



**Lake Tuggeranong College**

LEARN • THRIVE • CONNECT

**2022**  
*Student Guide*



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## Vision statement

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Our vision is to be a college of innovation and excellence in teaching and learning; a place where student wellbeing is central to academic success. Our graduates are active lifelong learners with skills to thrive and connect in personal and global contexts.

Our approach to realising this vision is embodied in the Lake Tuggeranong College values:

***Learn, Thrive, Connect.***

## Contact Details

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<b>Address:</b>	123 Cowlshaw Street, Tuggeranong ACT 2900
<b>Postal:</b>	PO Box 1188 Tuggeranong ACT 2901
<b>Website:</b>	<a href="http://www.ltc.act.edu.au">www.ltc.act.edu.au</a>
<b>Telephone:</b>	02 6142 3660
<b>Email:</b>	<a href="mailto:info@ltc.act.edu.au">info@ltc.act.edu.au</a>

## Term Dates 2022

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<b>Term 1</b>	Monday 31 January 2022 (Year 11) Tuesday 1 February 2022 (Year 12)
<b>Term 2</b>	Tuesday 26 April 2022 to Friday 01 July 2022
<b>Term 3</b>	Monday 18 July 2022 to Friday 23 September 2022
<b>Term 4</b>	Monday 10 October 2022 to Friday 16 December 2022

## Executive Structure

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Principal	David Briggs
Deputy Principal – Staffing, Assessment and Curriculum	Peter Clayden
Deputy Principal – College Life	Richard Fox
Deputy Principal - Trade Training Centre	Helen Witcombe
SLC English, Languages and EAL	Jenni Holder
SLC Maths	Ruth Edge
SLC Science and PE	Brad Wilken
SLC Business, Social Sciences, History and IT	Graham Cassells
SLC Technology and VET Coordinator	Darlene Smith
SLC The Arts	Danuta Mrowka
SLC Wellbeing	Lisa Garner
SLC Diversity and Inclusion	Jenni Bodell
Business Manager	Letitia Edwards

## Key staff members

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Student Wellbeing Coordinator (SWC) – Year 11	Clare Ferguson
Student Wellbeing Coordinator (SWC) – Year 12	TBC
Academic Officer (AO) – Year 11	Katrina Schubert
Academic Officer (AO) – Year 12	Scott Carter
Student Psychologist	Megan Tomlins
Youth Support Worker	Sally-Anne Leddy
Transition and Careers Advisor	Lalita Deo
ASBA Coordinator	Carlene Marr
International Student Program Coordinator	Jade Yin
Tertiary Preparation including AST	Jenni Holder
Teacher Librarians	Holly Godfree and Lori Korodaj
Library Technicians	Glenys Cooper and Robyn Fidge
IT Administrator	Cameron Taylor

## *Learn - Thrive - Connect*

- At LTC a student’s job is to be a full-time student. Framing student life as your work will prepare you for life after college – routine, discipline, expectations, learning, connecting and enjoyment help in employment.
- We have positive academic and social expectations of students at LTC. You will find these expectations on our various social media platforms or on signage around the college. You will also hear the expectations reinforced by teachers.
- **“LEARN”** encompasses academic learning and life-learning that promote flourishing individuals and communities. As a Learning Community, LTC students are encouraged to embrace opportunities to learn in classrooms, through programs and with community events, lectures, conferences, and student leadership opportunities.
- **“THRIVE”** refers to social, academic and mental wellbeing. Having a positive outlook on life, being proactive, being motivated, being committed to learning and expanding one’s knowledge, being resilient, and being socially competent - all promote thriving. At LTC we encourage students to be emotionally connected to the college community, to maintain positive relationships with staff and peers, to be actively engaged in learning and to have community connection through events, volunteering and activities that give students a sense of positive identity and Connection.
- **“CONNECT”** at LTC talks to your social health. We encourage staff and students to build positive, productive and supportive relationships that value the emerging adults in our student population and encourage you to be good citizens, adventurous individuals and to strive to fulfil your potential, bounce back from setbacks and seek help and support from those around you to ensure your future success.
- **A MEANINGFUL Life.** LTC holds the view that a well lived life is one in which a person has cared well not just for oneself but for others too. Care for family, friends, colleagues, and community. We form habits that serve not just ourselves well but others too. Life is much bigger than ME; life is about US and the natural environment we so heavily depend on to sustain us.
- **RESILIENCE.** Not success nor victory develop our strengths. The struggles we face and overcome develop our strengths and resilience. When we face a challenge or a crisis and choose not to be beaten by it, that is strength that builds resilience. Resilience is the capacity to call upon resources around and within you to flexibly respond to whatever life throws at you.
- **A MENTAL HEALTH PROBLEM** is
  - Major changes in thoughts, feelings or behaviour ...
    - .... that interfere with daily functioning
    - .... and don’t go away quickly.
- **STUDENT WELLBEING** is a sustainable state of positive mood and attitude, resilience and satisfaction with self, relationships and experiences at college.

# LTC Timetable

LAKE TUGGERANONG COLLEGE TIMETABLE 2022 - Student				
Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:35 Line 2	8:45 - 10:30 Line 3	8:45 - 10:30 Line 6	8:45 - 10:30 Line 4	8:45 - 10:30 Line 5
9:35 - 10:25 Line 1				
10:25 - 11:00 Recess	10:30 - 11:00 Recess	10:30 - 11:00 Recess	10:30 - 11:00 Recess	10:30 - 11:00 Recess
11:00 - 11:50 Line 3	11:00 - 12:00 Line 4	11:00 - 12:00 Line 5	11:00 - 12:00 Line 1	11:00 - 12:00 Line 2
11:50 - 12:10 TraC *	12:00 - 1:00 College Connect*	12:00 - 1:00 Line 2	12:00 - 1:00 Line 3	12:00 - 1:00 Line 6
12:10 - 1:00 Line 4				
1:00 - 1:45 Lunch	1:00 - 1:45 Lunch	1:00 - 1:45 Lunch	1:00 - 1:45 Lunch	1:00 - 1:45 Lunch
1:45 - 2:35 Line 5	1:45 - 3:30 Line 1	1:45 - 2:30 Line 2	1:45 - 3:30 Line 7 / College Programs	1:45 - 3:30 College Programs
2:35 - 3:25 Line 6				

4:00 - 8:00 Night Classes
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\* Attendance at TraC / College Connect is a requirement of LTC

## Useful Information

### The Learning Commons

Ground level of Pavilion 6 is a large indoor area for students to gather or study.

### College Life Help Desk

Located in Pav 6: Learning Commons. The help desk can provide timetables, absence reports, and make appointments for the College Life team.

### Communication

The college uses the following channels to communicate with students and parent(s)/carers:

- LTC Instagram
- LTC Blog
- Internal TV screens
- Year 11 or Year 12 Google Classroom
- SMS
- Email
- Year assemblies
- PA announcements
- College noticeboards

### Change of Student / Carer Details

Any changes to the address, email or mobile number, please see the Help Desk in Pav 6.

### LTC Instagram

Connect with us via Instagram for the latest in updates and messaging.

### Website and College Blog

The college website at [www.ltc.act.edu.au](http://www.ltc.act.edu.au) has key reference material about the college. Unit Outlines are also stored on the website.

The College Blog can be found at [www.laketuggeranongcollegeblog.com](http://www.laketuggeranongcollegeblog.com)

The blog celebrate great news stories at the college. By subscribing to the blog, you will receive current email notifications.

### Google Classrooms

Students are provided with a Google Classroom code by each of their teachers in the first week. This is the main form of communication by your teacher and includes class work, unit outlines and assessment tasks.

### Lockers

Lockers are available around the college for student use. Own locks are needed, and any locker can be chosen. All lockers must be removed, and lockers emptied at the end of the year.

### Mobile Phones

LTC encourages the use of portable devices as part of the students learning. Likewise, the college makes use of electronic systems to communicate important information to you.

However, social networking or personal use of mobile phones are **only allowed with teacher's permission**. Students are required to respect the teachers' requests; "In the class in the bag" is the standard practice for mobiles.

Students need to alert the teacher if they have need to remain contactable by phone due to extenuating personal circumstances during a school day.

### Dress Code

LTC is a workplace, so students are required to dress accordingly. Offensive clothing and/or motifs are considered unacceptable and protective footwear is a requirement in some parts of the college such as Science Labs, Food and Technology.

### Lost Property

Lost property is found in the Front Office. The school takes no responsibility for expensive items brought to college.

### Student Music in the Courtyard Room

Music operates during lesson breaks from a special music room looking over the courtyard. It is located on the first floor of Pav 1 and managed by groups of students, for students. See College Life Help Desk if interested.

### Student Reports

Student reports are issued directly to the student via the College Life Team or email.

### Concession Passes

Bus and Rail concession passes must be applied for online.

### First Aid

The college has first aid trained staff members in each pavilion. The First Aid room is located at the Front Office.

### Canteen

There is no canteen at the college.

## Payments

All payments for excursions or other items can be made using the secure payments tab on the LTC website, via direct deposit, or over the counter at the Front Office **before 2pm** each day.

## Student car parking

Car parking passes are available for students with their Provisional licence. The cost is \$10.00 and can be purchased at the Front Office. Permits are not valid during school holidays.

Students must park in designated areas in the car park directly across from the college. This is public property; when using it, students are considered a member of the public and are expected to abide by the law. AFP officers and parking officials regularly patrol the area. Infringements will be issued by the authorities if you are in breach of the law.

The college staff monitor the car park: littering, speeding, or driving dangerously will be dealt with in the first instance by the college, and then referred on to the local authorities. This type of behaviour reflects poorly upon our college and the wider student population.

## Smoking/Vaping

Smoking and vaping is strictly prohibited in and around LTC as it is an offence within the extremities of a government building. All areas of the colleges including the grounds and buildings are smoke-free zones. Cigarettes, tobacco, vapes, lighters and matches must be out of sight.

## Drugs and Alcohol

The possession, use or distribution of alcohol and prohibited drugs at college is illegal and presents an occupational hazard. LTC will act as appropriate working within the context of harm minimisation. Relevant College Life staff and the college Psychologist can provide advice and referral to other agencies.

## Student Amenities

There are 3 small student amenities (kitchenettes) with access to hot or cold water and microwaves. They are located on the ground level in Pavilion 3 (near Technology), upstairs in Pavilion 6 near the Lecture Theatre and in downstairs Pavilion 6 at the entrance nearest the courtyard.

## LTC Library

At the start of Year 11, all students are given a full orientation to the library, including LTC Study areas and Multimedia room for hiring of equipment such as textbooks, Kobo eReaders and Chromebooks.

Before college students can obtain a Libraries ACT membership (online application). This will enable access to the entire public collection in the library.

The fantastic team of teacher-librarians and support staff can work with you on an individual or whole class basis regarding research and resource-finding for your assignments.

## IT

Lake Tuggeranong College is a 'Bring Your Own Device' (BYOD) school. Every student enrolled at the college has access to a Chromebook via the ACT Government's Digital Access & Equity (DA&E) program. The college also has desktop-based computer labs

Any student that has not come from a public high school can receive their Chromebook by completing a form that can be collected at the Front Office or Multimedia room in the library. Both student and parent/carer signatures are required to receive the device.

Free college Wi-Fi is available to use while onsite. Use your regular username and password to access it. Classroom teachers and our IT Administrator can reset your password, if required.

### Appropriate use of the Network

Access to the LTC network is to be used only for the purpose for which you are authorised. Students must not attempt to access any data or programs that you do not have permission to access. Any type of unethical or unlawful access may result in immediate suspension of access to IT resources and may be subject to disciplinary actions.

## College Life

'College Life' have an experienced team that focus on the student's academic, psychological, and social wellbeing. It is located downstairs in Pavilion 6, adjacent to Learning Commons.

### Student Wellbeing Coordinators (SWC's)

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LTC has Year 11 and 12 SWC's that focus on the student's social and emotional matters relating to your life at college. They can connect you to services and support with processes such as Special Consideration if your concerns are impacting on your study.

### Academic Officers (AO's)

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LTC has Year 11 and 12 AO's that focus on the student's academic matters such as academic packages, course selection, class changes or assessment consideration. They track the academic progress of all students and aim to intervene early to rectify any problems.

### Careers Team

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LTC Careers team comprises of a Transitions and Careers Officer (TaCO) and our ASBA Coordinator. Careers interviews are compulsory for all students in Year 11 and 12. Booking sheets are found outside their office. Their services include:

- Careers advice and pathways planning
- Australian School Based Apprenticeships (ASBAs)
- Work Experience (WEX).
- Vocational Learning Options (VLO's)
- Course selection advice
- Vocational Education and Training - White Card, Asbestos, Responsible Service of Alcohol (RSA)
- Resume writing and job applications
- Traineeships
- University and scholarship advice
- Referrals for job seekers to employment agencies

LTC annual 'College Career Expo' is held once per year in the college gym.

### Psychologist

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LTC has a psychologist on site available four days per week. Bookings can be made at the College Life Help Desk.

### Legal support

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LTC has a qualified lawyer on campus one day a fortnight. The service is free for a range of circumstances such as domestic unrest, unfair workplace management, vehicle accident, insurance matters and police involvement. Bookings can be made at the College Life Help Desk.

### Youth Support Worker

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LTC has a Youth Support Worker on campus five days per week. They provide advice and support that focuses on the students mental, physical, and social wellbeing. They can link students with external providers such as employment agencies, accommodation networks, Headspace, CAMHS, Centrelink and community programs. Bookings can be made at the College Life Help Desk.

### Student Leadership Group (SLG)

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The SLG plays an important role in College Life and is voluntary. The group share their voice in policy development and ongoing governance and run activities and functions. Membership can be made at the College Life Help desk.

## College Programs

### College Connect: Tuesdays 12.00-1.00

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All students are **required** to attend College Connect. There is a diverse range of activities to choose from. Attendance is credited towards their Year 12 Certificate as R-units.

### TRaC (Transitions, Relationships and Connections): Mondays 11:50 – 12:05

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Each student is assigned a TRaC group and meets with their TRaC teacher every Monday. TRaC groups focus on tracking student progress, building relationships and connecting as a community. All students are required to attend. The TRaC group number and teachers name is located on the student's timetable.

### Registered Units (R -Units)

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R-Units are awarded in recognition for engaging in extra curricula activities such as College Connect, WEX, sports, drama production and musical festivals. Points are awarded for attendance at the end of every semester: 11 hours (0.2 points), 25 hours (0.5 points) and 55 hours (1.0).

### Year Meetings

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Year meetings are once a term, and all students are required to attend. Important information regarding upcoming events and academic information, along with guest speakers covering a range of topics usually fill out the agenda. Meetings are held in either the Pavilion 5 theatre or the gym.

### Breakfast Club

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LTC Breakfast Club runs recess Monday, Wednesday and Friday in Pav 6.

### Events

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LTC's events are run throughout the year to connect students with the broader college community. These include Success Assemblies, Market Day, courtyard performances, Book Week, Literary Lunch, Arts exhibitions, formal, graduation, Careers Expo, and The LTC Community Service Showcase.

### Resource Room

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LTC Resource Room offers academic and wellbeing support for all students. This includes help with assessment, time management and planning. The Resource Room is in Pav 6. See the College Life help desk in Pavilion 6 for more information.

### Sport

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LTC sports include Thursday Afternoons Intercollege competition and one day carnivals. The Sports Google classrooms code is spixqil. Information and signup sheets are available on the Sports noticeboard outside Science/PE staffroom.

### GEMS (Girls in Engineering, Maths, & Science)

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The GEMS program connects students with Industry mentors, University students, past LTC students to complete a group project. It targets the gender imbalance in Engineering Maths and Science careers.

All girls studying two or more Maths-Science-Engineering subjects are eligible to enrol in the GEMS program via google classroom. The program is flexible, and students have access to the GEMS study room. GEMS runs in our college programs timetable (Thursdays 1.30-3.30 in weeks 3,4,5 TBC). See the SLC IT for further information.

## ACT Qualifications

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LTC study courses are accredited by the ACT Board of Senior Secondary Studies (BSSS). Students may be issued the following qualifications and statements.

- ACT Senior Secondary Certificate and Record of Achievement
- Tertiary Entrance Statement
- Statement of Achievement
- VET Certificates and Statements of Attainment

Further information about these qualifications can be found on the BSSS website ([www.bsss.act.edu.au](http://www.bsss.act.edu.au) )

Students can access their academic BSSS profile from: <https://student-profiles-sso.ed.act.edu.au/>

## Attendance

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Students are required to attend all classes. BSSS policy states a minimum of 90% attendance is required to receive a grade. A void (V) grade will be awarded if students fall under this requirement and will not be awarded with points towards their Year 12 Senior Secondary Certificate.

Academic Officers and TRaC teachers monitor attendance rates on a weekly basis.

Documentation is required for the explanation of absences; any explained absences do not count towards a V-grade for that unit. Students with insufficient documentary evidence will be issued a V-grade Warning in their Progress Reports.

## Absence notification

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The college uses **an electronic roll-marking process** for the recording of attendance in classes. Absence notifications will be sent to families daily via SMS.

**If absent for 3 consecutive days, it is requested that a medical certificate be obtained to explain the absences.** A medical certificate **MUST** be supplied if you are unable to attend the AST (tertiary packages only), exams or you miss a due date for an assessment item.

Parents/guardians can explain absences by replying to the SMS (preferred method) or email to [tugc\\_absences@ed.act.edu.au](mailto:tugc_absences@ed.act.edu.au)

### Attendance Summary

Attendance summaries are issued weekly to the student's email. Students should follow up with the relevant class teachers to discuss absences or V-grade warning notifications.

Summaries are also emailed to parents on a fortnightly basis. Parents are welcome to contact individual teachers to discuss any attendance issues.

### Extended Leave

Extended Leave is defined as one week or more. Students are required to complete an extended leave form for all extended leave that is unavoidable such as travel interstate or overseas. The leave agreement must be discussed with each classroom teacher by the parent and student and returned to the College Life Help Desk before taking leave. Failure to do so may impact on the students' academic outcomes.

**Standard Package**

**17 points**

Made up of A, T, R, M, H, C  
or E units

A minimum of

**4 different** A, T, M, H, C or E  
Courses (e.g. minors, majors  
etc)

A minimum of 3  
course areas.



**ACT Senior Secondary  
Certificate**

**T Package**

**20 points**

Made up of T, A, R, H, C or E  
majors (M) & minors (m)  
packaged as

5 M **or** 4M & 1m **or** 3M & 3m  
min 18 T or A standard units  
minimum of 4 course areas

12.5 units must be T  
Must sit the AST



**ACT Senior Secondary Certificate  
AND  
Australian Tertiary Admissions Rank (ATAR)**

## Example of a Standard Package Academic Record

ON BSSS PROFILES ONLINE NOW



### Lake Tuggeranong College ACADEMIC RECORD

Confidential

Student ID and Name		Left		Year 12		Group 40	
Total Course Areas	5	Total Std Units	17.4	Total Completed Std Units	17.4	Intends T	No
Repeat	No	T/A/M/H/C/E/W Std Units	16.5	T/A/M/H/C/E/W Completed Std Units	16.5	Start date	31-Jan-2014
						Finish date	18-Dec-2015

**000 - 0000 UNGROUPED UNITS**

71043	A	2014,Q1	ART	Exploring Ceramic Elements	0.5	0.0	C
02376	T	2014,S1	DRAMA	Dramatic Explorations	1.0	53.9	C
10536	A	2015,S1	GM	Cars, Chance, Moving Out and Finance	1.0	0.0	A
					2.5		Std Units

**011 - 0370 ENGLISH A - Minor**

03010	T	2014,S1	ENG	Language and Literature	1.0	49.7	D
03366	A	2014,S2	ESENG	Unit 2: Making Connections	1.0	0.0	A
					2.0		Std Units

**101 - 1017 MATHEMATICAL APPLICATIONS T - Minor RAW SCORE = 58.64 COURSE SCORE = 58.64**

10106	T	2014,S1	MA	Matrices, Sequences and Mensuration	1.0	58.2	B
10684	T	2014,S2	MA	Modelling, Matrices and Networks	1.0	58.9	B
					2.0		Std Units

**443 - 4251 BUSINESS ADMINISTRATION A - Major**

43441	A	2014,S2	BUSAD	Working in Business Administration 2	1.0	0.0	C
43440	A	2015,S1	BUSAD	Working in Business Administration 1	1.0	0.0	A
43442	A	2015,S1	BUSAD	Working in Business Administration 3	1.0	0.0	B
43451	A	2015,Q3	BUSAD	Business Practices	0.5	0.0	A
					3.5		Std Units

**771 - 7155 FOOD FOR LIFE A - Minor**

71515	A	2014,Q2	FOOD	Food for Everyone	0.5	0.0	C
71511	A	2014,S2	FOOD	Nutrition for Life	1.0	0.0	B
71512	A	2015,S1	FOOD	Food and Culture in Australia	1.0	0.0	B
71520	A	2015,Q3	FOOD	Independent Living - Moving On	0.5	0.0	B
					3.0		Std Units

**772 - 7277 TOURISM AND EVENT MANAGEMENT A - Major**

72729	A	2014,S1	TOUR	Working in Tourism	1.0	0.0	C
73843	A	2014,S2	TOUR	Tourism and Events Promotion	1.0	0.0	C
73834	A	2015,S1	TOUR	Tourism and Event Management	1.0	0.0	B
73838	A	2015,Q3	TOUR	Introduction to Global Tourism	0.5	0.0	A
					3.5		Std Units

**999 - 9995 COLLEGE PROGRAMS (ALLC) R**

01912	R	2014,Q1		Road Ready Program	0.5	0.0	Pass
98142	R	2014,S1		Advisory Group	0.1	0.0	Pass
98142	R	2014,S2		Advisory Group	0.1	0.0	Pass
98142	R	2015,S1		Advisory Group	0.1	0.0	Pass
					0.8		Std Units

**999 - 9996 COMMUNITY INVOLVEMENT (ALLC) R**

98292	R	2015,Q1		Cultural Contributions	0.1	0.0	Pass
					0.1		Std Units

## Example of a Tertiary Package Academic Record



### Lake Tuggeranong College ACADEMIC RECORD

Confidential

Student ID and name		Attender		Year	12	Group	11
Total Course Areas	4	Total Std Units	21.0	Total Completed Std Units	21.0	Intends T	Yes
Repeat	No	T/AMHVC/EAW Std Units	19.5	T/AMHVC/EAW Completed Std Units	19.5	Start date	31-Jan-2014
						Finish date	18-Dec-2015
000 - 0000 UNGROUPED UNITS							
	93682	T 2014,Q1 DANCE	Introduction to Dance		0.5	0.0	Status
					0.5		Std Units
011 - 0308 ENGLISH		T - Major Minor		RAWSCORE = 83.16	COURSE SCORE = 83.16		
	03010	T 2014,S1 ENG	Language and Literature		1.0	76.9	B
	03091	T 2014,S2 ENG	Shakespeare and his Contemporaries		1.0	84.7	B
	03069	T 2015,S1 ENG	Creative Writing		1.0	85.2	A
	03089	T 2015,S1 ENG	Science Fiction		1.0	83.0	B
	03068	T 2015,S2 ENG	Conflict and Resolution		1.0	77.2	B
	03074	T 2015,S2 ENG	Gothic Literature		1.0	82.2	B
					6.0		Std Units
101 - 1105 MATHEMATICAL METHODS		T - Major		RAWSCORE = 64.23	COURSE SCORE = 64.23		
	11261	T 2014,S1 MM	Number Patterns, Relations, Functions		1.0	64.6	C
	11264	T 2014,S2 MM	Introductory and Differential Calculus		1.0	64.9	C
	11267	T 2015,S1 MM	Integral Calculus and Special Functions		1.0	63.0	C
	11271	T 2015,Q3 MM	Probability and Statistics		0.5	62.3	C
					3.5		Std Units
361 - 6146 THEORY OF KNOWLEDGE		T - Major		RAWSCORE = 68.57	COURSE SCORE = 68.57		
	30396	T 2014,Q2 TOK	Reason, Emotion and the Self		0.5	62.0	C
	30397	T 2014,S2 TOK	Language, Meaning and Ethics		1.0	65.5	C
	30402	T 2015,S1 TOK	Ways of Knowing		1.0	68.9	C
	30407	T 2015,S2 TOK	Aesthetics and Truth		1.0	70.6	C
					3.5		Std Units
601 - 6278 BEHAVIOURAL SCIENCE		T - Major Minor		RAWSCORE = 75.52	COURSE SCORE = 75.52		
	63162	T 2014,S1 PSYCH	Infancy to Childhood and Consciousness		1.0	87.0	B
	62943	T 2014,S1 SOCIO	Sociology of Deviance and Crime		1.0	68.0	C
	62913	T 2014,S2 PSYCH	Learning, Memory, Motivation and Emotion		1.0	76.0	B
	62952	T 2014,S2 SOCIO	Sociology of Religion		1.0	74.0	B
	62891	T 2015,S1 PSYCH	Social Influences, Attitudes & Prejudice		1.0	68.1	C
	63710	T 2015,S2 PSYCH	Personality and Abnormal Psychology		1.0	68.0	C
					6.0		Std Units
999 - 9997 VOCATIONAL LEARNING (ALLC)		R					
	60037	R 2014,S1	Work Experience		0.5	0.0	Pass
					0.5		Std Units
999 - 9995 COLLEGE PROGRAMS (ALLC)		R					
	98142	R 2014,S1	Advisory Group		0.1	0.0	Pass
	98142	R 2014,S2	Advisory Group		0.1	0.0	Pass
	91089	R 2014,S2	AST: Understanding College		0.3	0.0	Pass
	98142	R 2015,S1	Advisory Group		0.1	0.0	Pass
	91092	R 2015,S1	AST: Approaching Critical Thinking		0.3	0.0	Pass
	98142	R 2015,S2	Advisory Group		0.1	0.0	Pass
					1.0		Std Units

## Assessment

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BSSS policy states a minimum of 70% assessment must be completed to receive a grade. Assessment is continuous which means students receive credit for each semester unit of work completed. These may include essays, tests, assignments, seminars, oral presentations, and practical reports. Assessment schedules are shown in the Unit Outlines for each class. These are located on the LTC website and Google classroom pages.

### Completion of Assessment Items

Students are required to substantially complete and submit all assessment items that contribute to the assessment for a unit grade unless due cause and adequate documentary evidence is provided. Late penalties apply to late work: 5% of total marks are deducted for each day including weekends after due date that items are not submitted. Submission of draft notes, plagiarised work, unrelated answers, substantially unanswered test and work submitted over 7 days late, may be deemed an 'insubstantial completion'. This may result in a notional zero or no task grade.

If students are absent for an assessment item:

- they must provide a medical certificate to cover the absence to the College Life Help desk and
- arrange an alternative time or task to complete with the teacher.

### Recognition of Current Competencies

In vocational courses students may receive a grade and recognition of attainment of industry-related skills. These will be recorded on a nationally recognised Vocational Certificate. Book an appointment with the Careers Advisor at the College Life Help desk.

## Grades and Scores

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'A' to 'E' is awarded for each unit completed and are based upon BSSS unit grade descriptors.

'V' Grade (which means void or fail) will be issued when a student fails to complete 70% of **assessment** or **attend** 90% of classes or without good reason. This means students are deemed 'nonassessable' and the unit is not included on the ACT Senior Secondary Certificate.

V-grade warnings are issued to parents each term via email. Students should speak with their class teacher and negotiate a plan (V-grade Warning Contract) to rectify the situation. They can also speak with their Student Wellbeing Coordinator, Academic Officer or School Psychologist; bookings can be made at the College Life Help Desk.

## Alternative Assessment

### Extensions

Students seeking an extension for an assessment task are required to:

- **2 - 7 day extensions:** speak with their class teacher - explain the situation and provide evidence (e.g. medical certificate). The teacher can grant these extensions.
- **7 - 14 day extensions:** speak with their classroom teacher and faculty SLC who will make the final determination.
- **Greater than 14 days extension:** student MUST submit a Special Consideration application form.

Acceptable reasons may include: illness, interstate or regional sporting commitments, family crisis, accident or injury. If the approval is granted, the student informed of the outcome by the SMS from College Life, they will then need to negotiate a new date with their teacher; if approval is not granted, late penalties will apply.

## Assessment Adjustment

Teachers will differentiate assessment to the students in their subject including individual adjustments to assessment in accordance with their individual needs. These may include negotiation of an alternate essay question, individual oral presentation delivery or sitting an exam in a separate room. Adjustments are made on a case-by-case basis and negotiated with College Life and the classroom teacher.

## Special Consideration

Special Consideration can be applied for by students who are unable to complete the required assessment tasks due to misadventure. Students are required to speak with their Student Wellbeing Coordinator, Academic Officer or the College Psychologist. The application form will be completed with a staff member of College Life and may require medical documentation. Bookings can be made at the College Life help Desk.

### Types of Special Consideration:

#### 1. Extensions

Extensions are given to a student for an extended period of time. Late penalties are NOT applied.

#### 2. Estimates

An estimate is given based on a students' previous assessment in that subject. This can be applied for one item or up to 50% of unit assessment.

#### 3. Status

This is given to a student who is legitimately unable to complete any assessment tasks during the term/semester but otherwise engages in the unit. Status results in the student being awarded points without a typical A-E grade.

## Moderation

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Teachers' moderate students' work in all major items to ensure that assessment is based upon comparable standards. Teachers may need to keep students' work until the next semester for inter-college Moderation Days.

## Assessment in T units

Unit scores in T units will be 'standardised'. This means they will be scaled to historical and calculated parameters to ensure that scores are comparable between subjects, and accurately estimate a final Australian Tertiary Admission Rank (ATAR). Any academic information related to a students' package can be accessed on the BSSS Student Profiles Online page at <https://student-profiles-sso.ed.act.edu.au/>

## Calculation of T course scores

The Board of Senior Secondary Studies (BSSS) calculates course scores using assessment from units in both Year 11 and Year 12.

## Plagiarism

The college has a clear Plagiarism Policy which is given to all students on their Unit Outlines. The submission of work for assessment which is not their own original work can have serious consequences.

## Number of Units

ACT BSSS policy states that students may only count 8 standard units in any one course area towards the ACT Senior Secondary Certificate. If students do 9 units, for example, the 9th will not count. Academic Officers will ensure that students are on track for completing their Year 12 Certificate.

## Duplicate Units for Non-Repeating Students

LTC will report the most recent unit and its score/grade on the ACT Senior Secondary Certificate and delete an earlier unit.

## Appeals

Students have the right to appeal against individual assessment items, unit scores, grades and course scores. The matter must be first discussed with the class teacher, then Faculty SLC then Deputy Principal.

## ACT SCALING TEST

The ACT Scaling Test (AST) is a test completed by all ACT Year 12 students wishing to gain an Australian Tertiary Admission Rank (ATAR). The test is designed by the Australian Council for Educational Research (ACER) and aims to measure a range of general skills considered being relevant to success in a variety of courses and to studies at university.

A Year 12 student who intends to apply for entry to university **MUST** sit the AST.

A medical certificate **MUST** be supplied if unable to attend the AST. Students with specific medical conditions are not exempt from the test, but special arrangements are made to ensure that such students are not disadvantaged.

If the college identifies a student from a Culturally and Linguistically Diverse Background, they must sit the same test with more time available and scores will be included in the scaling process.

The AST is made up of 3 parts:

- a 135-minute Multiple Choice test containing 80 questions
- a 105-minute Short Response Test; and
- a 150-minute Writing Task.

Students must make a serious attempt at all three papers or may not be eligible for an AST score.

### **(i) The AST Multiple Choice Test**

The multiple-choice questions are grouped into units, each based on a piece of stimulus material. The stimulus material may be a prose passage, graph or table containing words or numbers, a poem, a picture or map or any combination of these.

Any specific information required to answer the questions is contained in the stimulus material or in the questions which follow.

The material is drawn from the Humanities, Social Sciences, Sciences and Mathematics, but is not aimed at subject specialists.

### **(ii) The AST Short Response Test**

This is a test of thinking and reasoning, based on interpretation, explanation and justification of a point of view. The stimulus material may be a prose passage, quotation, graph, table containing words or numbers, a poem, picture or map or any combination of these.

The major elements in the test will cover the following:

- comprehending and interpreting
- dealing with information
- thinking critically
- drawing conclusions
- solving problems and
- evaluating and responding.

### **(iii) The AST Writing Task**

Students will be offered a selection of stimulus material on a particular issue. The time available allows for planning, drafting, editing and producing a final written version of an essay of approximately 600 words.

### **Prepare for the AST**

The skills required for success in the AST are the result of a variety of experiences, of which formal schooling is one important element. The best preparation is to read widely and to think critically; become familiar with public issues by reviewing the news daily.

A specific AST preparation program for Year 12 students runs during Terms 1, 2 & 3. The AST Program will be provided to students in Term 3 of Year 11.

All 'T'-intending students **MUST** attend, or risk not sitting the AST.

### **How are the results of the AST used?**

The AST scores of those students who complete a T package provide the basis for scaling course scores awarded to students by the colleges they attend. A student's scaled course scores are used in the calculation of that student's ATAR.

## DEFINITIONS OF COLLEGE TERMINOLOGY

**Quadrimester (Q) Unit:** A quadrimester or term unit has a value of 0.5 units.

**Semester (S) Unit:** A semester unit has a value of 1.0 standard unit.

**Minor Course** = A minimum of 2 semester units is required for a minor.

**Major Course** = A minimum of 3.5 semester units is required for a major.

**Major/Minor** = A minimum of 5.5 semester units for a major/minor.

**Double Major** = A minimum of 7 semester units for a double major.

**A Course** = provides a general education but can't contribute to ATAR calculation. Grades are awarded in these courses - not scores.

**T Course** = provides skills and knowledge necessary for higher education. T Course scores are used to calculate a students' ATAR. Scores and grades are awarded in these courses.

**R Courses/Units** = learning experiences in personal development, community service, recreational or work-related activities.

**V Course** = industry approved pathways to gain nationally recognised certificates. Completion of some of these courses provide advanced standing in some CIT/TAFE courses.

**H Course** = provides university level courses studied whilst in Years 11 / 12.

**M Course** = an A course that has been modified to provide educational experiences for students with specific disability criteria.

**C Course** = provides vocational education but can't contribute to ATAR calculation. Students are assessed on the competencies they pass in the course.

**ATAR** = Australian Tertiary Admissions Rank = percentile ranking comparing the performance of 1 student to all others in the ACT. e.g. ATAR of 94.4 means the student was ranked in the top 5.6 % of all students. An individual's ATAR is calculated from your best 3 T major scaled course scores plus 0.6 of the next best scaled score.

**ASBA** = Australian School Based Apprenticeship.

**AST** = ACT Scaling Test. This is used by the BSSS to scale course scores to provide parity between colleges and courses.

**Competencies** - In Vocational courses students are assessed as Competent or Not Yet Competent against national standards.

**V Grade** - (Void Grade) Equivalent to a Fail grade A V grade is obtained by: a student not attending 90% of classes AND/OR not submitting the minimum of 70% of assessment for any given unit.



