

RADFORD COLLEGE

Senior Handbook



This handbook is available on Nexus > Secondary School > Academic Programs > Year 11-12 Academic Program (in the "files" section)

Printed copies are not available

This document will be updated regularly. Please ensure you refer to the online version

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1. Radford Senior School Aims and Values

It is our vocation to graduate students who find themselves through others, who love the world enough to act, men and women who are:

awake to God's presence and purposes;

confident in learning, no matter the challenge, the complexity or the obstacle; accomplished in the skills necessary for clarity of thought and intellectual rigour; generous in spirit, compassionate in action;

humble in their gifts, assured in ability, buoyant in passion;

alive to community and active in it;

masterful in listening; courageous for justice, living in truth; respectful, always, everywhere; trustworthy;

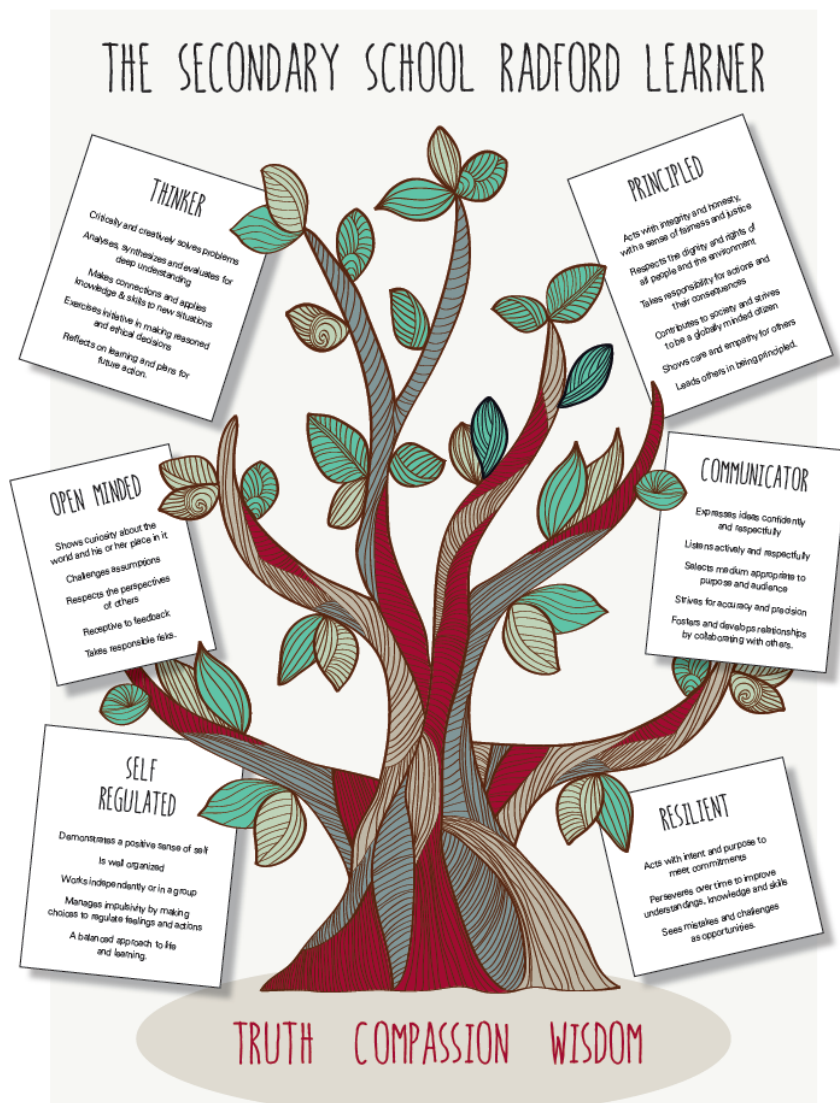
honest with reality yet imaginative, creative and bold in possibility;

at peace with themselves, freely disposed to serve the common good;

authors of lives that transcend the material, rich in meaning, filled with hope.

With this in mind, six qualities define the Radford Secondary School student. They are:

- Principled
- Thinker
- Resilient
- Open Minded
- Communicator
- Self-regulated



2. ACT BSSS Tertiary and Accredited Program

2.1. Curriculum Overview & Organisation

All courses, whether studied on campus or off-campus, require the prior authorisation of the Assistant Principal Curriculum (APC)/Dean of Senior Studies.

The educational program for Years 11 and 12 is structured around four assessment periods over two years. Most of Radford's units are each worth 1 point (one standard unit). Units from all subject areas are accumulated semester by semester. Units within the same area combine to form courses. A course consists of a combination of units with coherence of purpose.

Basic Course Structure – all subject areas

The number of units required for each type of course is the minimum requirement.

MINOR COURSE	two (minimum) or three units of study
MAJOR COURSE	four (minimum at Radford) or five units of study

Special Course Structure - English, History and Digital Technologies/Robotics and Mechatronics only

MAJOR/MINOR COURSE	six units of study.
DOUBLE MAJOR COURSE	seven (minimum) units of study

ACT Board of Senior Secondary Studies accreditation

Courses are accredited by the ACT Board of Senior Secondary Studies (BSSS) on the basis that they meet the following requirements for classification. Courses may meet the requirements of a number of classifications.

A (Accredited) 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 and 12.

T (Tertiary) Courses

T classification is given to an accredited Year 11 and 12 course that is considered by the Board to prepare students for higher education.

M (Modified) 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.

Vocational Programs

A vocational program leads to a vocational Certificate or Statement of Attainment as defined by the Australian Qualifications Framework (AQF). The content of the vocational program is based on the competencies defined in the relevant Training Package and follows the requirements of the Australian Quality Training Framework (AQTF). Vocational programs accredited by the Board may be classified as A, T, M, or C.

H (Higher Education) Courses

H classification is given to a Year 11 and 12 course which is designed and accredited by an Australian higher education provider and where successful completion of the course will be recognised towards an undergraduate degree with that provider. When completed, H Courses are equivalent to minor courses and are treated as stand-alone minors and have the same identifier as the corresponding T course. Scaled scores from H courses are available for inclusion in the calculation of the Aggregate Score subject to the constraint that the maximum course weight is 2.0 within the same course area. Students can count up to two H courses to a maximum weight of 1.2 (equivalent to 2 minors) out of the required 3.6 in the

calculation of the ATAR. All H courses will be scaled using the scaling scores (Vi) of the students studying the course.

A maximum of 4 standard units from H courses can contribute to the minimum requirements for an ACT Senior Secondary Certificate and Tertiary Entrance Statement. (Refer sections 2.2 & 2.3)

E (Electronic Online) Courses

All courses require prior authorisation of the Dean of Senior Studies.

E classification is given to a Board of Senior Secondary Studies registered course, Vocational Program Industry 1, which leads to a nationally recognised vocational qualification (Certificate or Statement of Attainment) and is delivered by an external Registered Training Organisation (RTO). E Courses do not contribute to the calculation of the Australian Tertiary Admission Rank (ATAR).

Only one E Course can be included in the requirements for Year 12 certification i.e. maximum of 8 standard units from an E Course can contribute to a student's ACT Senior Secondary Certificate. Students cannot get credit towards an ACT Senior Secondary Certificate for an E Course which duplicates content in a home college course they are studying. Enrolment in an E Course is subject to the approval of the Dean of Senior Studies of Studies and the Principal.

R (Registered) Units or Courses

R classification is given to a registered unit or course that is appropriate for students in Years 11 and 12 and is usually designed to provide personal development or community service activities.

Individual units are classified in the same way as courses (A), (T), (M), (H), (R), (V) and (E).

In some subjects, there is a set order in which units must be studied. In other subjects, students may study units in any order, however, in most cases a particular course pattern is recommended to students.

2.2. The ACT Senior Secondary Certificate (Formerly the Year 12 Certificate)

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

Any educational institution whose courses have been accredited by the Board of Senior Secondary Studies may have the results of their courses recorded on an ACT Senior Secondary Certificate.

A standard package for an ACT Senior Secondary Certificate will be awarded on completion of an educational program approved by the College as having a coherent pattern of study and which includes the equivalent of at least **17 standard units** in a period not exceeding five years. (Refer also to section 8.7.1 of the BSSS Policy and Procedures Manual).

This package must contain a minimum of three A, T, M, H or E courses from different course areas. A maximum of one E course can be used as one of these courses.

MINIMUM TOTAL UNITS	17
Minimum number of courses	3 (different areas)
Course classifications	A, T, M H, E
Course Restrictions	Maximum 1 x E unit Maximum 2 x H unit

2.3. Tertiary Entrance

2.3.1. Tertiary Entrance Statement

The Tertiary Entrance Statement is produced for students who qualify for the Australian Tertiary Admission Rank (ATAR). It only reports information useful for tertiary admission.

The ATAR is the ranking of a student relative to the full age cohort i.e. relative to the set of students who would be in the group if all students stayed on and completed Year 12. It is reported with a range from 99.95 for the highest ranked students down to 30.00.

The method of calculation of the ATAR is:

- calculate Aggregate Score for each student;
- calculate notional Aggregate Score for students completing at least one T course;
- calculate candidate ranking for each student including notionals; and
- translate ranking to an ATAR ranking using NSW Technical Committee on Scaling table.

To meet the requirements of a T package and be awarded a Tertiary Entrance Statement at the completion of Year 11 and 12 studies, a student must complete units that accrue a minimum of **20 standard units**, constituted as follows:

UNIT REQUIREMENTS (MINIMUM 20)

14 standard units	Being 14 T classification 12 T + 2 H classification	or
4 standard units	A, E, T, M, or H classification	
2 standard units	A, E, T, M, H, V or R classification	
[maximum of 4 H and 4 E units across the minimum 20-unit package]		

COURSE REQUIREMENTS (MINIMUM)

3 T majors + 1 T minor and 1 other major [maximum of one E course, maximum of 2 H courses]
OR
3 T majors + 1 T minor + 2 other minors [maximum of one E course, maximum of 2 H courses]

The student must also sit for the ACT Scaling Test (AST).

These studies must be completed within no fewer than three and a half semesters and no more than five years. With the approval of the Dean of Senior Studies and the College Principal, deferment may be allowed once for an unbroken period of up to one year.

A student intending to take longer than two years must have her/his study plan approved by the Dean of Senior Studies and the College Principal, prior to the commencement of senior studies.

At Radford, all students wishing to apply for an ATAR must successfully complete two units in the Radford 'Aspire' Program during Year 11. Successful completion is determined by achieving an A – E grade and meeting all attendance and assessment requirements for these units.

2.3.2. ACT Scaling Test (AST)

All students seeking an ATAR or Tertiary Entrance Score must sit these tests during term 3 in Year 12. The tests are usually held in the first week in September at the College.

The test is in three parts:

- Multiple Choice Test - A 2¼ hour objective test of 80 questions. The material is drawn from the areas of Humanities, Social Sciences, Sciences and Mathematics, but is not aimed at subject specialists and should be accessible to all Senior students. The AST aims to test a student's capacity for intellectual pursuits at the tertiary level;
- The Writing Task - A 2½ hour writing test. The AST writing task is an essay. It is an extended piece of prose writing, in which a reasoned argument is developed, and a clear conclusion is reached; and
- The Short Response Test - A 2 hour writing test in which answers range from a word, to a phrase, to a sentence or number of sentences.

The questions are designed to measure the skills and processes of comprehension and interpretation, analysis and synthesis of information, critical thinking, decision-making, problem-solving and evaluation and response.

The penalties for breaches of discipline in relation to the AST can be severe and any breach of discipline is dealt with by the BSSS. The procedures are detailed in Section 6.10.2 of the BSSS Policy and Procedures Manual.

2.4. Choosing an Initial Pattern of Study

Most students will undertake the ACT Senior Secondary Certificate over a two-year period. In special circumstances the parents of a student may apply to the Dean of Senior Studies and the Principal to extend the student's studies over a three-year period.

The successful completion of the ACT Senior Secondary Certificate is important to the later career prospects of all students. It is essential that each student gives careful consideration to choosing a pattern of study that will best cater for the individual.

Radford College requirements

For students undertaking the typical two-year study package, Radford College students' study five T or A units each assessment period (semester) and have the option of completing a sixth T or A subject.

All students must complete a major in English and a minimum of a minor in Mathematics.

Year 11 students seeking an ATAR must successfully complete the minimum requirements of the Radford 'Aspire' Program.

Dispensation from the normal pattern of study is usually only granted by the Dean of Senior Studies or Head of Secondary School if a student meets one of the following conditions:

- The student is studying an academic course outside of Radford, having obtained prior approval from the Dean of Senior Studies.
- The student has documented medical issues that indicate an alternative pattern to be a more appropriate measure for that particular student.
- The student is committed to sport or another co-curricular activity at a representative level.

2.5. Authorising Pattern of Study Changes

Students are required to submit a senior study pattern in Term 3 of Year 10. Any changes to this pattern can only be made with the prior approval of the Dean of Senior Studies.

2.6. Change of Units After the Start of Term

Students will be asked to choose units during the assessment period (semester) prior to study of those units.

During the first four weeks of Term 1 of Year 11, students can consult with the Dean of Senior Studies about any proposed reorganisation of their study pattern. Generally, no student will be permitted to leave a unit after the first two weeks of Assessment Periods 2, 3 and 4 (i.e. Year 11 Semester 1, Year 12 Semester 1, and Year 12 Semester 2.)

If a student is permitted by the Dean of Senior Studies to change units after the commencement of an assessment period, the student must complete and submit all assessable work in the new unit undertaken.

2.7. Unit Grades

A letter grade from A to E will be awarded as the measure of achievement at the end of each unit and detailed in the end of semester learning summary.

2.8. Status Grade

Students who complete a minimum of 70% of the assessment and have been granted an exemption by the Dean of Senior Studies for the remainder of the assessment will receive a unit grade as outlined in Section 1.7.

Students who complete less than 70% of the assessment and have been granted an exemption by the Dean of Senior Studies for the remainder of the assessment will, in most cases, be awarded a Status (or S) grade for the unit.

2.9. Accuracy of Course Details and Personal Data

Details of units studied, unit scores and grades, and course scores will be forwarded to the Board of Senior Secondary Studies by the College and these results will be available to students via their BSSS Online Student Profile. The College will, of course, exercise care in this process, however, responsibility for the accuracy of any details recorded lies with the student. The checking of all results in Years 11 and 12 requires careful attention by the students.

A formal review of results occurs at the end of each semester. This is known as unit scoring checking and students are strongly encouraged to attend.

2.10. Unit Scores

Unit scores are awarded for each unique T unit undertaken. These unit scores are not tied to a percentage but are used to show students where they stand in relation to other students enrolled in the unit.

The Board of Senior Secondary Studies (BSSS) has formulated the following policy for generating unit scores. This policy is used in each college that offers the ACT Senior Secondary Certificate and the ACT Tertiary Entrance Statement.

The premises for reporting unit scores are that:

- a.** unit scores should be comparable from unit to unit throughout the course;
- b.** unit scores should be comparable across courses/subjects in a particular semester;
- c.** the same base should be used to report unit scores across the system;
- d.** For the first unit of Year 11 the mean and standard deviation of unit scores for each course are to be derived from historical parameters and/or as a consequence of comparisons to English and Mathematics, at the discretion of the Dean of Senior Studies. In subsequent semesters the unit

scores for the course are to be back scaled onto the previous semester;

- e. The Principal may approve alternative procedures that produce unit scores consistent with the above premises, in consultation with the BSSS Technical Advisor; and
- f. Unit scores are to be reported on a scale that will result in course scores with a mean of seventy and a standard deviation of twelve for the ACT system.

How is the unit score derived?

- a. The parameters (mean and standard deviation) for each unit are set by the Dean of Senior Studies in accordance with the above guidelines. The parameters are not necessarily the same for each course or unit.
- b. During the semester, students are given marks for assessment items. The weightings for these assessment items are detailed on the unit outline which is available on Nexus.
- c. Predominantly, the raw scores for each assessment task are standardised to a mean of zero and standard deviation of one (z-score). This procedure is done so that there can be comparability between the scores.
- d. The raw scores are then backscaled against the previous semester results to achieve final unit scores. This is done after score checking and only once all raw scores are deemed to be correct.

Sample Markbook

1234 - SUBJECT NAME (25)								
12345 - Unit Name, 1.0								
ABC (13)								
	1. Mark	Z	2. Mark	Z	3. Mark	Z	Unit Score	Unit Grade
0000001	52.50	0.86	43.00	0.51	72.00	1.07	81.21	A
0000002	33.50	-1.06	44.00	0.66	59.00	-0.34	69.20	C
0000003	55.50	1.16	45.50	0.89	79.50	1.87	87.02	A
0000004	41.00	-0.31	46.00	0.97	68.50	0.69	77.21	B
0000005	31.00	-1.32	29.50	-1.53	47.50	-1.58	55.65	C
0000006	41.50	-0.25	37.00	-0.40	53.00	-0.98	65.52	C
0000007	27.50	-1.67	35.00	-0.70	55.50	-0.71	61.04	C
0000008	21.00	-2.33	23.50	-2.45	48.50	-1.47	49.79	D
0000009	42.00	-0.20	36.00	-0.55	62.00	-0.01	69.46	C
0000010	42.50	-0.15	43.00	0.51	61.00	-0.12	72.65	B
0000011	25.00	-1.92	22.15	-2.65	46.00	-1.74	49.26	D
0000012	42.00	-0.20	37.50	-0.32	58.50	-0.39	68.55	C
0000013	45.50	0.15	38.00	-0.25	61.50	-0.07	71.39	B

The sample markbook above shows the appropriate details and calculations for a unit with a mean of 72 and a standard deviation of 11 where the weightings of the assessment tasks were 30%, 30% and 40%.

Note: On Unit Score Checking Day, students receive their grade and unit score.

Final scaled unit scores appear on semester reports

On Unit Score Checking Day, students must ensure that all scores reported in the spreadsheets are as per their expectations. If there is a discrepancy, it must be resolved in the subject department area prior to the close of business (ie 3.30pm). Any alteration must appear on the departmental records by this time. See Section 8.8, *Special Attendance Requirements*.

Please note that students who are absent on this day must apply for approved leave as it is a compulsory day of attendance.

If a school delivers a T course in more than one class or across multiple semesters, those classes or units must be meshed into a single ranked group. This ensures a fair and consistent ranking of all students doing the course, regardless of which teacher or class they were in. Meshing will be determined by historical scaling group data, naplan or other academic data, teacher knowledge and professional judgement and performance on similar tasks with consideration to task difficulty.

2.11. Course Scores

Students are awarded a course score for each T Course completed. These scores indicate the relative ranking of students within a group and are not designed to show a level of achievement in that course.

Course scores are not reported on the ACT Senior Secondary Certificate. Scaled scores for T Courses are reported on the Tertiary Entrance Statement.

The distribution shape and the rank order of the group given by the College are maintained.

The premises for calculating and reporting course scores are:

- a. course scores should be based on unit scores reported over the duration of the student's program of study;
- b. at the Scaling Group level, all units are to be of equal weight;
- c. at the individual student level, there should be discounting of lower unit scores;
- d. the same method of calculation should be used by all colleges;
- e. the final course ranking and spacing reflected in the course scores should be validated by professional judgement;
- f. Principals are responsible for ensuring that the course scores reflect the relative achievement of students in the course.
- g. For all course types, (minor, major, minor/major, double major), the top 80% of unit scores are to be used to calculate the course score.

Course scores are generated in the following way:

Minor Courses

Course scores are generated by:

- a. If two units have been studied, then the best 1.6 units are used and averaged. For example, the unit scores are, say, 76 and 80, then the course score is calculated as follows:
 $(80 + 76 \times 0.6) / 1.6 = 78.5$
- b. If three units have been studied, the best 1.6 units are also used and averaged. For example, the unit scores are, say, 76, 80 and 82, then the course score is calculated as follows:
 $(82 + 80 \times 0.6) / 1.6 = 81.25$

Major Courses

Course scores are generated by:

- If four units have been studied, then the best 2.8 units are used and averaged (as 80% of the minimum requirement for a major is 3.5 units). For example, the unit scores are, say, 80, 76, 59 and 70, then the course score is calculated as follows:
 $(80 + 76 + 70 \times 0.8) / 2.8 = 75.71$

Major Minor Courses and Double Major Courses

The same procedures are used for these courses. The best 4.4 units are used for major/minor courses and the best 5.6 units for double major courses. After all these procedures have been completed, the course scores are sent to the BSSS and this is the end of Radford's responsibility.

The final moderated (scaled) scores are then generated at the BSSS by a method called Other Course Score (OCS) scaling.

Note: When a student completes more than the minimum requirements for a course, a course score is calculated when the minimum requirements have been met and when the student has completed their studies. The higher of the two values is recorded as the course score.

2.12. Status for Illness/Misadventure

A Status (S) grade will be applied to a unit when a student does not meet the 90% attendance requirements or complete at least 70% of the work because of documented illness or misadventure. Status is awarded as a "last resort" and it is expected that the student has made genuine attempts to participate in the unit. Participation includes: attendance, submission of assessment tasks and completion of classwork. Where there is unexplained absence and/or no serious attempt at participation, and the limits of special consideration have already been afforded (refer BSSS policy 4.3.13), a Void (V) grade will apply.

In situations where a student is suffering from long term illness, a long-term strategy that can encourage study that will be graded A-E and scored (where T unit) will be adopted, for example, part-time study, study over 2-5 years or deferment of study.

At the discretion of the Dean of Senior Studies, an estimate may be applied to an individual assessment item in a unit where documented illness, misadventure or approved absence has made it unreasonable to complete the item. Where an individual item of status occurs, unit scores may be calculated using the student's average Z score as a guide and then taking into consideration similar assessment task types in the course or from other courses undertaken by the student.

Status cannot be granted for more than half of the units in any course study pattern.

Course	Maximum status
Minor	1 unit of 2
Major	2 units of 4
Major/Minor	3 units of 6
Double Major	4 units of 8

When a Status Grade has been awarded for a semester of work, the course score is no longer calculated as the best 80% of the units completed in arriving at the course structure. If a Status Grade is included, the course score is derived by using the average of the unit scores in that course.

2.13. Repeating Units or Years

Students Repeating Units

Students do not have an automatic right to repeat individual units. If a student wishes to repeat a unit, they must discuss the matter with the appropriate Head of Department and obtain formal authorisation to repeat a unit from the Dean of Senior Studies.

If a student is permitted to repeat a unit, the conditions are:

- the original unit is automatically deleted from their record, regardless of the results gained in the 'repeat' semester
- no unit may be studied in the same semester as another unit for which it is a prerequisite; prerequisite units must be completed in a prior semester.
- if a student gains an unfair assessment advantage by repeating a unit, this advantage will be adjusted by the College in accordance with the BSSS policy.

Students Repeating Year 11

Students wishing to repeat Year 11 may apply to the Dean of Senior Studies and the Principal to do so. If permission is granted, the studies for the previous year will be deleted.

2.14. Deferral of Studies

With the approval of the Dean of Senior Studies, Head of Secondary School and Principal, deferment may be allowed once for an unbroken period of up to one year for students studying the standard package.

2.15. Students Transferring into or Out of the ACT System

Please refer to the BSSS Policy and Procedures manual section 8.9.2 *Transferring Students*

Qualifications issued by the Board of Senior Secondary Studies should reflect the studies completed by the student in accordance with the philosophy of the ACT senior secondary system. Significantly, at least half of the outcomes leading to the award of an ACT Senior Secondary Certificate should be the result of studies in courses accredited or registered by the ACT Board of Senior Secondary Studies.

When a student transfers from outside the ACT senior secondary system prior to commencing Year 12 (i.e. the final year of senior secondary education), or when a student chooses to transfer during Year 12, their Year 11-12 studies completed elsewhere are recognised and reported on the ACT Senior Secondary Certificate.

However, the student must complete a minimum of:

- 10 standard units (50% of 20 minimum required) in the ACT senior secondary system and meet all other requirements to be awarded an ACT Tertiary Entrance Statement. (Refer to section 8.7.1.2 Tertiary Entrance Statement in the BSSS Policy & Procedure Manual)
- 8.5 standard units (50% of 17 minimum required) in the ACT senior secondary system and meet all the other requirements to be awarded an ACT Senior Secondary Certificate. (Refer section 8.7.1.1.3 Course Pattern in the BSSS Policy & Procedure Manual).

Transferring students will only be eligible for an Australian Tertiary Admission Rank (ATAR) if they have been assessed within their 'home' college with a grade and score in at least 2 standard units in each of a minimum of three T major courses and at least 1 standard unit in one T minor course.

When a student transfers from outside the ACT senior secondary system during Year 12, and the circumstances are beyond the control of the student (e.g. Defence, Diplomatic postings), or the student cannot reasonably continue in their current education system (e.g. Australian Institute of Sport), the Dean of Senior Studies and Principal, in consultation with a BSSS Technical Advisor will decide on an appropriate study package to enable the student to complete the requirements for an ACT Senior Secondary Certificate.

Students who intend to transfer permanently out of the ACT should discuss this matter with the Dean of Senior Studies, prior to the commencement of Year 11, or as soon as the need to transfer is known.

2.16. Students Transferring within the ACT System

Please refer to the BSSS Policy and Procedures manual section 8.9.2 *Transferring Students*

Unless there are exceptional circumstances, students transferring from other colleges in the ACT will maintain the unit data, except for scores, from their original (home) college.

3. Senior Courses

A complete list of all courses that have current accreditation at Radford, listed by both Course Name and Classification and by Course Faculty is available on Nexus. The College reserves the right not to offer a course or investigate alternative delivery options if there are insufficient student numbers to make the course viable or if we are unable to staff the subject with an appropriate teacher. In all cases, classes may be restricted to a maximum number of students due to physical and teaching resources.

4. Universities Admissions

Most of the students at Radford College who are seeking a university place apply through a university admissions centre, though some students apply directly to a university/institution for admission. There are five university admissions centres in Australia:

- University Admissions Centre (UAC) – for admissions to NSW and ACT institutions
- Victorian Tertiary Admissions Centre (VTAC)
- South Australian Tertiary Admissions Centre (SATAC) – for admissions to SA and NT institutions
- Queensland Tertiary Admissions Centre (QTAC)
- Tertiary Institutions Service Centre (TISC) – for admissions to WA institutions; and
- University of Tasmania – direct applications to the institution

The admission centres were established to receive and process applications for admission to their participating universities and institutions. Successful applicants will receive offers of admission based on their eligibility and/or selection rank and/or course preferences expressed in their applications to admission centres. Note: some offers for admission are based on other criteria such as portfolios, auditions, interviews, UCAT or testing.

Students must be mindful of application closing dates as they may vary depending on which courses are being applied for, or because different state centres have slightly different closing dates and times.

For the most part, timely applications for admission to universities/institutions must be submitted by late September (date to be notified). Before that time, students will have received information, advice (and if necessary, assistance) by College staff to facilitate the application process.

Students seeking admissions to international/overseas universities should seek advice from the Head of Student Pathways and the Dean of Senior Studies early in Year 11 as there may be additional information required for admission such as standardised testing, school references or recommendations, certified transcripts.

5. Assessment

6.1 Completion of Assessment

6.1.1 ACT BSSS Tertiary and Accredited Program

Students are required to complete and submit all assessment items. Students must make a reasonable attempt at all work. Failure to complete a task without approval from the Dean of Senior Studies will result in the student being awarded a V (void) grade for the semester in that subject.

Exemption from an item and/or alternative assessment without penalty is available to students providing adequate documentary evidence. Exemption can only be granted by the Dean of Senior Studies. See also sections 6.4, 6.5 and 6.6.

6.2 Administration of Assessment

6.2.1 Unit Assessment Outline

A copy of the assessment outline will be available to students by the end of the second week of each unit, published in *Nexus*.

The assessment outline may be altered during the assessment period, but any alterations require the agreement of all students undertaking the unit, the relevant Head of Department and the formal approval of the Dean of Senior Studies. If changes are agreed the Unit Outline will be re-published, with dates amended in *Nexus*.

6.2.2 Selection of Texts

Students of English T and Literature T may not use a text as the basis for assessment if they have used it for any other assessment in either Course.

6.3 Out-of-Class Work

Students will be required to do out-of-class work in all subjects. Provision has been made for students during Flexible Learning periods (when formal classes are not timetabled) to do out-of-class work within the Morison and Mackinnon buildings. The following specifies the suggested minimum requirements for out-of-class work in (T) and (A) and (IB) units:

(T) Units

Each student will generally be expected to do 5 hours per ten-day cycle out-of-class work for each T unit studied.

(A) Units

Each student will generally be expected to do 2.5 hours per ten-day cycle of out-of-class work for each A unit studied.

6.4 Missed Assessable Work and Extensions to Deadlines

6.4.1 ACT BSSS Tertiary and Accredited Program

If a student misses the scheduled time/date for assessable work because they are on leave or sick, the following procedures apply:

- a. All work is to be completed even if a student is not present when assessable work is due. Students must have approved leave or a medical certificate if an assessment item date is missed. Late penalties will apply if correct procedures are not followed. Consideration for missed work can

only be granted by the Dean of Senior Studies.

- b.** If the student has Head of Year approved leave:
- the student should negotiate a revised due date for in-class tasks (e.g. tests or oral presentations) with their teachers before commencing the period of leave;
 - assignments should be handed in before the commencement of the period of leave; or
 - in special circumstances an extension may be granted; a message in Nexus will be sent by the Head of Year to the teacher and student and recorded on the student database.
- c.** If the student misses assessable work due to a medical condition:
- as soon as the student returns to the College, they should see their Head of Year and hand in the medical certificate to the attendance officer;
 - late assignments should usually be submitted on the day of returning, but if the student requires an extension this should be discussed with the Class Teacher and Head of Year as soon as the student returns;
 - if an extension is granted, a message in Nexus, detailing the changes, will be sent by the Head of Year to the class teacher and student, and recorded on the student database;
 - missed tests will require the student to negotiate with their teachers as to when and where a test will be taken. Usually this should be in the first lesson back or within three days of returning. Supervision and administration of the test must be arranged by the class teacher. The use of either Flex periods or class periods for this purpose is appropriate; and
 - after any new test date has been negotiated, the teacher will advise the Head of Year. The Head of Year will then generate a message in Nexus to advertise the new date. This message will also be sent to the class teacher and student and recorded on the student database.
- d.** Teachers may not grant exemptions (Status) or award marks for a test that is completed at a separate time unless they have received a message in Nexus, from the Head of Year. The student can, however, sit the test and receive feedback prior to action being formalised.
- e.** Further negotiation with the Head of Year and the Dean of Senior Studies will be required if:
- the teacher feels that the test is not a true reflection of the student's work;
 - the test has been returned to the rest of the class before the student returns. (There is no reason that the returning student should not sit for such a test for purpose of feedback, although the marks would not usually count);
 - the student sits for a test of "comparable standard" but the teacher feels that the student has been either advantaged or disadvantaged; or
 - group work is involved.
- f.** Some students will also be given consideration for trauma, misadventure or unusually heavy assessment loads. The Head of Year and Dean of Senior Studies will deal with these cases on an individual basis.
- g.** Students wishing for an extension should apply with as much notice as possible:
- Discuss the situation with their subject teacher;

- The teacher will then generate an 'academic extension request' in Nexus and send the request to the Head of Year. In some cases, the Head of Year may discuss the extension with Dean of Senior Studies; and
- The Head of Year will process the extension or gives reasons for declining the extension – students will receive a message in Nexus notifying them of the outcome.

6.5 Submission of Assessable Work

Students should always retain a copy of any work submitted for assessment that is prepared at home e.g. oral presentations, essays, reports, journals.

6.5.1 Turnitin

The use of Turnitin is mandatory for students in Years 7 to 12 undertaking any assessment task done outside of test conditions that depends on sourced information. Students are required to submit work electronically to Turnitin, via *Nexus*.

6.5.2 Electronic Submission

Assessable work is to be submitted electronically and must be uploaded to Nexus. The date and time of submission of the assessment task is as per the time stamp the Radford server places on the file. Any evidence of changes after this time will treat the whole item as late as per the late submission policy.

The size of the attachment must not exceed 50MB. If larger files are required for assessment, teachers will advise students of the required process.

Any upload failure, either due to the size of the attachment, or any other reason is the student's responsibility, unless a fault with Nexus has been identified by Radford College IT Support.

6.6 Late Submission of Assessable Work

6.6.1 ACT BSSS Tertiary and Accredited Program

Any work submitted after the designated time is deemed to be late and will be subject to a late penalty.

Except in exceptional circumstances, students must apply for an extension in advance, providing due cause and documentary evidence for late submission.

A late penalty will apply unless an extension is granted. The penalty for late submission is 5% of the possible marks per calendar day, or part thereof, (including weekends and public holidays) until the notional zero is reached. If an item is more than 7 days late, it receives the notional zero. Submission of assessment in hardcopy is not acceptable on a weekend or public holiday.

The Dean of Senior Studies has the right to exercise discretion in the application of the late penalty in special circumstances where satisfactory documentation is supplied. It may not be possible to grade or score work submitted late after marked work in a unit has been returned to other students.

Any work not submitted on the due date must be submitted to *Nexus* and directly to the class teacher or the relevant Head of Department. Submission of late work by email is subject to the conditions outlined in 6.5.

6.7 Late Arrival for a Supervised Assessment Task (including exams)

6.7.1 ACT BSSS Tertiary and Accredited Program

If a student arrives late for an examination or an in-class assessment task, the student has the option of:

- a.** completing the assessment task in the remaining time; or
- b.** rescheduling the assessment task to a later time, in which case the result would be subject to a late penalty (see section 6.6).

6.8 Non-Submission of Work Due to Computer Failure

6.8.1 ACT BSSS Tertiary and Accredited Program

If the teacher expects work to be submitted as hardcopy, it may not be submitted in digital/electronic form. If it is not possible to submit the work as hardcopy due to computer failure, then the work will be treated as late unless **both** of the following take place:

- a.** The student must show the teacher hardcopy of drafts that show the work was nearly completed (i.e. hardcopy of a final draft, and preferably some earlier drafts). This means that all students must either print drafts of assignments or make digital backups at regular intervals for all work being completed on the computer. Such drafts must be submitted at the time the assessment is due; and
- b.** The student must provide a receipt or letter from a reputable firm that was asked to fix the problem. A note from a parent is not acceptable. If this cannot be done, the student will be subject to a late penalty as per BSSS guidelines. (See section 6.6).

In addition to the above, the student is encouraged to submit additional evidence. Evidence could be a copy of the assignment on disk or an email attachment. This may be possible if the non-submission of the assessment item has been caused by a printer failure. The digital copy must be left with the teacher. It is not the teacher's responsibility to print this work.

If the computer cannot be fixed in a reasonable time, then the work must still be submitted, even if the student has to start again.

In the case of computer-based work being completed in class, where the difficulty in submission is due to a failure in the College computer system, these conditions do not apply. It will be up to the teacher, in consultation with the class or student, to determine a suitable extension. Any problems should be referred to the Dean of Senior Studies.

6.9 Notional “Zero” (applies only to ACT BSSS Tertiary Program)

When a student submits an assessment item in a T unit more than 7 days late, they will be awarded a notional zero for that assessment item. A notional zero may also be awarded if an assessment item, submitted up to 7 days late, achieves a score below the notional zero once late penalties have been applied.

The 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. If the lowest genuine score is zero, the notional zero is zero.

Calculation of a notional zero in T units is based on items submitted on time or with an approved extension (i.e. a genuine score).

6.10 Missed Examinations

6.10.1 ACT BSSS Tertiary and Accredited Program

If a student:

- a. does not sit an examination at the scheduled time because of illness or urgent, serious family business then the student can complete the paper at another time during the examination period. This will only be possible if the student produces a medical certificate or other incontrovertible evidence to the Dean of Senior Studies.
- b. misses an examination through their own fault - such as misreading the timetable - then the student can complete the examination at a later time but with a 5% penalty per day or part thereof.

Any student who is likely to miss an exam for any reason, including falling ill or due to misadventure on the actual day of the examination, must contact the Dean of Senior Studies as soon as possible.

6. Academic Malpractice

7.1 What is Academic Malpractice?

It is a behaviour that either deliberately or inadvertently results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.

Examples of malpractice could include, but are not limited to:

- Submitting all or part of another person's work with or without that person's knowledge.
- Submitting all or part of a paper from a source text without proper acknowledgement.
- Copying part of another person's work from a source text, supplying proper acknowledgement, but leaving out quotation marks.
- Submitting all or part of an assessment task using content generated through the use of an AI resource. This includes not citing AI content in your bibliography/reference list or including screenshots in an appendix.
- Submitting materials that paraphrase or summarise another person's work or ideas without appropriate acknowledgement.
- Paraphrasing plagiarised content using an AI resource.
- Submitting a digital image, sound, design, photograph or animation, altered or unaltered, without appropriate acknowledgement.
- Collusion, for example, supplying one's work to be copied or submitted for assessment by another, regardless of whether permission was given to copy it.
- Possession of inappropriate items during assessment tasks.
- Any cheating, dishonesty or improper practices in relation to any school assessment.
- Any attempt to gain unfair advantage over other students, or who abet such activities, for example acquiring information about the content of an examination or test paper prior to the task.
- Behaviour that disrupts the examination or distracts other candidates or communicating with another candidate.
- Falsifying a CAS record.

- Disclosure of information to and receipt of information from candidates about the content of an examination paper **within 24 hours after a written examination via any form of communication/media**

Word/Term	Definition
Plagiarism	The representation, intentionally or unwittingly, of the ideas, the words, and the work of others without appropriate acknowledgement. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
Collusion	Supporting academic misconduct by another student. This could also include working secretly with other students to be academically dishonest or to cover up academic dishonesty.
Malpractice (including AI)	Is a behaviour that either deliberately or inadvertently results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components. It also includes taking unauthorised material into the room, behaving in a disruptive manner or communication with others during a task under test conditions.
Communication about the content of an examination	No communication with others outside the school community may take place 24 hours before or after an examination. In the instance of internal examinations, no communication may take place within the school community until the conclusion of the relevant examination period.
Duplication of work	The presentation of the same work for different assessment components of BSSS course Programme requirements.

7.2 Breaches of Discipline in Relation to College Assessment

Academic honesty is an essential principle of the both the BSSS academic programmes and Radford College's motto of 'Truth, Compassion and Wisdom'. It

- supports the Radford College Secondary School Learner Traits which describes the attributes that all of our students should strive to possess.
- maintains the integrity of the ACT Senior Secondary Certificate, which is based on continuous assessment;

Students must be prepared to submit work that is a true reflection of their ability in each subject so that they can develop an appreciation of their own strengths and weaknesses, can learn effectively and honestly and grow intellectually.

Students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding. An essential aspect of this is an understanding of the technical aspects of academic honesty, of citing and referencing.

The IBO and The Board of Senior Secondary Studies views seriously any breach of the rules or instructions governing assessments. Any Academic malpractice: cheating, dishonesty or improper practices in relation to any school assessment in any subject accredited or registered by the IBO or BSSS shall constitute a breach of discipline.

7.3 Radford College Academic Disciplinary Procedures

Students who attempt to gain unfair advantage over other students, or who abet such activities, will be subject to disciplinary action.

If there is evidence of a breach of discipline, the student must be interviewed by the teacher and the Head of Department and given the opportunity to explain their case before a penalty is determined. If a breach of discipline is shown to have occurred, then the teacher in conjunction with the Head of Department should determine the penalty, taking into account the principles and the penalty schedule outlined below. The student must be advised in writing within five working days (except in Semester 2 of Year 12, where it is two working days) of any penalty imposed and informed that they have the right to appeal the decision to a College Appeal Committee. The Dean of Senior Studies must be informed, in writing of the offence and the action taken and this will be placed on the student's file on *Nexus*.

7.4 Penalties

7.4.1 ACT BSSS Tertiary and Accredited Program

If a breach of discipline (other than plagiarism) is shown to have occurred, then the Head of Department in conjunction with the Dean of Senior Studies will determine the penalty, taking into account the rights of students and the penalty schedule outlined below. Students who knowingly allow their work to be plagiarised (including copied in a test) are subject to the same penalties as a student who uses the material.

If there is evidence of plagiarism, intentional or not, the student must be interviewed by the teacher and the Head of Department and given the opportunity to explain their case before a penalty is determined. If plagiarism is shown to have occurred, then the teacher in conjunction with the Head of Department should determine the penalty, taking into account the principles and the penalty schedule outlined below. The student must be advised in writing within five working days (except in Semester 2 of Year 12, where it is two working days) of any penalty imposed and informed that they have the right to appeal the decision to a College Appeal Committee. The Dean of Senior Studies must be informed, in writing, of the offence and the action taken; this will be placed on the student's file on *Nexus*.

Students are advised to consult the ***Academic Integrity at Radford*** policy which can be found on Nexus Secondary School > Academic Programs > Year 11 & 12 Academic Program or by clicking [HERE](#) and the BSSS publication ***Academic Integrity: Student Guide*** which is available from the BSSS website <http://www.bsss.act.edu.au/>.

Penalties for Breach of Discipline (other than plagiarism):

- a. a written reprimand, providing the student does not gain any unfair advantage;
- b. making alternative arrangements for reassessment;
- c. the application of a mark penalty in accordance with the extent of the breach;
- d. cancellation of the result in the component of the assessment concerned; or
- e. cancellation of the total assessment results in the unit or course concerned.

Subsequent or more serious breaches of discipline such as an attempt to gain access to, or alter, computer records of student assessments, may lead to:

- a. cancellation of the result in the component of the assessment concerned;
- b. cancellation of the total assessment results in the unit or course concerned; and/or
- c. cancellation of all the candidate's results for a period of study, with that period of time being determined by the College.

Penalties for Plagiarism:

Category	Penalties	Procedures
1. First minor incident of academic malpractice in the senior courses	One of the following penalties to be imposed: <ul style="list-style-type: none"> a) Reprimand and warning in writing; or b) Item to be marked without plagiarised material being considered. This could result in a reduction in marks appropriate to the extent of the plagiarism. c) Re-submission or validation of the task, with late penalty 	Teacher and Head of Department to interview student. Letter sent home with a copy to student file via Dean of Senior Studies or Head of Department.
2. First major incident of academic malpractice in the senior courses	One of the following penalties to be imposed: <ul style="list-style-type: none"> a) Marks reduced by an amount appropriate to the extent of the plagiarism; or b) Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted. Refer to other relevant College policy.) 	Teacher and Head of Department to interview student. Dean of Senior Studies consulted. Letter sent home with a copy to student file via Dean of Senior Studies or Head of Department.
3. Repeated offence* in the senior courses 4. (NB Repeat of Cat 1 or Cat 2 automatically becomes a Cat 3 offence)	One of the following penalties to be imposed: <ul style="list-style-type: none"> a) Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted. Refer to other relevant College policy.); b) Cancellation of all assessment for the unit concerned; c) Cancellation of all assessment for the course concerned; or d) Cancellation of all assessment results for Years 11 and 12. 	Teacher, Head of Department and Dean of Senior Studies to interview student. Letter sent home with a copy to student file via Dean of Senior Studies. (Prior to the cancellation of a course or certificate, the college will consult with the EO of the BSSS or Delegate.)

*repeated offences are irrespective of the subject in which a category 1 or 2 offence has occurred.

7.5 Rights of the student

A student must be given the opportunity to explain their case before a penalty is determined. In situations where the consequences are particularly severe, students have the right to have their Radford mentor or parent present in any discussion of a problem or incident. Students who unintentionally plagiarise will be given appropriate counselling and guidance so that they learn from the offence.

7.6 Right of appeal against penalties

7.6.1 ACT BSSS Tertiary and Accredited Program

Students who believe that the penalty imposed is unwarranted may, within one week in Semesters 1 and 2 of Year 11 or Semester 1 of Year 12, or within 24 hours in Semester 2 of Year 12, take the issue to the Dean of Senior Studies to notify the Principal of the need for review via the College Appeal Committee. Further details on this process can be found at: [http://www.bsss.act.edu.au/information for students/your rights to appeal](http://www.bsss.act.edu.au/information%20for%20students/your%20rights%20to%20appeal)

7. Student Appeal Procedures

8.1 ACT BSSS Tertiary and Accredited Program

8.1.1 Procedures for Review for Students

Students are entitled to appeal formally against assessment on individual items, unit grades, unit scores and course scores.

Students are urged to consult with their subject teachers and with their mentors if they have queries about any item of assessment. The first step in the appeals procedure is consultation between student and teacher. If the student still feels that they have a grievance, then they should discuss the issue with the relevant Head of Department. No formal appeal can be mounted unless these first two steps have taken place.

8.1.2 Appeals to the College

It is Radford College policy that an appeal against the marking of an assessment task should be lodged within one week of the marked assessment being returned to the student. Appeals against a unit letter grade and/or score and/or any work returned on Unit Score Checking day must be lodged by 5pm on that day.

Individual Assessment Instruments

Most disagreements over individual components of a student's unit assessment can be resolved progressively, by the class teacher and the student, discussing the matter. If a student is still not satisfied, then he or she should consult with the Head of the Department. Teachers should always consider the convenience and natural justice of ensuring that disputes about assessment on individual items are settled at the time of the return of the item. Where this process fails to produce satisfaction, a student can request a consultation with members of the College Mediation Committee. If the student is not satisfied with the results of the consultation with the College Mediation Committee, the student may lodge a formal appeal to the College Appeal Committee.

Unit Letter Grades, Unit Scores

If a student disagrees with unit letter grades or unit raw scores that he or she has received, the first resort is to discuss it with the teacher marking the assessment. If still not satisfied, the student should consult the Head of Department. A student must notify the Dean of Senior Studies in writing of their intention to appeal to the Head of Department by 5pm on Unit Score Check Day. If the student remains dissatisfied, consultation with the College Mediation Committee can be requested. If the student is not satisfied with the results of the consultation with the College Mediation Committee, the student may lodge a formal appeal to the College Appeal Committee.

Course Scores

Appeals regarding course scores must be made by 5pm on the day of receiving the course score printout in Semester 2 of Year 12. The appeal must be lodged in writing with the Dean of Senior Studies who will notify the Principal. Within the application students must outline the grounds on which they are seeking a review of the assessment.

8.1.3 Appeals to the Board of Senior Secondary Studies

Students who have had their letter grades or course scores reviewed by the college may appeal to the Board of Senior Secondary Studies against the college procedures by which the appeal decision was reached.

8.1.4 Appeal Process

Consultation with the College Mediation Committee

The College Mediation Committee members are:

- a. The Head of Learning and Teaching and/or Assistant Principal Curriculum
- b. The Head of Secondary School;
- c. The Dean of Senior Studies; and
- d. A Head of a Department not connected with the matter in dispute.

The student should approach the Dean of Senior Studies to arrange a consultation. The student may select any two of the above people to hear his or her case.

The student has the right to be accompanied by their mentor so that they can receive advice during the consultation. If a student is dissatisfied with the result of the consultation, they can appeal to the College Appeal Committee.

Appeals to the College Appeal Committee

The procedures and guidelines that are to be followed are detailed in Section 7.4 of the BSSS Policy and Procedures Manual.

Students who believe that the academic penalty imposed is unwarranted may, within five working days in Semesters 1 and 2 of Year 11 or Semester 1 of Year 12, or within two working days in Semester 2 of Year 12, take the issue to the Dean of Senior Studies to notify the Principal of the need for review via the College Appeal Committee.

Appeals to the BSSS Appeal Committee

The procedures and guidelines that are to be followed are detailed in Section 7.5 of the BSSS Policy and Procedures Manual. Refer also to Section 7.2.2 *Right of Appeal*.

8. Attendance, Absences and Leave Attendance Requirements

It is Radford College policy that all students are required to attend all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence provided.

9.1.1 ACT BSSS Tertiary and Accredited Program

In accordance with BSSS policy, any student whose attendance falls below 90% of the scheduled classes/contact time/structured learning activities in a unit will be deemed to have voided the unit. However, the Dean of Senior Studies or the Head of Secondary School has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

With the exception of the students return to view their examinations and / or to undertake Unit and Course Score Check Days (see *Special Attendance Requirements*) the semester formally concludes at the end of the examination period once a student's last examination is completed. In some instances, it is possible that a student's pattern of study does not include examinations. In such an event, the student's formal classes cease on the last day of school scheduled immediately preceding the examination period.

During the examination period, students need only attend the College for their scheduled examinations. Full school uniform is to be worn, and students should arrive at the examination venue 15-20 minutes prior to the scheduled starting time of their examination. Students coming to the College outside their examination times to study or seek assistance must also be in full school uniform.

9.2 Timetable

Each student will be given a detailed timetable at the beginning of each semester, published through Nexus.

9.3 Absences and Leave

In cases of extended or accumulated absence, a medical certificate must be obtained for each day **in excess of three per semester**. This medical certificate is to be given to the Attendance Officer. Students whose extended absence has an impact on assessment dates must see the Head of Year upon return in order to manage the assessment program. Missed work should be caught up on where appropriate and the student should discuss and negotiate this with their subject teachers.

If a student is absent due to unforeseen and unavoidable circumstances (e.g. motor vehicle accident, family bereavement) they must bring an explanatory note from a parent/guardian on return to school and give this to their Head of Year.

9.4 Approved Leave

Prior written approval must be sought from the Head of Year, by a parent/guardian, if a student is to be absent from school for reasons other than illness or misadventure. Approval will only be given for medical, bereavement or elite sport / activity commitments, in line with BSSS expectations. Overseas travel or holidays will not be approved.

9.5 Examinations and Assessment Dates

A medical certificate must be obtained, unless approved leave has been granted, if a student is absent for an examination or on the due date of an assessment item. External examinations are compulsory and where it is likely that they could be missed the Dean of Senior Studies should be contacted urgently.

9.6 Senior Student Leave During the School Day

Students must not be off the premises during the day without formal approval.

All senior students must be in attendance for the start of Period 1 (8.35am) each school day except in the case of absence due to illness, misadventure or approved leave.

All students must remain at school for the duration of the school day except where leave has been approved by the Head of Year, for example:

- a. The student has been given leave for some urgent and important reason (e.g. medical or dental appointment, etc.). Requests for this type of leave will be considered on the basis of a note or email from a parent or guardian. Whenever possible, these requests for leave should be made to coincide with a student's Flex class. The student must sign 'out' and back 'in' at the Attendance Office.
- b. The student has been given leave for some emergency during the school day. The student must sign 'out' and back 'in' at the Attendance Office.
- c. The student is sick during the school day. The student should report to the Main Reception if they are unwell and contact with a parent or guardian will be made on the student's behalf.
- d. Exceptions to leave arrangements may be put in place by the relevant Head of Year and communicated to parents and guardians.
- e. The Head of Year 12, in consultation with the Head of Senior School, permits students to leave after lunch if they have flexible learning lessons in P5 and P6, or arrive at 9.30am if they have a flexible learning lesson in P1 (usually only available in Semester 2, Year 12).

Students who do not comply with the procedures for obtaining leave (i.e. in a, b, c, d and e above) risk losing all future leave privileges. The College's policy regarding the driving of a motor vehicle or the carrying of passengers to and from the College applies to all approved leave.

9.7 End of School Day

Supervision of students on campus concludes at 3:30pm each day other than for students participating in school scheduled activities (co-curricular) or remaining for study purposes. These students are to be situated in the school library (Year 7 – 10) or the Senior Centre (Year 11 and 12). Supervision in the senior centre concludes upon the last member of the academic staff departing for the day and supervision in the library concludes at 5:00pm.

9.8 Special Attendance Requirements

- a.** Year 12 students who are seeking a BSSS tertiary package must sit the AST. This is usually held in the first week in September. A second sitting of the AST is held in October, but permission to attend the second sitting can only be granted by the BSSS and such permission will only be granted under special circumstances. This could include illness (for which a medical certificate must be produced). Approved leave cannot be granted during the two days when the AST is held.
- b.** Year 12 students who are seeking a BSSS tertiary package must attend the AST practice sessions which are held periodically in term time. Moderation Days are designated for AST practice and require compulsory attendance.
- c.** Year 11 and 12 students will be expected to return to school after their examinations, for a period of time, determined by the Dean of Studies. During this time, students will view their examinations and any other work not returned. Students will be expected to attend all scheduled classes and wear their school uniform.
- d.** Year 11 and 12 students who are studying a BSSS accredited or tertiary package must attend Unit Score Checking Days. The day provides the opportunity for students to ensure that all scores for all assessment tasks have been recorded correctly online. Markbooks will be available for all units and students are able to view how unit scores have been calculated. Uniform is not required. Please note that students who are absent on this day must apply for approved leave. If a student is absent on the day, they must provide written permission for another person, including a parent, to check their results for them. Results and information will not be released to any person that does not have this written permission.
- e.** Yr12 students who are studying a BSSS tertiary package must complete Course Score Checking. This can be done onsite or virtually and occurs in the final semester only.
- f.** Students are required to be available until the end of semester, should any issues arise with regards to assessment and/or final grades.
- g.** Students studying the BSSS accredited or tertiary package have a great deal of checking to do for the Tertiary Entrance Statement and the ACT Senior Secondary Certificate. Late November and early December of the graduating year are the most critical times for this activity. Year 12 students must be available until they view their certificates in December. Students are responsible for confirming the accuracy of all information appearing on their Academic Records.

9. Student Pathways Faculty

10.1 Recognition of Outside Learning (R/E)

Australian School-Based Apprenticeships (ASBA) are available in selected areas. Radford College students can participate in the ASBA program during years 11 and 12, provided they are 15 years or over and undertaking an Accredited package. Enrolments in the ASBA program must be endorsed by the

College for ACT Senior Secondary Certificate certification. It is the student's responsibility to organise his/her own work placement.

Students will attend their identified workplace for at least 8 hours per week. Their achievement of workplace competencies is overseen by a relevant Registered Training Organisation (RTO) in conjunction with the College. Students may also attend an external Registered Training Organisation for part of one day or a full day per week to complete training in the nationally recognised certificates related to their selected apprenticeship or traineeship. Students undertaking an ASBA as part of an accredited package must include English and Mathematics in their study program.

Successful completion of an ASBA enables a student to achieve a nationally recognised qualification (Certificate II or III) that will also count as part of his/her ACT Senior Secondary Certificate and a component of further industry training.

Students wishing to undertake an Australian School-Based Apprenticeship (ASBA) must meet with the Head of Student Pathways/Careers Advisor and the Dean of Senior Studies.

10.2 Careers

A comprehensive program operates for senior students in these areas. Major components include:

Advice on matters pertaining to higher education, including:

- course entry requirements;
- strategies for entry into specific courses;
- UAC procedures and applications;
- applications to interstate tertiary institutions;
- special admission arrangements for disadvantaged students;
- accommodation;
- government HELP loan schemes to assist with tuition costs;
- financial assistance, such as scholarships and bursaries;
- cadetships, traineeships;
- information on gap year opportunities;
- some information on overseas study options; and
- Apprenticeships, work experience, and strategies for job seeking.

The organisation of Pathways Presentations at lunch time or in z-lines. Presentations include guest speakers from tertiary institutions, professional associations, private service providers and employers.

The Careers Room is open to senior students. To ensure privacy and uninterrupted discussion, students should make specific appointments to see the Head of Student Pathways/Careers Adviser. Appointments can be made in person during Mentor group at the Careers Room or by emailing pathways@radford.act.edu.au requesting an appointment time. Material in the Careers Room is updated regularly. At the discretion of the Head of Student Pathways/Careers Advisor, material may be borrowed or given to students.

Newsletter and Website, "*Pathways News*", is posted on Nexus for Year 10-12 students to view, and it is also published on the *Radford Pathways* website <https://pathways.radford.act.edu.au/>. The newsletter and pathways website inform students of upcoming Pathways Presentations, work experience opportunities, post school study and training opportunities, course updates, scholarships, competitions, Gap Year opportunities and career-related events.

10. The Radford Aspire Program

The Aspire course is completed by all Year 11 students, and it aims to further develop the learner traits of being a principled, self-regulated, open minded, critical thinker who is resilient and can communicate accurately.

Familiarity with the three AST exams: the multi-choice, short answer, and essay exam is an initial focus and skills in writing a succinct and persuasive argument are taught.

Effective goal setting strategies and the ability to reflect and monitor their own progress is prioritised. Students' also increase their knowledge and understanding of the multiple perspectives surrounding contemporary issues as they are required to present an informative seminar on an issue followed by leading a class discussion.

University entrance requirements indicate that tertiary institutions seek to attract students who, not only do well in the AST, but can demonstrate the above learner traits and skills as these enable effective problem solving, teamwork and decision making which are essential for success and harmony in our community.

Accreditation

BSSS accreditation for Aspire will be on the student's ACT Senior Secondary Certificate with a weighting of 0.5 of a unit per semester. This can potentially be used as evidence for early entry or alternative University entry schemes and employment opportunities. A grade for each semester will appear on the student's Radford report.

11. ANU, UC & Other External Programs

All courses offered external to Radford College require prior authorisation of the Dean of Senior Studies.

12.1 Australian National University Extension and University of Canberra Accelerated Pathways Program

12.1.1 Overview

ANU Extension students will enrol in an ANU academic award program and will be able to undertake courses in sciences, engineering, mathematics and languages. Students who successfully undertake studies in ANU Extension will be able to articulate into an ANU bachelor degree program and receive credit towards the bachelor degree for the studies successfully completed.

University of Canberra Accelerated Pathways Program offers courses in Business Decision Making, Systematic Anatomy and Physiology, Understanding People and Behaviour, Creative Writing and Politics and Democracy. Students who successfully undertake studies in the Accelerated Pathways Program can receive conditional early entry offers into UC, as well as earn credit towards their studies at UC in the subject areas completed.

Information about ANU Extension is available at: [Link](#)

Information about UC Accelerated Pathways Program is available at: [Link](#)

12.1.2 Eligibility, Application and Admission

Students enrolling in the program must have a concurrent full-time enrolment at an Australian secondary school.

Co-requisite requirements:

Both University of Canberra and ANU require that students are studying complementary subjects to those they wish to enrol at the institutions. An example would be that you must study Chemistry at school to undertake a course in Chemistry at the institution.

Detailed information on Co-requisite requirements can be found in the following links:

[ANU Extension](#)

[UC Accelerated Pathways Program](#)

Please note that ANU have advised they will no longer offer the ANU Extension from 2025.

12.1.3 ATAR and academic credit

Subject to the agreement of the ACT Board of Senior Secondary Studies, ANU Extension program results may be able to contribute as a minor to the calculation of a student's ATAR, depending on scaling.

Students who successfully complete studies in ANU Extension will receive an early offer of entry into an ANU bachelor degree program, as is currently the case with ANU Secondary College and may receive 6 credit points towards their bachelor degree for the work completed in ANU Extension.

Teaching will typically take place over six school terms: Terms 2, 3 and 4 of Year 11; and Terms 1,2, and 3 of Year 12.

12.2 Other External Studies

Students wishing to pursue studies at external institutions must consult the Dean of Senior Studies prior to enrolment to discuss any prerequisites and seek approval. Any allowances such as an extra study line at Radford must also be negotiated prior to enrolment.

12.2.1 Languages

Some languages that are not offered by Radford College may be available through an external institution as distance education. These could be credited by the BSSS and may be able to contribute as a minor or major to the calculation of a student's ATAR.

Where approved, Radford College will assist in the credit process. Students should be aware that due to the external provision of these courses, they will still be required to complete at typical academic program at the College.

12. Special Provisions: Academic Care

The Academic Care Department offers support to senior students in a variety of ways.

The Homework Hub is available to all students on Level 2 of Morison Centre, operating from Tuesday through to Wednesday from 3.45pm to 4.45pm. Subject teachers are available on a rotating basis to assist students with their homework, ask questions and gain feedback on their learning. Using the Homework Hub as a part of a structured study regime is highly recommended. The roster of available teachers is posted on Nexus and updated regularly.

Academic coaching sessions with members of the Academic Care department are triaged on needs basis and may be organised through an email to arrange suitable times. This may occur on a 1:1 basis or within a small group. Items for discussion may include scaffolding, editing, motivation, approaches to study or assessments and advice on organisation.

Some Accredited classes may receive additional resource support through the attendance of a teacher or Learning Support Assistant in the classroom once or twice a cycle.

13.1 BSSS – Equitable Assessment and Special Case Consideration

In regard to the ACT Secondary School Certificate, the BSSS philosophy is as follows:

All students, including those with disabilities, must have equal opportunities to show their achievement whether it is in class assessment tasks, assignment work, major end of semester tests or the ACT Scaling Test (AST). It is NOT a question of giving students with disabilities something extra – it is a question of giving them what is rightfully theirs – an equal opportunity to demonstrate their full capabilities.

The BSSS definition of disability is broad and includes physical, intellectual, sensory, neurological, learning disability and special needs (functional difficulty caused by disability or an impairment), chronic or short-term illness.

Students with individual learning needs can apply for accommodations for school-based assessments with the Head of Academic Care and Dean of Senior Studies. Examples of alternative assessment strategies which can be used to achieve equal opportunity include: use a school laptop during examinations and assessments, extra time, rest breaks and the use of a scribe and/or reader. This application must be supported using current documentation dated no earlier than Semester 2 of Year 10. This process formally records the circumstance and decision making in accordance with BSSS guidelines.

Once any assessment arrangement has been approved and are planned, the arrangements are monitored to ensure appropriate support for the current level of requirement. A learning or pastoral care plan will be created to document the arrangements and shared with teachers on the student management system.

At the beginning of Year 12 (or the year when the students will sit the AST), students with individual learning needs will be encouraged to apply for assistance in undertaking the AST. Special provision will be related to specific needs and may include some of the accommodations for tests and exams referred to above. Students should discuss their needs and eligibility for assistance with the Dean of Senior Studies and the Head of Academic Care. If a student wishes to apply for special consideration in the AST, they should complete the Request for Application for Special Case Consideration (a BSSS form available from the Dean of Senior Studies) for the BSSS to consider. This form will need to be supported by current documentation. Please note that in some cases the BSSS may not grant the request even when in-school support or assessment accommodations have been provided.

Senior students are expected to be responsible for their learning and therefore it is up to the student to initiate discussions with their class teachers about approved accommodations for completing assessment items; an example of this is when and how additional time for an in-class test will occur.

If a laptop is an approved accommodation for a student, the student must email a request to, or visit the Morison Senior School Office, to arrange the provision of a school approved laptop with at least 24 hours' notice.

Students are expected to make timely arrangements with the Dean of Senior Studies and HoD/Head of Academic Care for any changes that need to be made to accommodate special learning needs.

13. Counselling

The Counsellors at Radford College support students with a wide variety of mental health, academic, social and emotional needs and work closely alongside other pastoral care providers. Students can be provided with practical life skills around sleep, exercise, time-management, regulation of IT use, body esteem, and skills to regulate emotions, reduce avoidance and cope with stress.

Counselling offered at Radford follows a short-term intervention, support and case management model. There is an expectation that students requiring intensive, specialist treatment will engage appropriate external providers. The Counsellors are a referral point for those providers. When a referral has occurred Counselling often moves into a case management and support role for school-based issues.

The Counsellors are often a point of contact for students at risk and emergency situations after Mentor and Head of Year have been advised of the matter. Counsellors can provide school-based, case-

management support to students with special needs. This may involve the writing of Pastoral Care Plans or Safety and Support Plans with the assistance of Academic Care, external agencies, the student's medical providers, the student and their parents. Pastoral Care Plans are written with students to help with a broad range of issues, such as attendance and emotional difficulties. These plans take into consideration the unique attributes of the student and their home environment, in the context of providing positive learning experiences at school.

Students can directly make a time directly with a counsellor or through their Head of Year either in person or via the student's Radford email account at Counselling@radford.act.edu.au. It is best to make a time during a Study Period.

14. Uniform

Radford College has a uniform to:

- Promote a sense of inclusiveness, nondiscrimination and equity – students are known for who they are and what they do, not what they wear;
- Recognise its student members;
- Define the identity of the College within its broader community;
- Promote school spirit;
- Foster the College as an ordered and safe environment, where students gain an increasing appreciation of positive personal presentation;
- Eliminate the risk of peer pressure to wear clothes which might be inappropriate, transitory items of fashion and/or expensive in nature; and
- Provide some quality control over the durability of clothing items.

Radford College aims to develop a sense of integrity and identity amongst its student community. Identity is about both the sharing of common experiences and character. Uniform is part of the process of developing character as it provides space for the real person to show through by eliminating some of the superficial 'image' aspects of growing up. The sharing of common experiences builds school culture and spirit.

The continued development of a positive school culture is an activity that must be carried out by each and every member of the College community each day. To not do so risks a gradual and slow decline. While school uniform is but a part of the overall positive school culture at Radford College, it is a highly visible and symbolically important factor. Thus students, parents and staff must share responsibility for student compliance with good standards of school uniform.

Students should understand and respect the reasons Radford College has a school uniform and wear the uniform correctly.

In accepting a place for their child at Radford College, parents agree by signing the appropriate forms to support the uniform requirements of the College. It is vital that parents are active in their support of the continued development and refinement of a positive school culture including ensuring students leave home dressed appropriately in accordance with the regulations that follow. The staff relies on parent and student support in the correct wearing of school uniform so that they can apply their energies to the learning and wellbeing needs of students. That said, once students have arrived at school staff are responsible for monitoring uniform compliance and responding appropriately to non-compliance.

The Secondary School diary contains detailed advice regarding uniform, which also appears on Nexus.

14.1. Purchase of Uniform

The College has recently transitioned to a new Uniform supplier, Perm-A-Pleat a family-owned business based in Western Australia. Perm-A-Pleat manage the shop which is located between the Bookroom and the Woodwork room and sells all uniform products which includes:

- a. Uniform items for PreK – Year 12;
- b. PE uniform items;
- c. House shirts;
- d. Radford school bags with crest; and
- e. Co-curricular uniforms.

The College also runs a second-hand shop which operates from the same location. Opening hours and the sale of the uniform are available online through the College website. The College has a uniform policy with the details on the website.

15. Students Driving a Motor Vehicle

- The College does not take responsibility for student cars parked on campus.
- Students cannot drive other Radford students in their vehicle, unless their parents/caregivers and the parents/caregivers of the passenger/s have provided written approval to the Head of Year 12.
- Only Year 12 students may park on campus from 7.30am - 3.45 pm if they have been granted a parking permit by the DP HoSS in consultation with the Year 12 HoY and APSE.
- Parking permits give Year 12 students permission to only park in the Mackinnon Carpark unless otherwise arranged with the DP HoSS.
- Parking permits are non-transferrable, students cannot lend or give their permit to another Year 12 student.
- To apply for a permit students submit their request to a Microsoft Form sent by the HoY of Year 11 in the final weeks of the academic year stating their reasons for needing the permit. Permits are generally granted on the following criteria:
 - a. Student has a physical disability or physical health issues.
 - b. Student lives and travels from New South Wales

Student is required to drive siblings to the College who are in the Junior School.

- Once granted, the permit is collected from the Morison Admin area and must be placed on the dashboard of the vehicle when parked on campus.
- The permit will display the student's name and the registration of the vehicle.
- The cost of a parking permit is \$20 per term. All parking costs will be charged to the student account.
- Students without a permit are permitted to park in the Mackinnon Carpark after 3.45pm.
- Students must not leave campus in their vehicle during the school day Exceptions to this during the year are listed below:

If the student needs to attend an appointment during the school day they will need to seek prior approval for the absence by emailing the Attendance Officer (and CC the Head of Year 12) the day before.

Students are not permitted to drive their own vehicle to school excursions unless permission is granted by the Head of Year 12, the teacher in charge of the excursion and the parents/caregivers of the driver and any passengers.

Year 12 students who have a double study lesson in Periods 5 & 6 are permitted to leave the campus at 1.40pm. Alternatively, Year 12 students who have a study lesson in Period 6 will be permitted to leave the campus at 2.35pm. Students are, of course, encouraged to remain on campus to study or if they have a co-curricular commitment.

8.1.2 Breaches

In the event a student breaches any of the above conditions or drives dangerously on campus, parents acknowledge that the Head of Year 12 may suspend or revoke the student's driving and parking privileges at Radford College.

8.2 Student

In being granted a parking permit Year 12 students agree:

- They will only park their vehicle in the Mackinnon Carpark.
- They understand they are not permitted to park anywhere else on the Radford Campus and the College does not take responsibility for cars parked on campus.
- They understand they cannot drive other Radford students in their vehicle, unless their parents/caregivers and the parents/caregivers of the passenger/s have provided written approval to the Head of Year 12.
- They acknowledge they are required to display their parking permit on the dashboard of their vehicle whenever they park on campus.
- They acknowledge the parking permits are non-transferrable and they cannot lend or give their permit to another Year 12 student.
- They are aware the cost of a parking permit is \$20 per term. All parking costs will be charged to their student account.
- They understand that if they breach any of the above conditions or drive dangerously on campus, the Head of Year 12 may suspend or revoke the driving and parking privileges at Radford College.