



16th March 2020

Dear Parent/Caregiver

We wish to provide you with some important information regarding our expectations and a list of important dates for Year 12 students so that we can work together to give our students the best opportunity for a successful year.

Key Dates for Year 12 Students in 2020

Monday 31 August	Year 12 Group Photo
Wednesday 14 October	Year 12 Parent Teacher Confirmation Meetings
Friday 23 October	last day of scheduled classes
Monday 26 October - Tuesday 17 November	External Exams
Thursday 19 November	Graduation Assembly at Caloundra RSL from 9am
Thursday 19 November	Formal at Caloundra Events Centre from 7pm
Saturday 19 December	Year 12 results released by QCAA

GRADUATION ASSEMBLY AND FORMAL

Expectations for Year 12 Student Attendance, Behaviour and Academic Achievement

This year's Graduation and Year 12 Formal will be held on Thursday 19 November. The Graduation Assembly will be held in the morning at Caloundra RSL for Year 12 students and their families. More details of this event will be issued closer to the date.

The Year 12 Formal will be held in the evening at the Caloundra Events Centre. This event is not compulsory and students must meet five criteria to be eligible to attend the Formal. These criteria have been in place for a number of years and are as follows:

Students must:

- 1. be on track to attaining a Queensland Certificate of Education based on cumulative results up to the end of Term 3 Year 12 and for vocational subjects, have completed and passed at least 90% of the course and,*
- 2. have been suspended no more than six days in the year and,*
- 3. have achieved satisfactory standards in industry and behaviour on Year 12 Reports, and*
- 4. have a minimum attendance record of 85%, and*
- 5. have all school fees paid with no debt on their school account.*

Any Year 12 student not meeting these criteria will not receive an invitation to attend the Formal. They can however still attend the Graduation Assembly.

SCHOOL-BASED ASSESSMENT

The Queensland Curriculum & Assessment Authority (QCAA) has strict rules around acceptable reasons for late submission of assessment.

All assessment must be submitted **on or before the due date**.

Failure to meet academic requirements will result in loss of ATAR eligibility and may result in cancellation of enrolment.

Year 12 exams will be held on Wednesdays, with students given advanced notice of the schedule.

Year 12 students are completing Units 3 & 4 of a two-year course.

Units 3 & 4 are assessed as a single package with one grade awarded at the end of the year.

As such, Year 12 student reports indicate progress only as an A-E grade.

To be eligible to receive a final grade for Units 3 & 4, **all** assessment pieces must be submitted including completion of an external exam for general subjects.

An [Illness & Misadventure Form](#) with supporting documentation must be submitted if your student is absent for a school-based exam or is unable to submit assessment by the due date.

Please consult our [Academic Integrity Policy](#) for more detailed information.

LAST DAY OF SCHEDULED CLASSES AND EXTERNAL ASSESSMENT PERIOD

Scheduled classes for Year 12 students will conclude on Friday 23 October so that students can prepare for and sit the external exams for general subjects.

Students who have not completed their course work for vocational certificate courses will attend intensive, full-day classes until all work has been signed off to a satisfactory standard.

The 2020 external exams for all general subjects will be held from Monday 26 October to Tuesday 17 November.

For each general subject, all students enrolled will complete the same exam on the same day and at the same time throughout Queensland.

External exams are written by the QCAA and marked by a team of teachers external to our school. Your student's classroom teacher will not be supervising nor marking their external exam and will not have access to the exam paper prior to the exam.

The 2020 state-wide external exam timetable will be published very soon. Most exams will be held at Caloundra High, but some exams for smaller groups may be conducted at neighbouring schools.

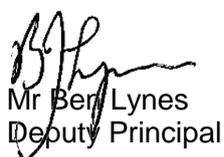
QCAA develops and publishes the timetable to minimise the chance of students sitting multiple assessments on the same day. At most, students may be required to sit two external assessments in one day.

Results for external exams will not be provided to schools before 2021. Sample exam papers are located in the Assessment tab on each [General syllabus](#) page at the QCAA website.

Students can check their learning account at any time by logging in to the [QCAA Student Portal](#).

Thank you for your continued support during the final year of your student's secondary schooling. Please feel welcome to contact us at any time to discuss your student's progress.


Ms Julie Pozzoli
Principal


Mr Ben Lynes
Deputy Principal


Mrs Lorraine Moore
Year 12 Co-ordinator