



2 March 2017

Dear Parent/ Guardian,

The Year 12 Half Yearly HSC Assessment Period will take place between **Monday 13th March and Wednesday 22nd March 2017**. During the Assessment Period normal timetabled classes will cease. The timetable is on the Year 12 Edmodo page (use the code: x8b4qg to access this page) and also on the College website.

All assessments will take place during three timeslots each day – periods 1 and 2, periods 3 and 4 and periods 5 and 6. Each student will have a **maximum of two** assessments per day.

Full College uniform is to be worn for assessments. Attendance at school EVERY DAY during the week 7 and 8 Assessment Period is compulsory. Study venues will be arranged for times where your son or daughter may not have an assessment. We hope that your child will make the best use of their study time, accessing help from their teachers and peers and undertaking private study.

If your child cannot attend any day or part of a day during the Assessment Period owing to illness, as per the College assessment policy outlined in the Year 12 Assessment handbook, **a Doctor's Certificate is mandatory**. If your child misses an assessment they will be expected to undertake the assessment the next day after the Doctor's Certificate expires.

If your child cannot attend an assessment for misadventure reasons sufficient documentation must also be provided (misadventure refers to unexpected events that make it difficult for students to attend an assessment). If your child cannot attend an assessment please contact the College office.

Your child has been issued with a *Stage 6 Assessment Information Booklet* outlining the rules and procedures associated with these assessments. It is important students familiarise themselves with the expectations required.

All Assessment Grids contained in the *Stage 6 Assessment Information Booklet*, originally marked as being "draft" documents, have now been finalised. Any amendments to this information has been given to your child in hard copy, and uploaded to the College website.

If you have any questions about the Year 12 Half Yearly HSC Assessment Period please contact me at the College.

Sincerely,

Miss Carol Muscat
Head of Learning