College Process & Procedures

Welcome
Kevin Fullbrook

The workshop will cover:
- Assessment Calendar
- College Diary
- Extra-curricular activities
- Learning Place
- Homework/Textbooks
- Electronic assessment submission

The workshop will include classroom strategies/techniques used.
You will take with you tips/skills you can use with your children.

Assessment Calendar
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Purpose: to enable students to adequately plan and study for assessment items.

Have it on display somewhere.

Tips:
Work backwards from due date (4 weeks)
Determine what is required?
- What can I do early?
- Have I allowed drafting & feedback time?
Have draft written by Monday 13th May.
Two class lessons to fine-tune – more feedback.
Write final piece.

**Assessment Calendar**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Week</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have person selected</td>
<td>2</td>
<td>End of Week 2</td>
</tr>
<tr>
<td>Specific research on person</td>
<td>3</td>
<td>End of Week 2</td>
</tr>
<tr>
<td>Planning/drafting started</td>
<td>3</td>
<td>End of Week 3</td>
</tr>
<tr>
<td>Have draft written</td>
<td>4</td>
<td>End of Week 4</td>
</tr>
</tbody>
</table>

**Diary**

- All College procedures in front of diary
- Use every day
- Plenty of information included in diary
- 'Flag' important pages/sections used regularly
- Check regularly

**Examples of a well-used diary:**

- "Examples of a well-used diary:"
Extra-Curricular

Craig Brown

Extra-Curricular Activities @ MSSC

- Can be overwhelming for students
- Overview provided
- May need to prioritise
- Use diary and weekly timetable to organise
Learning Place
Gabrielle Parr
• mis.eq.edu.au
  • Username and password
  • Link to Learning Place
• edStudios
  • Homework
  • Classwork
  • Assessment submission
• Resources
• edTube
  • Multimedia gallery
• Blog

Homework/Textbooks
Kevin Fullbrook

Homework/Textbooks
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Homework/Textbooks
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Electronic Assessment Submission
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To access, a student must be logged on to the College network

Important Dates
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Important dates for students in 2013:
• Swap of elective subjects
• Year 8 into 9 subject selections
• Year 9 into 10 subject selections
• Excellence Programs entry process
• Year 9 laptop program