

Tweed

Shared Mode Operations Manual



An initiative of the five high schools on the Tweed to enhance curriculum choice and achievement levels for public state high school students.

T5 Shared Mode Operations Manual

T5 is a program designed to give all students access to a diverse curriculum regardless of what school they attend.

This Operations Manual will ensure that all students receive well defined and easy to understand information on policies and procedures around T5 shared mode courses.

Included in the manual are the procedures and policies for the T5 program.

This manual should be read in conjunction with the T5 *Course Information Booklet*.

T5 DEFINITIONS

Host school means the school site where the course is delivered. In most cases the delivering teacher will be a member of staff at the school.

Home school means the school in which the student is enrolled as a student.

For example: a student enrolled at Wollumbin HS is studying *Economics* via video conference with a teacher and other students from Banora Point HS. The host school is Banora Point HS and the home School is Wollumbin HS for that student.

Normal mode courses are those taught in a particular school by the staff of that school, using resources of that school and delivered to students of that school in the traditional model, like that used in junior years.

Shared mode courses are those courses taught by a teacher to students from a variety of schools. Shared mode courses may be delivered by a variety of methods.

T5 CO-ORDINATORS

Each of the five Tweed Valley public high schools has a T5 co-ordinator. The Coordinators are responsible for organising the logistics of any shared mode classes. All correspondence between the host and home school is to be directed through the respective co-ordinators. The coordinator will oversee the communication of information, (other than of class work and associated tasks for students), between the teacher, students and other involved parties in the host and home schools.

Additionally, the coordinators will maintain records of the students involved in T5 shared mode courses and record any issues or problems arising with students in shared mode classes.

Coordinators will keep a record of N-Determination Warning Letters, Illness and Misadventure applications and submitted tasks, etc. Any issues arising around student attendance, behaviour or failure to complete work will be communicated through the T5 coordinator.

SUBJECT SELECTION

A T5 Course Information Booklet will be produced each year. All the courses offered by the T5 schools will be included in this booklet. Students can select courses from this booklet regardless of their home school.

Each school identifies teachers willing to participate in shared delivery and the courses they are willing to offer. All schools will be offering the same T5 courses however, depending on numbers, they may be delivered as either normal mode classes in the student's home school or delivered using a variety of shared modes.

SHARED MODE DELIVERY STYLES

T5 courses may be offered in a variety of shared modes. The mode of delivery will be determined by agreement between the Principals and delivering teacher. The method of delivery will change from course to course depending upon a number of factors including:

- the number of students selecting the course;
- the home schools of the students;
- the home school of the teacher;
- the best shared mode method to deliver the course.

The shared mode delivery methods include:

- using video conference;
- using *Bridgit*;
- using DET *Moodle*;
- transporting students or teachers to a site other than their home school;
- using a regular block of time each week to maximize contact.

COMMUNICATION BREAK DOWNS

Each shared mode class teacher must put in place an alternate method of communication should the preferred method fail at the time of delivery. This alternate method must to be clearly explained to all students on the first day of the course. For example if a video conference fails, all participants may then move to a Bridgit link.

TEACHER ABSENCE

If a teacher is absent on the day they are timetabled to deliver a shared mode class, the host school should, wherever possible, provide a teacher for the class so the class can run at the scheduled time. This is important because of the restricted access students have to instruction and course materials. If it is not possible to provide a teacher for the class, the T5 co-ordinator of the host school is to ensure all host school students participating in the class are notified as early as possible of a cancelled class so they can make alternate arrangements to travel home safely. The T5 co-ordinator must also make contact with the other participating schools and notify them of the class not running.

ENROLMENT

All students wishing to participate in a shared mode class must have consent from their parent/guardian. This is done by completing a **T5** *Shared Mode Participation Form*. The forms are submitted to the home school and copies forward to the host school.

The official DET enrolment for a student in any **T5** shared mode course will remain with the home school. The Board of Studies registration is the responsibility of the home school and will state the course is being studied at the host school. The entering of all shared mode student performance data is the responsibility of the host school.

STUDENT IDENTIFICATION

After a student accepts enrolment into a shared mode course, the T5 Co-ordinators of participating schools provides the host school with a photograph of their students. This will assist the teacher to accurately identify each student in their class.

STUDENT CONDUCT

Students must clearly understand continued enrolment in shared mode classes is dependent upon the student displaying exemplary standards of behaviour and commitment and abiding by both home and host school rules. Students will not be permitted to behave in a manner that impedes the learning of others or is disrespectful to any staff member in the home or host school. All students enrolled in a shared mode course will be required to sign a **T5** *Student Conduct Agreement*. This agreement will outline expectations of student attendance, conduct and commitment to complete all coursework and assessment tasks.

Should a student engage in inappropriate behaviour action will be taken. If the class is held at the student's home school the class teacher will contact the faculty head teacher. If the class is held at a school other than the student's home school, the teacher will contact the T5 Co-ordinator or Deputy Principal in the student's home school. Repeat offenders may be removed from a course.

TRANSPORT

Enrolment for a particular **T5** shared mode course may include visiting a school other the home school, for practical experiences and/or tutorial sessions etc. These visits will involve travel. There will be a minimal cost to cover the cost of bus transport. All students enrolled in a **T5** shared mode course will be required to pay these costs irrespective of where the course is delivered. A parent or guardian must sign a **T5** *Consent to Travel* form. The consent form will cover all travel involved in **T5** shared mode courses.

COURSE ASSESSMENT

The assessment for the Preliminary and Higher School Certificate courses is to:

- allow a comparison between students in a course, both at the host and home schools;
- recognise and give credit to students displaying diligence and sustained effort throughout the course and at the final examination;
- allow students to be judged against a set of performance criteria outlined by the Board of Studies;
- judge performance in areas that cannot be assessed by formal examinations. These include practical work, field studies and practical projects.

The class teacher will provide a detailed assessment schedule with task descriptions, task weightings and due dates at the beginning of the course. The host school determines the assessment schedule, policy and procedures of any shared mode course. Such information will be fully explained to students and parents by the class teacher. Students should also refer to the Board of Students HSC syllabus for any course in which they are enrolled. The syllabus provides very detailed descriptions of course aims, outcomes and assessment details. Syllabi are available at www.boardofstudies.nsw.edu.au

ASSESSMENT TASKS

The due dates for all assessment tasks will be published in the  *Assessment Schedule* issued by the host school. The schedule will be available to students at the commencement of the course.

Outlines of components, assessment tasks and their weightings will be included in the  *Assessment Schedule*. Components and their weightings are specified by the Board of Studies.

A minimum of two weeks notice, in writing, will be given for any assessment tasks to be completed. Clear expectations of how to complete the task and a marking guideline will be provided for each task along with the syllabus outcomes being assessed.

There will be a minimum period of two weeks prior to major examination periods where no assessment tasks will be scheduled.

Individual assessment tasks will have a minimum value of no less than 10% and no more than 40% of the total mark for a course.

The date for submission of HSC major projects will be formally advised to students after the dates are received from the Board of Studies. The date of notification to students will be recorded by the host school.

SUBMISSION OF ASSESSMENT TASKS

All courses require students to submit a variety of assessment tasks. The types of task vary from course to course and are outlined in the course assessment schedules.

How students submit assessment tasks and coursework is at the discretion of the class teacher. Submission may be done in hard copy or via electronic methods. The class teacher will clearly outline which method is required for each task.

Regardless of the method of submission all tasks must be submitted by 9.00 am on the due date.

When submitting a task for assessment in hard copy, the student must complete the  *Submission Form*. The student must retain the tear off slip signed and dated by themselves and the staff member at the home school who takes possession of the task. Assessment tasks received in hard copy will be forwarded by the home school to the class teacher for assessment.

Regardless of the method of submission, **late submission** of an assessment task **will result in a mark of zero**. However, the task must still be completed in order to satisfy Board of Studies course requirements. The submission form is still used in such cases. The submission form and task will then be forwarded to the host school as soon as practical by courier or personal delivery.

Marked assessment tasks will be returned to the student at their home school as soon as possible with high quality feedback on student performance included.

Refer to the Student Absence section below for more information on the submission of tasks.

EXAMINATIONS

Formal examinations are compulsory and will be held at the following times each year:

- Preliminary Higher School Certificate Half Yearly examinations will be held in Week 5, Term 2. Shared mode courses will be scheduled for Thursday and Friday of the first week of the exam period.
- Preliminary Higher School Certificate Yearly examinations will be held in last two weeks of Term 3. Shared mode courses will be scheduled for Thursday and Friday of the first week of the exam period.
- Higher School Certificate Half Yearly examinations will be held in last two weeks of Term 1. Shared mode courses will be scheduled for Thursday and Friday of the first week of the exam period.
- Trial Higher School Certificate examinations will be held in Weeks 4 and 5 of Term 3. Shared mode courses will be scheduled for Thursday and Friday of the first week of the exam period.

If the type of shared mode delivery does not allow all students to be in one place at one time, the examination will be held in a student's home school, preferably at the same time as the other students in the course. Supervision will be provided.

Students who are late to the start of an examination will not be given any extension of time to complete the examination.

Students seeking special provisions for examinations must do so at their home school prior to the examination.

Along with the completed examination paper, students fill out an  *Examination Attendance Form* signed by the student and on the supervising teacher. The completed examination paper and attendance form will then be forwarded to the host school as soon as practical by courier or personal delivery.

Marked examinations will be returned to the student at their home school as soon as possible with high quality feedback on student performance included.

COURSE RANKINGS

The recording and maintenance of student marks and the corresponding assessment ranking is the responsibility of the teacher at the host school.

Rankings for a particular  shared mode class must include all of the students from both the host and the home schools.

Students are reminded to always strive for the highest class rank possible. This is achieved by diligent and sustained effort in all coursework, assessment tasks and examinations.

USE OF TECHNOLOGY

When a student wishes to submit an assessment task electronically, it is the student's responsibility to ensure the submission is compatible with the equipment currently available in the host school. Students must clarify compatibility issues with the teacher prior to submission of any task. Equipment failure, hardware or software incompatibility or failure of school equipment to read a file is the student's responsibility. Inability to read or open a submitted task will be deemed as not having submitted the task on time.

Students are strongly advised to submit tasks with enough time to use alternate methods of submission should a technical problem arise. Students are advised to print a hard copy of their work to use in these types of circumstance. Any hard copy will need be faxed to the host school by 9.00am on the due date.

MALPRACTICE

All students are aware of the need not to engage in malpractice. This topic has been well defined and covered extensively in the *HSC: All My Own Work* program.

The use of any form of electronic storage device in an assessment task or an examination, without specific teacher approval, constitutes malpractice.

Students caught engaging in any form of malpractice in an examination or an assessment task will receive zero marks for the task or examination. Engaging in malpractice constitutes unsatisfactory completion of the task.

SATISFACTORY COMPLETION OF A COURSE

To meet the requirements for satisfactory completion of the Preliminary Higher School Certificate and the Higher School Certificate, students must follow a pattern of study as described by the Board of Studies. Successful completion of a shared mode course will contribute towards the award of a Higher School Certificate.

A student will be considered to have successfully completed a shared mode Preliminary or Higher School Certificate course if, in the view of the Principals from both the Host school and the student's home school, the student has:

- followed the course developed or endorsed by the Board; and
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- achieved some or all of the course outcomes.

This means that the student must have:

- a satisfactory record of attendance. This includes video delivered lessons, practical lessons and enrichment days;
- completed the requirements of the course as specified by the Board of Studies syllabus and course program;
- made a serious attempt at assessment tasks which contribute to more than 50% of available marks;
- made a serious attempt at all set examinations as prescribed in the assessment schedule; and
- applied themselves to all course work and tasks with diligence and sustained effort.

ASSESSMENT TASK "N" WARNINGS

It is most important that students make a serious attempt at all course work and assessment tasks in shared mode courses. If a student fails to do so, a  *Assessment Task Warning Letter* will be issued for one or both of the following:

- failure to submit an assessment task by the due date; or
- failure to make a satisfactory attempt at an assessment task or examination.

The teacher at the host school, with approval by the Principal, will generate "*Assessment Task Warning*" letters as necessary. Copies will be forwarded to the student, parent and the home school.

The warning letters will be issued to students by the class teacher. Students will be given a reasonable time to redeem the incomplete or unsatisfactory work. Students will receive zero

marks for any redeemed task but they will have satisfied course requirements. Only one **T5** *Assessment Task Warning Letter* will be issued for any single task.

If a second warning letter is sent for another failure to meet course requirements, an interview is required with the Deputy and/or Principal in the home school and the host school will be notified. Students in this circumstance may not receive Board of Studies accreditation for the course without action to redeem any incomplete work. Refer to the section on “*N-Determination*” Warning Letters below. Any work submitted for redemption of a warning letter needs to be receipted using the same process as the submission of an assessment task.

Upon redemption of a task or examination, the host school must be notified as soon as possible so the student’s record is maintained and up-to-date.

COURSE “N -DETERMINATION” WARNINGS

Should a student continue not to satisfy course requirements after receiving two **T5** *Assessment Task Warning* letters, an **T5** *N-Determination Warning* (non-completion) letter will be issued to the student.

T5 *N-Determination Warning* letters are issued to students who do not:

- apply themselves with diligence and sustained effort throughout the course;
- make a serious attempt at assessment tasks worth more than 50% of available marks;
- make a serious attempt at all set examinations in the course.

If at any time a student is at risk of being given an **T5** *N-Determination* in a **T5** shared mode course the Principal of the host school must:

- advise the student in writing, in time for the problem to be corrected and alert the student of the possible consequences of an “*N-Determination*”;
- advise the parent or guardian in writing if the student is under 18 years of age;
- send a copy of the **T5** *N-Determination Warning* letter to the Principal of the home school; and
- request from the student/parent a written acknowledgement of the warning.

Students issued with an **T5** *N-Determination Warning* will be given time to redeem the incomplete or unsatisfactory work. Students will also be counselled in their home school and the outcome forwarded to the teacher in the host school for consideration. Both the host school and the home school are to retain a copy of the **T5** *N-Determination Warning* letter and other relevant information.

Interviews with students receiving an **T5** *N-Determination Warning* letter will be conducted at the home school with the Head Teacher of the associated KLA and/or Deputy Principal. The outcome of the interview will be shared with the class teacher in the host school.

COURSE APPEALS & REVIEWS

A student may apply for a review of their overall result if it differs significantly from expectations they may have based upon feedback from their performance in assessment tasks. Students wishing to appeal must submit detailed reasons for seeking a review.

The review committee will consist of the class teacher, Head Teacher of the relevant KLA in the host school and the Principal or Deputy Principal of the host school. The Principal of the host school will have the final determination on whether a student has satisfactorily completed a task or a course.

Upon request, the committee will meet after the final examination in the course and review all procedures and materials relevant to the appeal/review.

The privacy of all students will be respected during any appeal/review.

Records of appeals/reviews will be forwarded to the home school and the Board of Studies.

STUDENT ABSENCE - ILLNESS & MISADVENTURE

Student attendance at all timetabled lessons is essential for success. It is the responsibility teacher at the host school to keep a record of attendance in the lessons they deliver. If a student is failing to attend, this information should be forwarded to the home school. If the situation does not improve an **T5** *N-Determination Warning* letter may be issued.

Student attendance at examinations and the submission of assessment tasks at a comparable time between host and home school is essential to avert the possibility of an appeal by disadvantaged students.

If a student is aware of an upcoming absence that will preclude them from submitting an assessment task or sitting an examination on the due date they must make written application for a change of due date using a **T5** *Assessment Task Alteration Request* form prior to the due date. The form will be submitted to the host school and home schools for consideration.

Students must state a valid reason for the request and supply independently verifiable evidence. A change of due date will not be automatically granted. Any alternate due date is at the discretion of the class teacher and will be determined to ensure no other student in the course is disadvantaged. Due dates will not be changed for non-school related activities.

NB. A student's part-time or casual employment or vacation will NOT warrant rescheduling of any assessment task or examination.

Students who are unable to attend an examination, or submit an assessment task, on the due date as a result of illness or misadventure must submit a **T5** *Assessment Task Alteration Request* form to the home school. The request will be forward to the host school with a recommendation. The class teacher, in consultation with the home school, will make a determination as to how best deal with the request. **Documentary proof of the circumstances is essential, such as a medical certificate indicating the student was unfit for school on the day of the assessment task or examination.** Failure to provide a medical certificate will result in the student being awarded a zero mark for the assessment task or examination. Any assessment

task must be submitted on the first day the student returns to school as per the submission rules. A zero mark will be awarded for the task if the reason for the absence is not deemed appropriate.

If a student is absent the day prior to the submission of an assessment task or an examination, the home school will inform the host school. The student must supply a letter of explanation from the parent and an independently verifiable genuine and acceptable reason for the absence. Failure to do so will see the student receive a zero mark for the task. The assessment task must still be submitted to satisfactorily complete the course.

If a student is suspended at the time a task is due, the home school must notify the host school. The student must arrange for the task to be submitted to the home school by the due time together with the  *Submission Form* signed and dated.

For a compulsory in class task or an examination, the suspended student must arrange with the home school to either:

- attend school for the duration of the task. Arrangements should be confirmed with the Deputy Principal who will advise the student of the time and location to complete the task. The task will be submitted as per the policy; or
- Sit for an alternative task on the first day of their return from suspension.

The home school will inform the host school of the decision and any alternative task or methods the student is to follow.

STUDENT ATTENDANCE

To have satisfactory attendance, a student must have an attendance record that shows genuine effort. A pattern of poor attendance may result in the Principal of the host and/or home school determining that the student has not achieved the course outcomes nor applied themselves with diligence and sustained effort.

Students should try to avoid taking leave throughout the term. Any application for long-term leave must be submitted, in writing to both the host and home schools. Leave will be granted provided the reason for leave is substantial and that the progress of the student will not be adversely affected.

REPORTING

The teacher of the  shared mode course in the host school will generate a report for all students each semester. The report will include information on:

- student achievement of course outcomes;
- student performance relative to the class group; and
- a student personal profile.

Reports should mirror those from DET SBSR style report. The report format will be a  shared mode format. Copies of the class report will be forwarded to the home school for inclusion on the student's semester report.



Shared Mode Class Participation Form

Student Name: _____ **Home School:** _____

Course Name: _____ **Host School:** _____

Class Teacher Name: _____ **Room/Location:** _____

Start Time: _____ **Finish Time:** _____

Student Date of Birth: _____

Address _____ **P/code** _____

Telephone: (Home) _____ **(Mobile)** _____

DET email address: _____ @det.nsw.edu.au

Home School Stamp

Special Notes

- Enrolling in a shared mode class brings additional responsibilities. Students must clearly understand that all students enrolled in shared mode classes must display exemplary standards of behaviour and commitment and abide by both home and host school rules.
- A Code of Conduct MUST also be completed.
- A Consent to Travel form must also be completed if a student accesses the shared mode course at a location other than the home school.

Signature of Student: _____ **Date:** _____

Signature of Parent: _____ **Date:** _____

Home School T5 Coordinator Signature: _____ **Date:** _____



Shared Mode Class Code of Conduct

Student Name: _____ **Home School:** _____

Course Name: _____ **Host School:** _____

Home School T5 Coordinator Signature: _____

Student date of birth: _____

Address _____ P/code _____

Parent/Guardian full name _____

Parent Telephone: (Home) _____ (Work) _____ (Mobile) _____

Alternative emergency contact (Name) _____ Telephone: _____

Special Notes

Home School Stamp

Enrolling in a shared mode class brings additional responsibilities. Students must clearly understand that all students enrolled in shared mode classes must display exemplary standards of behaviour and commitment and abide by both home and host school rules. Students will not be permitted to behave in a manner that impedes the learning of others or is disrespectful to any staff member in the home or host school.

The normal home school's Code of Conduct will apply throughout the entire period of this enrolment, including during travel to and from class, if required to do so. Additionally, students are required to:

- be well behaved at all times in a manner that does not impede the learning of other students;
- refrain from noisy, disruptive, dangerous or other unsuitable behaviour at all times;
- display maturity and be respectful towards all staff and students from any school;
- arrive at the designated class meeting area at the start of the lesson;
- follow immediately any instructions given by any supervising teacher;
- **wear their home school uniform** at all times.

Breaches of any school rule, special rules (above), or any failure to act responsibly on the part of any student, will result in immediate disciplinary action by the teacher in charge or by the home school. Subsequent disciplinary action will be at the absolute discretion of the Principal. By signing and giving consent to the participation of their student in shared mode classes, the parent/guardian as well as the student are agreeing to be bound by the terms, rules and conditions outlined above.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____



Consent to Travel Form

Student Name: _____ **Home School:** _____

Course Name: _____ **Host School:** _____

Home School T5 Coordinator Signature: _____ **Date :** _____

Home School Stamp

By signing and giving consent to the participation of their student in a shared mode class listed above, the parent/guardian agrees to allow the student named above to travel to the host school/site listed above.

A *Shared Mode Code of Conduct* form **MUST** accompany this consent form.

I agreed travel method is by: _____

Agreed time of arrival at host school/site: _____

Agreed time of departure from the host school/site: _____

Parent/Guardian full name _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

Student Telephone (Mobile) _____

Signature of Parent: _____ **Date:** _____

Signature of Student: _____ **Date:** _____



Assessment Task Submission Form

Student Name: _____ **Home School:** _____

Course Name: _____ **Host School:** _____

Course Teacher: _____

Assessment Task Description: _____

Number of Pages: _____

Home School Stamp

The student attended school yesterday? Yes No

Signature of staff member receiving this task: _____

Date: _____ **Time:** _____

Student Declaration: I declare that the planning, development, content and presentation of this task is all my own work and has not been copied from any other source or person's work. I understand that a false declaration may jeopardise my Preliminary HSC or HSC.

Signature of Student: _____



Examination Attendance Form

Student Name: _____ **Home School:** _____

Course Name: _____ **Host School:** _____

Course Teacher: _____

Home School Stamp

Signature of Staff supervising examination: _____

Date: _____ **Time:** _____

Student Declaration: I declare that will not/have not engaged in any form of malpractice. I understand that a false declaration may jeopardise my Preliminary HSC or HSC.

Signature of Student: _____



Assessment Task Alteration Request

Student Name: _____ Home School: _____

Course Name: _____ Host School: _____

Assessment Task Description: _____

Course Teacher: _____

Home School Stamp

In accordance with the T5 Shared Mode Manual, I am seeking an alteration of the due date for the assessment task listed above on the grounds of:

Medical Circumstance School Related Sport Family Circumstance Other

Parental letter and some form of independently verifiable documentary evidence are attached.

Student Declaration: I declare that have not engaged in any form of malpractice. I understand that a false declaration may jeopardise my Preliminary HSC or HSC.

Signature of Student: _____

Date: _____

Office Use

After consideration of this request, the home school recommends to the class teacher:

- Reject the request and award zero marks
- Accept the submission of the task without penalty
- Reschedule the task for a mutually convenient time
- Reschedule the task for ___ / ___ / ___
- Assign an estimate based on the student's performance in other tasks. No change in course ranking.

FINAL DETERMINATION:

The following determination is to be made after consultation between the home school and class teacher.

Determination: _____

Class teacher signature: _____ Date: _____

The home school is to inform the student of the outcome of this request.

Shared Mode Course

Host School: **Banorabah High School**

Classical Hebrew

Teacher: **Mr S Wiesenthal**

Sample Only

Overall Achievement

A	B	C	D	E
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Effort

1	2	3	4	5
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Areas of Learning	outstanding	high	basic	limited
Applies knowledge of vocabulary, grammar, syntax and vocalisation to read and understand a prescribed Classical Hebrew text.		✓		
Understand the linguistic, literary, contextual, historical and religious features of prescribed Classical Hebrew texts.		✓		
Identifies stylistic conventions characteristic of a prescribed Classical text in Hebrew.	✓			
Identifies and explains Halakhic and/or liturgical concerns, arising out of a prescribed Classical Hebrew text.			✓	

Teacher Comment

Ishmael is a conscientious student. More preparation prior to examinations will improve his performance. Attention to translation skills is required.

Course Mark	
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Peer Comparison	<i>Sample Only</i>
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Social Development

Commitment to Learning

Area	U	S	R	Area	U	S	R
Attempts activities and tasks in a positive manner.	✓			Brings required equipment to class and is well prepared.	✓		
Is cooperative and well mannered.		✓		Completes set assignments and homework activities.	✓		

U = usually S = sometimes R = rarely

LAST PAGE