

STUDENT AND PARENT ASSESSMENT PROCEDURES HANDBOOK



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DISTRIBUTION OF ASSIGNMENTS

1. The teacher will direct you to the location of the assignment task sheet in the TASS Learning Management System - Student Café, a minimum of three weeks prior to the due date and get you to save a copy to a folder in your One Drive. Less time may be given for portfolio (small) tasks.
2. The teacher will indicate three dates on the cover of the assignment sheet. A **Monitoring** Date, a **Conferencing** Date and a **Due** Date. If you stick to these dates you should be able to submit a quality assignment on time.
 - The **Monitoring** Date is a, “*how are you travelling checkpoint*”. The teacher will need some indication that the assignment has been commenced and that planning has taken place. Different teachers will require different parts of the assignment to be completed but they will inform you of this.
 - At the **Conferencing** date the teacher will expect a full draft. The Conferencing Date is viewed by the College staff as a:
“collection date to ensure that the College has evidence to allocate results in the event that you subsequently fail to meet your requirements at the due date”.
 - Despite the definition of a collection point, teachers will provide structured feedback. Although, the depth and level of feedback will vary depending on the assignment structure or how the class time was utilised. As a minimum requirement, you can expect a generic checklist matched against the criteria to show where improvements can be made.

CONFERENCING DATE PROCEDURES

1. An electronic copy of the assignment must be loaded in Student Café by the end of the lesson on the *Conferencing Date*. Hard copies, or e-mails, will be acceptable depending on the nature of the assignment response and circumstances.

What will happen if I fail to submit my assignment at the Conferencing Date?

- The teacher will complete the ‘Assignment Non-Submission’ slip and email it to the Responsible Thinking Centre Coordinator (RTCC).
- The RTCC will call you (phone, morning notices, or a note to your teacher) to the RTC at the earliest possible lesson on the next day or days.
- You will have one lesson to complete the requirements of the assignment in the RTC.
- The RTCC will send the work for the teacher and record your name in the non-submission database.
- The RTCC will give you an “Assignment Detention” notice.
- The RTCC will notify your parents, Head of School (Mr Gill/Couper) and the Head of Year via a letter.
- If you arrive at the RTC (after contact from the RTCC) with the assignment, you will simply submit it to the RTCC, receive the ‘Assignment Detention’ notice and go back to class. Your parents will still be informed of the late submission at Conferencing.

What will happen if I fail to submit my assignment at Conferencing because I was absent?

- If you are ill, injured or away from school for some reason on the Conferencing Date you must load the assignment in the Student Café, or email the assignment to the teacher by the end of the lesson. Failing this, you are to give your assignment to the RTCC (not to your teacher) at the start of 'Period One' on your first day back at school.
- You must have a medical certificate or a note from your parents, Head of Residence, Boarding supervisor or Health Centre Staff explaining your absence.
- If you do not have a note you will be treated as though you failed to submit the assignment and you will receive an 'Assignment Detention' notice and the parental letter.

Where and what do I do for my Assignment Detention?

- Assignment Detentions will be undertaken in the RTC on Monday, Tuesday, Wednesday and Thursday afternoons from 3.00pm until 4.00pm. During this time, you will complete the on-line, "Enhanced Learning Education Services" study modules.
- You will have three opportunities to attend the Assignment Detention from the date it is issued by the RTCC. If you do not attend within the timeframe you will receive a double detention, 3.00-4.30 in the RTC. Failing this, the Head of Year will work through the standard process of Saturday detentions, and internal and external suspensions.

What will happen if I continually miss the Conferencing Date submission?

- The Head of Year will review the late submission data at the end of each term and then conduct an interview with you and your parents. In cases where there is no improvement, or no obvious reasons for the late/non-submission, they will make a recommendation to the Head of School for you to be placed on a Head of School contract.

What will happen if I refuse to work or complete the requirements in the Study Centre?

- If you refuse to cooperate or fail to produce work that meets the expected standard in the RTC session, you will be sent to the Head of Year and may be internally suspended or sent home until such a time that the assignment is completed to the required standard. Your return to class, or to the College, will then depend on an interview with the Assistant Principal (Senior or Junior).

What will happen if my assignment does not meet the expected standard at the Conferencing Date?

- If the teacher does not consider the work that you submit to be a full assignment draft, they will treat the work as a non-submit and you will go through the non-submission process.

DUE DATE PROCEDURES

1. An electronic copy of the assignment must be loaded in Student Café by the end of the lesson on the *Due Date*. Hard copies, or e-mails, will be acceptable depending on the nature of the assignment response and circumstances.

What will happen if I fail to submit my assignment by the end of the lesson on the Due Date?

- The teacher will use the evidence of work from the Conferencing Date to allocate a result.
- The teacher will give your name to the RTCC.
- The RTCC will notify your parents, the Head of School and the Head of Year via a letter.

What can I do on the Due Date if my assignment is not finished?

- If your assignment is not finished by the end of the lesson on the Due Date you can still submit it electronically or provide a hard copy to the RTCC up to 4.00pm (close of business) on that day.
- Note: this infringement of the policy will incur an RTC detention, but the assignment will be marked without deductions.

What will happen if I fail to submit my assignment on the Due Date because I was absent?

- If you are ill, injured or away from school for some reason on the Due Date you must load it in Student Café, or email your teacher the assignment. Failing this, you are to give your assignment to the RTCC (not to your teacher) at the start of 'Period One' on your first day back at school.
- You must have a medical certificate, or your parents must sign a Statutory Declaration indicating their recognition that you were sick or unable to attend. Statutory Declarations can be completed at the Student Reception.

What will happen if my assignment does not meet the minimum requirements on the due date?

- By collecting evidence of your work at the Conferencing Date the teacher should have information to allocate a result against the assessment criteria. However, if your work does not meet the minimum requirements to be allocated an 'E', then an 'NR' (No Result) will be awarded by the teacher.
- An 'NR' for an individual assessment task at the senior level is likely to mean that you will not meet the substantive requirements of the course to be awarded a semester/unit rating. This could ultimately impact upon the number of "Semester Units" and potentially make you ATAR ineligible. Conversely, if you are ATAR ineligible, the removal of a semester/unit credit may limit your ability to attain twenty (20) points for the allocation of a QCE. Further, if the lack of information means that you have not met the mandatory requirements of the course you will not be awarded a Level of Achievement for the subject on your Senior Statement.
- At Year 7, 8, 9 & 10 an 'NR' will appear on your Term or semester report and you will be ineligible to receive an academic award.
- If you receive an NR you will be required to have an interview with the Head of Year and the Head of School. Where there is an obvious pattern of non-submission or insufficient work on assignment tasks, and after subsequent parent consultation, your continuing enrolment at the College may be reconsidered.



DUE DATE PROCEDURES (VET)

What will happen if I fail to submit my VET work booklets by the end of the lesson on the Due Date?

- The teacher will record your name in the VET Outstanding Competency Register.
- The teacher will notify you of the need to attend the VET tutorials on a Tuesday or Wednesday afternoon from week six onwards.
- You will have to attend at least one tutorial per week from week six, until the work is complete.
- The teacher will e-mail your name to the RTCC who will notify your parents of your detention at the VET Tutorial.
- The teacher will track your attendance at the VET tutorial and collect the work when it is completed.
- The teacher will notify the Head of Year if you do not attend the necessary tutorials or submit the work after the three-week block.

15 QUICK TIPS FOR COMPLETING QUALITY ASSIGNMENTS BY THE DUE DATE!

1. On the day of distribution, actively listen and take notes as the teacher explains the task.
2. Ask your teacher to list the parts to be completed by the Monitoring Date.
3. Record the Monitoring, Conferencing and Due Dates in your electronic diary and on a study calendar.
4. Read the 'Task Statement' to get a feel for the topic. You may do additional research on aspects contained in the task statement to get important background information.
5. Highlight the cognitive verbs in the 'Task Statement' and ask your teacher the exact meaning of the verbs.
6. Highlight the genre that appears in the 'Scaffolding' section. Use the model provided by the teacher to identify the key features of the genre and/or do an internet search for additional clues about the genre.
7. When researching, narrow the search sites to a manageable number and ensure that you record the names of the authors or the web addresses so that you can reference them at a later stage.
8. When researching, be selective and copy only the parts of the articles or books that are relevant. Alternatively, you might make bullet point notes of this information but try to avoid ending up with large amounts of data to wade through.
9. Work through the, 'To complete this task' section, one point at a time.
10. Working through the, "To complete this task" section should enable you to produce a draft for the teacher to view at Monitoring.
11. If your assignment is an essay or a report, ask your teacher if it would be suitable to use the *Write That Essay* platform to receive feedback on your response.
12. Submit your conferencing using "Double Line Spacing" so that your teacher has sufficient room to make comments at conferencing.
13. After conferencing, discuss the feedback with your teacher and make the necessary corrections and improvements.
14. Between Conferencing and the Due Date, be sure to carefully read the assignment criteria sheet and ensure that you have addressed all task components to the best of your ability.
15. Prior to final submission, complete a final proofread of your work by reading the response out loud. Additionally, you can also use the 'Editor' function in Word to identify corrections for spelling, clarity, tense, and grammar.

ASSIGNMENT EXTENSIONS

What do I do if I need an assignment extension?

- If you need an extension because of illness, injury, extra-curricular demands, family situations or other unforeseen events, you can contact your teacher at any point up to and including the Due Date.
- Your teacher can give you an extension of 1-2 days and can change the submission date details in the TASS LMS – Student Cafe.
- If you require more than 1-2 days, you will need approval from the Head of Department.
- Teachers will not grant you an extension without a note or a phone call from your parent, Head of Residence, Boarding Supervisor or Health Centre Staff.
- Teachers will not grant you an extension if you have failed to work in class or failed to meet the Monitoring and Conferencing requirements.
- Year 11 and 12 students must apply for an extension using the AARA process. This is outlined in the College AARA document and emailed to families at the start of each year.

What will happen if I am given an assignment extension and I fail to submit on the new Due Date?

- If you fail to submit on the new date it will be treated as a non-submit and the teacher will go through the Non-Submission process.

Assignment Feedback and Results

- You can expect the teacher to return the assessment item to you within three (3) working weeks (circumstances permitting) from the date of submission. Any variation to this timeframe would require the approval of the Head of Department.



ASSIGNMENT PLAGIARISM

“Plagiarism is the action or practice of taking and using as one’s own, the thoughts or writings of another, without acknowledgement” (University of QLD, 2005).

Examples include:

- Word-for-word copying of sentences or paragraphs without identifying their origin
- Closely paraphrasing sentences or paragraphs without reference to the original work
- Copying and presenting an entire source as the individual own
- Presenting another person’s work as the individual’s own (eg parents, tutors, boarding staff).

What will happen if I plagiarise a section of an assignment?

- The teacher will give you a result based on the sections that he/she can legitimately determine as your own.
- The teacher will provide instructions for you to help eliminate any further incidence of plagiarism.

What will happen if I completely copy another person’s work for my assignment?

- The teacher will allocate an ‘NR’ (No Result) for the assignment.
- The teacher will inform the RTCC who will send a ‘Plagiarism Letter’ to your parents, Heads of Residence, and the Head of Year informing them that ‘No Result’ has been given as a result of plagiarism.
- The teacher will give you another assignment topic and set a due date for the new piece of no longer than two weeks from the time of negotiation.
- The teacher will remove the NR result if the new assignment meets the criteria.
- The teacher will enact the non-submission policy if you do not resubmit the new assignment on the negotiated date.



STANDARDISED EXTENDED RESPONSE COVER SHEET (EXAMPLE)

St. Brendan's College

Teacher and Student Details	
Student name:	Year Level: 10
Teacher name: Mr. Horan	Date: 23/5/2023

Subject	Core mathematics
Technique	Extended Response Task
Unit	Statistics
Topics	Measures of Central Tendency

Conditions			
Duration	3 Weeks		
Mode	Mathematical Report	Length	500 words
Individual/ Group	Individual	Other	
Resources available	Australian Bureau of statistics Website		
Context	Statistics is the study of data and specifically how to collect, present and summarise data. Numerous graphs, tables and charts can be used to present the data including histograms, box and whisker plots, scatter plots and stem and leaf graphs. At the most fundamental level the mean, median and mode (measures of central tendency) and the measures of spread are all that is required to produce a statistical summary. Patterns in the data and conclusions drawn from the data are essential in industries such as economics, politics, agriculture, education and town planning.		
Task			
Your task is to construct four graphs on two sets of similar data and use the graphs and the measures of central tendency/spread to compare the data in a mathematical report.			

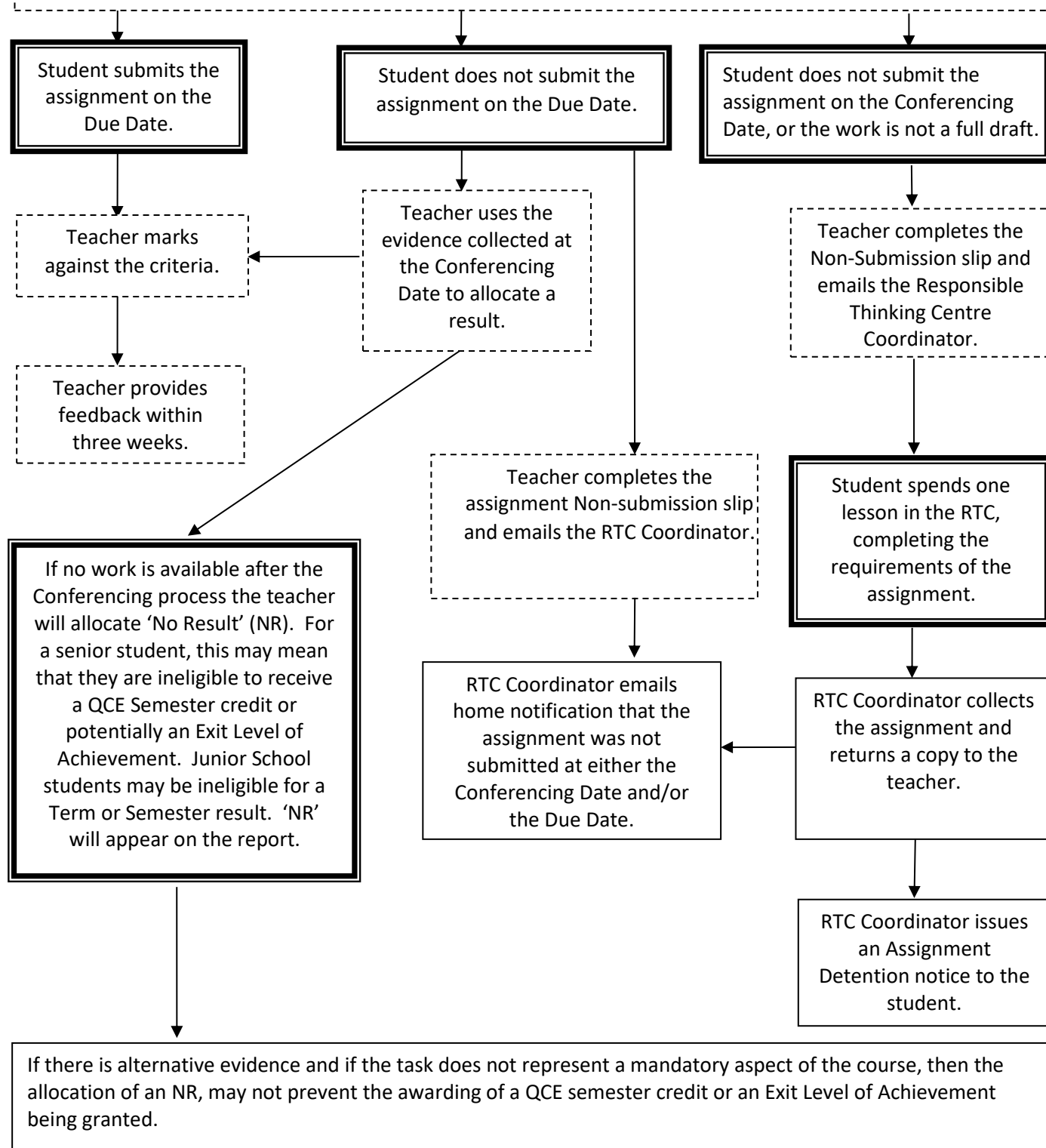
Assessment objective/s
Utilise technology to produce the graphical data.
Investigate data in different ways to make comparisons and draw conclusions (2.2)
Use authentic data to construct scatter plots to make comparisons and draw conclusions (2.2)

Criterion, Component or Task	Marks Attained	Results (A-E)
Total Marks	/50	
Total Percentage	%	
Overall Result		



ST BRENDAN'S COLLEGE ASSIGNMENT SUBMISSION FLOW CHART

Monitoring, Conferencing and Due Dates are established by the teacher. The teacher directs the student to the location of the assignment three weeks prior to the due date and unpacks the assignment with the class.



St. Brendan's College Assignment Submission Flow Chart - VET

Monitoring, Conferencing and Due Dates are established by the teacher. Dates need to take into consideration the week six cut-off.

A student has not completed the VET requirements outlined in the TASS Learning Management System by the due date (end of week six).

The teacher completes the non-completion / non-submission form and forwards it to the RTC Coordinator.

RTC Coordinator mails home notification that the VET requirements are not complete and notifies the Head of Year.

The teacher places the students name on the VET Outstanding Competency Register located in Google Classrooms.

The student will need to complete an afternoon VET tutorial. Tuesday or Wednesday, 3:15pm – 4:30pm for the three-week, period commencing Week 6.

The student will be expected to attend a minimum of one tutorial per week and their name will remain on the register until all outstanding work is submitted.

At the conclusion of the three-week block, students will have been afforded 6 opportunities (3 compulsory) to complete all outstanding theoretical work. Not meeting the expectation of one tutorial per week, or failure to submit all outstanding work by the end of the three-week, period will result in an escalation to the Head of Year.

The Head of Year will issue a Saturday detention or an alternative appropriate consequence. At this point, the student will be awarded a non-competent grade (NR) until course requirements are met.



EXAMINATIONS

What is expected of me during an examination?

- Ensure that you have thoroughly prepared.
- Do not enter the examination room until directed by the teacher.
- Leave your school bag outside of the examination room.
- Remain in the room and seated for the entire duration of the examination.
- Arrange your response sheets to limit other students from seeing your answers.
- Do not communicate with any other student during the test.
- If you have a question, raise your hand and wait quietly for the teacher to come to you.
- Have all necessary equipment. This includes a full complement of pens, pencils, calculator, rubber, ruler, highlighters and laptop (if required).
- Do not bring any unnecessary items. This includes mobile phones, flash drives, MP3 players, IPOD's or Graphics Calculators (unless otherwise stated).
- Start the perusal time by recording any facts, rules, dates, formulas or information that you have memorised for the exam.
- Use the perusal period to read the entire paper from start to finish and highlight the key words.
- Answer all questions, even if you are unsure of the correct answer.

What will happen if I fail to complete an examination because I was absent?

- If you are absent from an examination because of illness, injury or other legitimate reason you will do the exam in the RTC on your return to school.
- The RTC Coordinator will contact you and inform you of the time to attend the RTC.
- You must provide the RTC Coordinator with an authorised medical certificate or a signed Statutory Declaration from your parents.
- If you do not provide suitable documentation your exam results will be withheld until the documentation is submitted.
- Note: Year 11 and 12 students must work through the AARA process for any missed examination. Generally, resits will not be considered and students will be allocated NR (No Result) for the task and unit.

What happens if I disrupt during an examination?

- The teacher will send you to the Responsible Thinking Centre (Automatic Referral) with the examination.
- During your time (one lesson) in the RTC you will complete the examination or negotiate a plan to re-join the class.
- At 3.00pm that day (or on subsequent days, as per the assignment non-submission policy) you will have to complete a detention in the RTC to catch up the work missed from your class/classes.

What will happen if I cheat during an examination?

- The teacher will allow you to complete the paper but will only give you a result based on the sections that he/she can legitimately determine as your own.
- The teacher will inform the RTC coordinator who will send a letter to your parents, Heads of Residence, and the Head of Year.

What will happen if the teacher cannot determine how much of the examination is my own work?

- The teacher will allocate an 'NR' (No Result) for the examination.
- The teacher will inform the RTC Coordinator who will send a letter to your parents, Heads of Residence, and the Head of Year informing them that no result has been given for cheating.
- The teacher will get you to sit another examination or modified assessment task at a time suitable to them. This examination will be completed in the RTC under the supervision of the RTC Coordinator.
- The teacher will remove the NR result if the second examination or task meets the criteria.

15 QUICK TIPS FOR APPROACHING EXAMS

Before the Exam

- Create a study planer – break non-sleeping and family hours into time slots where you can get at least one and a half hours study per day. This is best structured in half hour blocks for maximum performance and retention. A simple seven, day table is the easiest to use.
- Organise your study area – remove distractions, categorise your study materials into subject folders and put up your assessment summary.
- Have a purpose for study – don't just sit at your desk. Have a clear goal for each half hour session.
- Use Mind-maps to revise classwork, text information and concepts.
- Use Flash Cards as a memory tool and memorise small pieces of information on an on-going basis. 70% of learnt information is lost after only one day.

During the Exam

- Be sure to use the perusal period at the start of the exam.
- Generate a word bank, rules file, or formula list before reading the questions. Any facts, figures or statistics that you have memorised prior to the test should also be written down.
- Make your highlighter your friend and carefully identify the key statements or words in each question.
- Check the definition of the cognitive verbs in each question.
- Plan your responses before writing your answers. Jot down notes for the questions that require lengthy responses. Going in with a plan means that you will be less likely to make mistakes.
- Try to plan the amount of time that you will spend on each question and don't get bogged down on any one question.
- If you have a mental blank, leave the question and come back to it later.
- Write succinctly and avoid the waffle.
- Write in full sentences unless otherwise instructed.
- Never finish early. Check and recheck your responses. Replace simple words with higher level language and look at the structure of your sentences.



STANDARDISED EXAMINATION COVER SHEET (EXAMPLE)

St Brendan's College

Teacher and Student Details

Student name:

Year Level: 7

Teacher name: Mr. Couper

Date: 27/02/2023

Subject

Core Mathematics

Technique

Examination — Short Response

Unit

Statistics

Topic

Data Representation and Interpretation

Conditions

Time

55 minutes

Perusal / planning

5 minutes

Other

Use the formulas below to assist with answering the questions

Mean

$$\bar{X} = \frac{\sum X}{N}$$

Median

$$(n + 1) / 2$$

Instructions

- Answer all questions in the space provided, or where stated.
- Show working for each question.
- Circle the correct response for multiple Choice questions.

Assessment objective/s

Construct and compare a range of data displays

Calculate the mean, median, mode and range of a set of data

Describe and interpret data displays

Criterion	Marks Allocated	Results (A-E)
• Knowledge and Understanding		
• Skills		
Total Marks	/20	
Total Percentage	%	
Overall Result		



REFERENCING QUOTES IN AN ESSAY - IN-TEXT CITATIONS (APA SYSTEM)

Three important pieces of information about the source must be included in your actual writing in the body of the text.

- The surname of the author or authors
- The year of publication of the information
- The page number (if the information can be located on a page).

Rule 1 - Exact words from the source: Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses, (" "). Put the page number in parentheses at the end of the quotation before the ending punctuation mark.

Examples

As Skuthorpe (1993) **stated**, "magazines for the general public generally have less reliable evidence than professional journals" (p. 2).

As Diefenbach (2009) **said**, "memory training does not result in a student's ability to solve problems" (p.8).

As Jorgensen (1978) **reported**, "If the existence of a bell ringing team was unsettling for the students, it was also startling news for the teachers" (p. 26).

Grieve (2005) **notes**, "The Texas Instruments Graphics calculator is far superior to the other versions currently on the market" (p.144).

Rule 2: Exact words without introducing the author: When the author's name does not appear in the single phrase, place the author's name, the date, and the page number in parentheses at the end of the quotation. Use commas between items in the parentheses.

Example

"The increase in the number of enrolments in 2008 was directly related to the change in the College curriculum and the improved facilities" (Dash, 2009, p. 82).

Rule 3 - Paraphrasing or Summarising the author (in your own words): Paraphrasing means restating in your own words the original author's exact meaning; not just rearranging the words in the author's original text. You can embed a short quote of a key phrase in paraphrased material and give the page number of the quote.

Example

Original Quotation – "Encouraging students to wear hats is a fundamental first step in the prevention of long term skin cancer" (Prince, 1998, p. 8).

Paraphrased Quotation - Prince (1998) believes that skin cancer can be prevented by the early use of hats as a prevention strategy (p.8).



Rule 4 - Long Quotations

Any quotation from a text that is greater than twenty-five (25) words is considered a long quotation. Long quotations are separated from the main body of text by an empty line both above and below it, as well as an indent from the edge of the page on either side. Long quotations do not require quotation marks around them and they stand alone in that they are not part of a constructed sentence. Although the bulk of a typed essay will be double line spaced, long quotations are single line spaced. The page number appears in parentheses after the quotation.

- **Longer than 25 words**
- **Separated from the main body of text by an empty line at the start and an empty line at the end**
- **Are indented on both the left and right side of the page**
- **Stand alone; they do not follow on as part of a sentence**
- **Single line spaced**
- **Page number appears after the full stop**

Example

At the conclusion of John Marsden's *When the War Began*, Ellie thinks about their chances of survival:

Text of essay.
Note: Double spaced

We've got to stick together, that's all I know. We all drive each other crazy at times, but I don't want to end up here alone, like the Hermit. Then this really would be Hell. Humans do such terrible things to each other that sometimes my brain tells me they must be evil. But my heart isn't convinced. (284)

Long quotation.
Single line spaced.
Separated from the main body of the text by an empty line.

Page Number:
appears
after the
full stop.

Also note how the text is indented on either side of the quotation.

Rule 5 - Short Quotations

For the purpose of ease, short quotations are twenty-five (25) words or less. They are always enclosed within quotation marks (either single (') or double (") it does not matter, as long as only one type is consistently used throughout the essay). Short quotations are never a sentence by themselves but are instead added as part of a sentence within the essay itself. In this way they are embedded within a sentence. Finally, for short quotations the page number appears in parentheses before the full stop.

- **25 words or less**
- **Are enclosed within quotation marks**
- **Are embedded within a sentence as part of it**
- **Page number before the full stop**

Main text

Example

The puzzled Lilliputians thought Gulliver's watch was "either an unknown animal or the god that he worships" (135).

Part of the main text.

Page number
appears before the
full stop.



COMPILING A REFERENCING GUIDE OR BIBLIOGRAPHY

The examples below show the expected format to use when referencing the sources of information used in the completion of assignment work.

Books with 1 author

Parker, S. 2000, *Skeleton Keys*, New Holland Publishers, Sydney.

Books with 2 Authors

Insel, P. & Roth, W. 1999, *Core Concepts in Physical Education*, Mayfield Books, California.

Books with 3 or More Authors

Binney, et al. 2001, *Jamica's Heritage: an untapped resource*, Mill Press, Kingston.

Internet Sites with an Author

Burka, L. 2005, *The Black Death* [online], Available from: URL: <http://themiddleages.net/plague.html> (accessed 20 April, 2006).

Internet Sites without an Author

Coral Reef Starfish on the Great Barrier Reef, [online], Available from: www.aims.gov.au/monmap/COTSPage.html, (accessed 11 November, 2006).

Journals

West, M.1994, The Sunburnt Country: broke, bewildered, besieged, *The Bulletin*, Vol 1, no.5905, pp.26-29.

Encyclopaedia

Marsupials, 2003, *The World Book Encyclopaedia*, Vol.18, no. 1, World Book London, p.235.

Newspapers Articles with an Author

Morely, P. 1999, Our Town is Being Torn Apart, *The Courier Mail*, 18 February, p.3.

Newspapers Articles without an Author

Insulin Pill on the Way, 2005, *The Morning Bulletin*, 27 October, p.10.

ANOTHER SITE TO HELP IMPROVE YOUR ASSIGNMENTS & EXAMINATIONS

www.studyskillshandbook.com.au



The ELES **Online Study Skills Handbook** provides a comprehensive and interactive online guide for students as to the study skills needed for success in high school studies. Our school has subscribed and this allows you to access all of the information at any time. You may like to work through the units systematically to help improve your results or browse on an as needed basis.

Features:

In addition to the huge amount of content, the systematic program for students to work through includes:

- online quizzes
- summary sheets
- worksheets
- lots of FAQs answered
- articles and links
- online polls
- facility to submit questions
- helpful grids and planners
- jokes and quotes
- student thoughts
- images and photos
- students can submit ideas to win competitions...

Plus:

- lots of **audio and video files** (and more of these being added this year!)

- streaming audio (to allow students the option to read or listen to the content)

And: new content added weekly, new units added each year, new features added regularly.

There is also a tracking system available where you can save the results of your quizzes over the years.

What's in the handbook?

at home

1. Home Study Environment
2. Organisation and Filing
3. Time Management Skills
4. Managing Workload
5. Dealing with Distractions
6. Overcoming Procrastination
7. Developing Motivation
8. Goal Setting
9. Lifestyle and Balance
10. Managing Stress



at school

1. Will we ever use this?
2. Using Classtime
3. Asking for Help
4. Dealing with Conflict
5. Groupwork Skills

specific skills

1. Reading Skills
2. Writing Skills
3. Mathematical Skills
4. Language Skills
5. Research Skills
6. Presentation Skills

tests and exams

1. Summarising
2. Active Studying
3. Exam Blocks
4. Test-Taking Techniques
5. After Tests & Exams

extra units: Becoming a Senior Student, Bullying, Educational Kinesology, Starting Secondary School, Technology Tools

To access the handbook, go to www.studyskillshandbook.com.au and login as a subscriber with these details:

user name:

password:



**Enhanced Learning
Educational Services**
"the study skills specialist"

NOTE: These login details are for the use of students, parents and teachers at OUR SCHOOL only.

Please do not pass our school's details onto students or parents from other schools or other individuals as this is a prosecutable breach of copyright and also will result in frequent password changes for our school.

**User Name: forstbrendansonly
Password: 121results**



MISSION STATEMENT

Faithful to the Gospel and inspired by the life of Edmund Rice, the community of St Brendan's College strives to bring Jesus' vision of a world of justice, compassion and peace to reality.

We seek to fulfil our mission through providing an authentic education that liberates the minds and hearts of all in our community.

We endeavour to be outward looking and engage in partnerships with others beyond our community to advance our learning, transformation and growth.

We open our hearts to the poor and those at the margins and desire to bring hope and change to our world through prayer, formation and action.

We value and support the gifts of each member of our family and celebrate our diversity as a source of strength and a sign of hope.

A YEAR 7 TO 12 CATHOLIC DAY AND BOARDING SCHOOL FOR BOYS IN THE EDMUND RICE TRADITION

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