examinations, a separate BSSS-specific application is required

TIMING OF APPLICATIONS

- The processing of Alterations to Assessment (such as Status) and Special Provisions generally takes between 3-5 business days
- While every attempt will be made to accommodate requirements for all students, late applications put pressure on staffing and timetabling that cannot always be rectified with less than 72 hours notice.

APPEALS

- Students and their families are entitled and encouraged, in a timely manner, to appeal any College decision(s) they believe to be unfair or beyond the provisions covered in this document.
- The College will always consider alternative solutions if it is fair and equitable for all members of the College community
- Under no circumstance will the College support a solution that unduly advantages any party
- The appeal process is detailed in the BSSS Policy and Procedures Manual (Section 7):
https://www.bsss.act.edu.au/_data/assets/pdf_file/0004/511078/P_and_P_Manual_2021.pdf

CONCLUSION

Since all students will be signing off as having received and read this document and have a clear understanding of its content, ignorance will not be accepted as a valid reason for not adhering to any of the rules and regulations detailed above. All forms mentioned in this document are available on Canvas, at Student Reception or the office of the Senior Studies Coordinator.

Due to the importance of these rules and regulations, students and parents are invited to ask questions if any aspect of this document is unclear. Initial contact should be directed to the Senior Studies Coordinator Mr. Colby Cruwys:

- **Email:** colby.cruwys@mackillop.act.edu.au
- **Phone:** 02 6209 0173

Please sign and return the slip below to your son/daughter’s PC teacher by Friday 18 February 2022.



At MacKillop I understand and commit to the expectation that in pursuing a Senior Secondary Certificate I will work with the College, its staff and structures to ensure my optimum achievement. I have read, understand and agree to adhere to the rules and regulations outlined in this document.

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Student Name

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Student Signature

.....
Student ID

.....
Parent/Guardian Name

.....
Parent Signature

.....
Date

☐ I am seeking an ATAR

☐ I am not seeking an ATAR