

SINGLE COURSE CURRICULUM PROVISION SUPERVISOR'S HANDBOOK



ENROLMENT FORMS ARE AVAILABLE ONLINE AT

<https://finigan-d.schools.nsw.gov.au>

* Refer to our website for the most recent version of our enrolment documentation *

* Please download applications from our website as needed *

* Schools should retain this Supervisor's Handbook as a reference *

Applications for both government and other education providers should be received at the School of Distance Education by 10 November 2021 for the following year and must be finalised by 16 February 2022. Applications after this date can only be considered if endorsed by the Director Educational Leadership for the requesting school or, in the case of other education providers, the Director Educational Support and Rural Initiatives as an unforeseen and unique circumstance.

Table of Contents

Single course curriculum provision supervisor's handbook	1
Keeping in Touch	4
School Context	5
Single Course Curriculum Provision	6
Enrolment Application Forms	7
NSW Education Standards Authority (NESA) Schools Online	7
The Supervisor	8
Learning Materials	8
Distance Education Management System (DEMS)	9
Changing your password	10
Adding a Supervisor	11
Accessing Student Curriculum Reports	12
Accessing Student Reports	14
Logging Out	15
Course Reports	16
Assessment Tasks	16
Examinations	16
Examination Conditions	17
Distance Education Learning	18
The Learning Materials	18
The Class Teacher	18
The Supervisor	18
Live Lessons	18
Learning Activities	19
Sample Learning Activity Coversheet	20
The Student Planner	21
Learning plan	21

Assessment schedule	21
Course outcomes	21
Sample Learning Plan	22
Sample Assessment Schedule	23
Assessment Policy	23
Sample Assessment Task Coversheet	24
How do I know when the student has an Assessment Task due?	24
How does the student complete their Assessment Task?	24
Sample Examination Coversheet	25
How do I know when the student has an Exam due?	25
The Head Teacher Administration	26
The Head Teacher Administration	26
School supervisors should contact the Head Teacher Administration when:	26
2022 Term Dates	26
The Student's Teacher	26
Withdrawal of a Student from Distance Education	27
Refunds	27
Administration	28
Electronic Communication with Students	29
Sample Email Header	30
eLearning	31
What is eLearning	31
How to Access Your Work on the eLearning Site	32
How to submit Work	39



Keeping in Touch

It is important that all supervisors and students maintain regular contact with Finigan School of Distance Education.

Students and supervisors should communicate with Finigan School of Distance Education as soon as possible if:

- there is a mailing problem
- resources are omitted from the work sent
- resources are required for an assignment
- an Assessment Task has not been received
- the student is sick or not able to return work regularly
- the student is behind the scheduled rate of return
- the student needs teaching assistance e.g. with a Mathematics problem or Science experiment or an English essay

Use the following:

Telephone: (02) 6210 5200

Overseas +612 6210 5200

Email: The Email address is finiganSDE@det.nsw.edu.au

Email is a very quick communication tool and is checked every morning. Expect an answer within one day. If an answer is not received, please email again using finiganSDE@det.nsw.edu.au. (The teacher may be absent).

Website: <https://finigan-d.schools.nsw.gov.au>

Emailing completed work Emails with attached work are to be sent to your teacher finiganSDE@det.nsw.edu.au

Please ensure that each email is labelled with Student Name, Weekly Work number, Course and Teacher.

Submitting work via eLearning: Students can submit work in to drop bins on clearing course pages.

Important Note:

Do Not Use the Teacher's personal emails for:

- return of work, assessment tasks or examinations
- withdrawal of students
- misadventure or medical certificates

If the teacher is absent or on extended leave the email may not be read.



School Context

Finigan School of Distance Education is a NSW Department of Education Public School, located in Queanbeyan.

In addition to catering for single course students, this school caters for NSW students who cannot attend a school for various reasons such as illness, geographical isolation, travelling overseas or because of sporting or vocational commitments.

Finigan has students enrolled from secondary schools in the Illawarra, South East and Riverina areas of NSW.

Daniel Rattigan - Principal

Colin Devitt - Deputy Principal

Kylea Rowing – Deputy Principal

The following Head Teachers can be contacted if students and supervisors have a specific curriculum question.

English

Christianna Elliott (Relieving)	02 6229 6878	christianna.elliott1@det.nsw.edu.au
---------------------------------	--------------	-------------------------------------

Mathematics

Peter Rowe	02 6210 5235	peter.rowe@det.nsw.edu.au
------------	--------------	---------------------------

Science

Trish Thompson	02 6229 6871	trish.thompson@det.nsw.edu.au
----------------	--------------	-------------------------------

History

Alanah Miszuk	02 6210 5240	alanah.miszuk@det.nsw.edu.au
---------------	--------------	------------------------------

HSIE

Michael Rowing	02 6210 5290	michael.rowing@det.nsw.edu.au
----------------	--------------	-------------------------------

Languages

Amanda Rowe	02 6210 5286	amanda.rowe6@det.nsw.edu.au
-------------	--------------	-----------------------------

TAS

Robert Attwood	02 6210 5216	robert.c.attwood@det.nsw.edu.au
----------------	--------------	---------------------------------

CAPA

Anne Hodgson	02 6210 5230	anne.hodgson@det.nsw.edu.au
--------------	--------------	-----------------------------

PDHPE

Michael Waldon	02 6210 5254	michael.waldon1@det.nsw.edu.au
----------------	--------------	--------------------------------



Single Course Curriculum Provision

Single course provision is available as a service to schools that cannot provide the necessary breadth and flexibility of curriculum and where a local solution such as a connected classroom with another local school is not available.

This booklet is a guide for the management of single course students enrolled with Finigan School of Distance Education.

The NSW Department of Education Distance Education Enrolment Procedures document outlines common requirements for single course provision.

Single course provision will be considered only when the home school Principal certifies that:

- The student meets all eligibility conditions of the selected course;
- The student is capable of working independently;
- A member of the teaching staff at the home school has been nominated to supervise the study arrangements of the single-course student, including assignments, formal examinations and assessment tasks;
- The student will be allocated the prescribed time to study single courses, including daily study/work periods and times when distance education teachers can contact students;
- Procedures will be in place to ensure that the student will regularly return work and complete all tasks including assignments, formal examinations and assessments;
- The student is informed that they are required to return work each week or to meet alternative minimum standards set by Finigan School of Distance Education; and
- The student will be provided with resources where required, such as printing, textbooks, reference materials, access to a telephone, computer, internet access, video conferencing and audio equipment, that meet the Department's current specifications.



Enrolment Application Forms

Enrolment application forms are found on the Finigan School of Distance Education Website at:
<https://finigan-d.schools.nsw.gov.au>

Applications for enrolment open at the commencement of Term 4, and close on 10 November 2021, for all applications commencing at the beginning of the following school year.

The final date for enrolment applications for most categories, is 16 February 2022. After that date enrolments in the categories 3.2.1 (Transfer from another school), or 3.2.6 (Unforeseen and unique circumstances) may be accepted.

NSW Education Standards Authority (NESA) Schools Online

Home schools are responsible for entering students onto NESA schools online for the ROSA, Year 11 ROSA and HSC for all single course curriculum provision. The home school will identify the Finigan course by putting 4661 (Finigan SDE NESA number) in 'studied elsewhere' on the relevant course.

The exception is ACT schools administered by the BSSS. In this case Finigan School of Distance Education will complete the student entry online.



The Supervisor

School Supervisors are an essential part of distance education learning. As the supervisor you:

- Provide a designated study area with access to telephone for regular teacher contact
- Monitor student attendance during DE lessons
- Ensure the student completes work regularly
- Contact the course teacher at Finigan School of Distance Education if there is a concern with learning materials
- Ensures student completes and submits work weekly
- Inform Finigan School of Distance Education of variations in student attendance
- Manage the administration and supervision of assessment tasks and examinations
- Manage any application for misadventure/illness
- Manage the receipt of student reports, warning letters or other correspondence
- Inform Finigan School of Distance Education if the student withdraws from the course, or leaves the home school.

Learning Materials

Learning materials from Finigan School of Distance Education come in a variety of forms, dependent on student need. It is the expectation that single course students will access the course work on the eLearning platform.

When you receive the first learning materials package from Finigan School of Distance Education each course will have a student planner and an assessment task schedule. Keep a file of the student planner for each student in a plastic sleeve along with the assessment task schedule. In undertaking supervision of a student refer to this booklet, in addition to the information provided on the Finigan School of Distance Education website: <https://finigan-d.schools.nsw.gov.au>



Distance Education Management System (DEMS)

The school has implemented a new student management system called DEMS. The new system has allowed our school to provide a better service to our single course supervisors.

The system has allowed supervisors in schools to login to the DEMS Portal via a web browser and view the students in their school.

As part of our student management system supervisors have been given access to view: student reports online, courses that students are enrolled in, course resources, teacher feedback on completed work and the dates that resources were sent out, returned and completed. Supervisors have also been given access to view student assessment tasks and assessment task grades via our markbook. Supervisors need to log on to the DEMS Portal regularly to monitor student engagement and return rates.

To access the DEMS Portal you will need to go to the following link and use your schools' unique username and password. If you have trouble accessing the Portal, please contact us immediately.

<https://de.millenniumschoools.net.au/school/>

Log in with the **Username** and **Password** provided to your school via email.

Click on the **Login** button to access the Portal.



Changing your password

Click on the **My School** heading and scroll down to the Password field to change your temporary password.

Please modify any incorrect information about your school presented, if required.

Click on the grey **Update My School** button.

My School [Details]

Name :

Address :

City :

State : Postcode :

Phone : Fax :

PO Address :

City :

State : Postcode :

Login : oes-h

Password :

Email : oes-h@det.nsw.edu.au

Secondary Students : ☒ Government School

Year : (Select Year to administrate)

Update My School



Your **school's password** will need to be known by all supervisors of the Distance Education students at your school to access the Portal.

Please inform all supervisors at your school if and when the password is to be changed in future.



Adding a Supervisor

Click on the **Supervisors** heading on the top left hand side menu. A list of all of the supervisors for your school will appear.

SUPERVISORS		
Add Supervisor		
Found 1 Supervisors...		
Name	Location	Relation
Clooney, Amal	Oceans Eleven Secondary	Principal

To add a supervisor for your school, click on **Add Supervisor**.

SUPERVISORS		
Add Supervisor		
Found 1 Supervisors...		
Name	Location	Relation
Clooney, Amal	Oceans Eleven Secondary	Principal

Please complete the page with the supervisor's details in full and click on **Update Supervisor**.

SUPERVISORS : [Details]	
Title :	Mr ▼
FirstName :	<input type="text"/>
LastName :	<input type="text"/>
Gender :	Male ▼
Location :	<input type="text"/>
Address :	<input type="text"/>
Phone :	<input type="text"/>
Fax :	<input type="text"/>
Email :	<input type="text"/>
Relation :	<input type="text"/>
<input type="button" value="Update Supervisor"/>	



Accessing Student Curriculum Reports

Click on the **Enrolments** heading on the top left hand side menu. A list of all of the students studying via Distance Education at your school will appear.

Current students will appear highlighted in **green** and students who have withdrawn will appear in **pink**.

My School

Supervisors

Enrolments

Log Out

2020

ENROLMENTS 2020

C

Search for Enrolments
 First Name : Last Name :
 BOSID : Grade :

[Recently Updated] Found 1 Enrolments...

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
35382	Clooney, George	12345678	Year 11	Finigan School of Distance Education	21 SEP 2020	Accepted	print	view

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

Click on the **print** option for the student to access his/her **Curriculum Report**.

My School

Supervisors

Enrolments

Log Out

2020

ENROLMENTS 2020

C

Search for Enrolments
 First Name : Last Name :
 BOSID : Grade :

[Recently Updated] Found 1 Enrolments...

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
35382	Clooney, George	12345678	Year 11	Finigan School of Distance Education	21 SEP 2020	Accepted	print	view

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing



The Curriculum Report provides the following details for each student individually:

- Course name
- Title Page number and Resource (i.e. the sequence and name of the unit/work in the student's course schedule)
- Student Feedback
- Date sent/returned/completed

Course	TP No	Resource	Student Feedback	Date Sent	Date Returned	Date Completed
Stage 6 Knitting 101 Year 12	[1]	Introduction to Knitting	03 MAR 17 - Student Feedback - Michael Waldon - Demonstrated a thorough understanding of the introductory concepts of knitting.	1 MAR 2017	2 MAR 2017	3 MAR 2017
Stage 6 Knitting 101 Year 12	[2]	Introduction to Knitting	10 MAR 17 - Student Feedback - Michael Waldon - Demonstrated a thorough understanding of the introductory concepts of knitting via phone lesson.	1 MAR 2017	8 MAR 2017	10 MAR 2017
Stage 6 Knitting 101 Year 12	[3]	Knitting 101		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[4]	Knitting 101		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[5]	How to Knit	31 MAR 17 - Student Feedback - Michael Waldon - Needed assistance with grasping the concept of knitting in a practical sense.	1 MAR 2017	29 MAR 2017	31 MAR 2017
Stage 6 Knitting 101 Year 12	[6]	Choosing wool		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[7]	Basic Stitch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[8]	Pearl Stitch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[9]	Casting		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[10]	Begin to Knit	05 JUN 17 - Student Feedback - Michael Waldon - Needed assistance with the practical application of knitting concepts.	1 JUN 2017	7 JUN 2017	9 JUN 2017
Stage 6 Knitting 101 Year 12	[11]	Listening + Reading + Writing		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[12]	Practice 1	23 JUN 17 - Student Feedback - Michael Waldon - Practicing the pearl stitch, basic stitch and casting technique enabled George to demonstrate a deeper understanding of the practical applications of knitting.	1 JUN 2017	21 JUN 2017	23 JUN 2017
Stage 6 Knitting 101 Year 12	[13]	Practice 2		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[14]	Practice 3		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[15]	Major work 1		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[16]	Major work 2		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[17]	Major work 3		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[18]	Major work 4		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[101]	Assessment Task 1		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[102]	Assessment Task 2		1 MAY 2017		
Stage 6 Knitting 101 Year 12	[103]	Practical Examination		1 JUL 2017		
Stage 6 Knitting 101 Year 12	[104]	Final Examination		1 SEP 2017		

The Curriculum Report will allow you to track the student's progress in the course and provides a record of his/her application and work submission frequency in the course.



The **Student Feedback** comments in the Curriculum Report may only reflect a brief summary of the overall feedback provided to the student by his/her teacher via Moodle or paper-based work packages. The amount of detail will vary according to the course.



Accessing Student Reports

Click on View under

[My School](#)
[Supervisors](#)
[Enrolments](#)
[Log Out](#)

2020

ENROLMENTS 2020

C

Search for Enrolments
First Name : Last Name :
BOSID : Grade :

[Recently Updated] Found 1 Enrolments...

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
35382	Clooney, George	12345678	Year 11	Finigan School of Distance Education	21 SEP 2020	Accepted	print	view

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

Click on Reports

Click on View Report

[My School](#)
[Supervisors](#)
[Enrolments](#)
[Classes](#)
[Markbook](#)
[Reports](#)
[Register](#)
[Attendance](#)
[Communication](#)
[General Articles](#)
[Student Notices](#)
[Log Out](#)

REPORTS :

Indonesian Beginners - Preliminary

Semester 1 Report [view report](#)

The report will then open and you will be able to print the report by right click. Print.



Logging Out

Please **log out** of the Millennium Schools Portal once you have finished monitoring and checking the students' available data.

My School 2020

Supervisors 2020

Enrolments C

Log Out

ENROLMENTS 2020

Search for Enrolments

First Name : Last Name :

BOSID : Grade :

[Recently Updated] Found 1 Enrolments...

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
35382	Clooney, George	12345678	Year 11	Finigan School of Distance Education	21 SEP 2020	Accepted	print	view

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

We hope that the Portal provides an effective medium through which you will be able to monitor the student's engagement and progress in their distance education course.

IMPORTANT NOTICE:

The Millennium/DEMS School Portal is a password protected online resource for schools. It is, therefore, of extreme importance that the password is NOT shared or disclosed to any third party persons or groups. The password is to be used to access the Portal by the school Principal and Supervisor(s) of the distance education student(s) at your school. Distance Education schools reserve the right to deactivate/suspend a schools' access to the Portal following any disclosure of passwords and/or access to third party persons or groups.



Course Reports

Finigan School of Distance Education course reports are issued twice a year, at the completion of Semester 1 and the completion of the year. Finigan School of Distance Education Reports for single course students are sent to the supervisor at the home school. A copy of the report should be made and kept on file at the school. The original should be given to the student. Reports are also available electronically via the DEMS Portal.

Assessment Tasks

Assessment Task schedules are included in the learning materials for years 9, 10, 11 and 12. They are sent in an envelope to the supervisor. Supervisors are to follow the instructions outlined on the Assessment Task cover sheet. The instructions may include when to issue the task, how to supervise or manage the task and when the task must be returned.

Examinations

Finigan School of Distance Education examinations may be scheduled at a different time to the home school examination period.

It is essential that the Finigan School of Distance Education examination is administered at the time scheduled on the student planner and assessment schedule to maintain the security period.



Examination Conditions

The student may only take equipment listed below into the examination room:

- Black pens
- Pencils, erasers and a sharpener (use pencils where specifically directed)
- A ruler marked in millimetres and centimetres
- Highlighter pens.

The student may also bring a bottle of water in a clear bottle.

The student can wear a watch in to their examinations, but once seated will have to take it off and place it in clear view on the desk. **Programmable watches, including smartwatches, will not be allowed in the examination room.**

It is the student's responsibility to be aware of, and provide, the equipment allowed for each examination.

Where the student is allowed use of a scientific calculator, the supervisor should check that it is on the approved list (available on Students Online). Make sure any equipment, such as a calculator, is in good working order because an application under misadventure provisions for equipment failure will not be upheld.

The student must NOT bring any of the following into the examination room:

- A mobile phone or smartwatch
- Any electronic device (except a calculator where permitted). This includes communication devices, organisers, tablets (eg, iPads, etc), music players or electronic dictionaries
- Paper or any printed or written material (including your examination timetable)
- Dictionaries, except where permitted in Languages examinations
- Correction fluid or correction tape.

The student is expected to follow the supervisor's instructions throughout the examination.

The supervisor will read the examination instructions on the examination envelope prior to the examination.



Distance Education Learning

You and your students are now part of Finigan School of Distance Education.

You will find that distance education teaching and learning:

- Is based on high quality, individualised programs for teaching and learning;
- Uses excellent learning materials and resources as well as effective communication technologies to assist students to learn;
- Develops a learning relationship between you, the student and the distance education teacher.

Optimum results from distance education rely on three important factors:

The Learning Materials

The learning materials may take the form of eLearning, student booklets, USB or CD. Many single course students will be accessing their learning materials through the eLearning platform. The learning materials model the teaching that would take place in the classroom. The learning materials are designed to suit students with a wide range of learning styles.

The Class Teacher

The teacher chooses appropriate learning materials to meet the NESA syllabus requirements. These materials may be adjusted based on a student's interests and level of learning.

The Supervisor

As Supervisor you are a very important part of the distance education method of learning.

It is very important that you and your school:

- Provides a designated study area with access to a telephone for regular teacher contact
- Monitors the student's attendance during DE lessons
- Ensures the student completes and submits work regularly

Please contact the course teacher with any concern about the program or learning materials.

Live Lessons

Throughout each course we will be having weekly online lessons (live lessons). There will be a timetable indicating set times for live lessons. Students are expected to attend the live lesson whenever possible, to enhance their understanding of the course. For single subject students who may be unable to attend live lessons (due to other timetabled commitments), recorded copies of live lessons will be made available on the eLearning platform. Students are required to engage with the live lessons as they will address some of the more challenging aspects of the course and will often contain examination and assessment task strategies.



Learning Activities

Each course's course material is organised into a student planner and separated into sets of Learning Activities. Each teacher designs the amount of work required in each course for each week into a work set.

The return of work is recorded in DEMS. This determines school attendance. School Supervisors and students will receive a DEMS login. One work set in each course is to be returned to Finigan School of Distance Education each week as per the learning plan for each course.



Sample Learning Activity Coversheet

Finigan School of Distance Education

77 Agnes Avenue Queanbeyan, NSW 2620

Phone: 02 62105200

Email: finigansde@det.nsw.edu.au

Website: <https://finigan-d.schools.nsw.gov.au/>



LA
5

STUDENT: Year 10

SUBJECT: English TEACHER: English Teacher

WORKSET: What if? Speculative Fiction - Part 1

TEACHER INSTRUCTIONS:

For this unit of work, we will be closely looking at the purpose and impact of 'speculative fiction'. The aim is to develop an understanding and appreciation of this genre of story through a study of short stories, film excerpts and images.

To begin this unit of work, you will be looking at the impact of choices, be introduced to the genre of speculative fiction and acknowledging the increasing dependence on technology in the modern world. Starting with the hypothetical question, will you choose the red pill or the blue pill?

Make sure that you complete the SEND-IN EXERCISES for marking. If there are any concerns or questions, you're encouraged to contact your English teacher.

STUDENT/SUPERVISOR FEEDBACK:

Provide any additional comments, questions or information. For example, did you find the work too easy or too hard? Do you need more help with this topic?

☐ Interesting

☐ Too Hard

☐ Too Easy

☐ Too Long

TEACHER FEEDBACK:

SUPERVISORS CERTIFICATE:

☐ Support Required ☐ Independent Work

Yes, I have checked that this work has been completed and the student has carried out the instructions.

SIGNED:..... DATE:.....



The Student Planner

An individualised student learning planer is provided for each course. **It is important that you keep a copy of this planner on file.**

Learning plan

The learning plan has been scheduled over a school year and begins from the first set of scheduled learning activity.

Students enrolling after the commencement of the school year may receive an adjusted learning plan. The learning plan will begin from the week that the new student is enrolled in distance education.

Assessment schedule

The assessment schedule has been scheduled over a school year and begins from the first scheduled assessment task. It outlines how many tasks have been set, when each task is due to be completed, the outcomes being assessed and any syllabus components being covered.

Students enrolling after the commencement of the school year may receive an adjusted assessment schedule. The assessment schedule will begin from the first scheduled task.

Course outcomes

The course outcomes section of the student learning planner outline the outcomes that will be covered in the course.



Sample Learning Plan

Student Learning Planner 2021

Student:

Term	Week	LA	Learning Plan	Start	Submitted
TERM 1 25 JAN 2021 - 1 APR 2021	1	1	Getting Organised	25 JAN 2021	
	2	2	Overview: Part 1	1 FEB 2021	
	3	3	Overview: Part 2	8 FEB 2021	
	4	4	Overview: Part 3	15 FEB 2021	
	5	5	Site Study: Part 1	22 FEB 2021	
	6	6	Site Study: Part 2	1 MAR 2021	
	7	7	Site Study: Part 3	8 MAR 2021	
	8	8	Site Study: Part 4	15 MAR 2021	
	9	9	Site Study: Part 5	22 MAR 2021	
	10	10	Assessment Task One: Site Study	29 MAR 2021	
TERM 2 19 APR 2021 - 25 JUN 2021	1	11	Rights and Freedoms: Part 1	19 APR 2021	
	2	12	Rights and Freedoms: Part 2	26 APR 2021	
	3	13	Rights and Freedoms: Part 3	3 MAY 2021	
	4	14	Rights and Freedoms: Part 4	10 MAY 2021	
	5	15	Rights and Freedoms: Part 5	17 MAY 2021	
	6	16	Rights and Freedoms: Part 6	24 MAY 2021	
	7	17	Rights and Freedoms: Part 7	31 MAY 2021	
	8	18	Assessment Task Two DRAFT: Writing and Feedback	7 JUN 2021	
	9	19	Assessment Task Two: Rights and Freedoms	14 JUN 2021	
	10	20	Rights and Freedoms: Part 8	21 JUN 2021	
TERM 3 12 JUL 2021 - 17 SEP 2021	1	21	Migration Experiences: Part 1	12 JUL 2021	
	2	22	Migration Experiences: Part 2	19 JUL 2021	
	3	23	Migration Experiences: Part 3	26 JUL 2021	
	4	24	Migration Experiences: Part 4	2 AUG 2021	
	5	25	Migration Experiences: Part 5	9 AUG 2021	
	6	26	Migration Experiences: Part 6	16 AUG 2021	
	7	27	Assessment Task Three DRAFT: Writing and Feedback	23 AUG 2021	
	8	28	Assessment Task Three: Migration Experiences	30 AUG 2021	
	9	29	Migration Experiences: Part 7	6 SEP 2021	
	10	30	Migration Experiences: Part 8	13 SEP 2021	
TERM 4 4 OCT 2021 - 17 DEC 2021	1	31	Australia in the Vietnam War Era: Part 1	4 OCT 2021	
	2	32	Australia in the Vietnam War Era: Part 2	11 OCT 2021	
	3	33	Australia in the Vietnam War Era: Part 3	18 OCT 2021	
	4	34	Australia in the Vietnam War Era: Part 4	25 OCT 2021	
	5	35	Australia in the Vietnam War Era: Part 5	1 NOV 2021	
	6	36	Australia in the Vietnam War Era: Part 6	8 NOV 2021	
	7	37	Australia in the Vietnam War Era: Part 7	15 NOV 2021	
	8	38	Australia in the Vietnam War Era: Part 8	22 NOV 2021	
	9	39	Australia in the Vietnam War Era: Part 9	29 NOV 2021	
	10	40	Australia in the Vietnam War Era: Part 10	6 DEC 2021	
	11	41	Revision Quiz	13 DEC 2021	

This is the name of the learning activity that the student needs to work on for this week. It includes all the reading, activities and exercises that they need to complete for this week.

The date that you see here indicates when the student should start working on this week's work. Each date is a Monday, giving them a full week to work on what they need to submit by the Friday of that week.



Sample Assessment Schedule

	1	2	3	4		
NAME OF TASK	Multimodal Presentation	Craft of Writing	Essay	Trial HSC Examination		
TYPE OF TASK	Multimodal	Writing	Writing	Examination		
DUE DATE	4 th December 2020	5 th March 2021	18 th June 2021	2 nd – 14 th August 2021		
OUTCOMES	EN12-1 EN12-2 EN12-3 EN12-6	EN12-3 EN12-4 EN12-5 EN12-9	EN12-3 EN12-7 EN12-8	EN12-1 - 9		
COMPONENT	Knowledge and understanding of course content	15	10	15	10	50
	Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10	15	10	15	50
WEIGHTING	25	25	25	25	100	

u

Assessment Policy

The Assessment Policy is available on the Finigan School of Distance Education website:

<https://finigan-d.schools.nsw.gov.au>



Sample Assessment Task Coversheet

How do I know when the student has an Assessment Task due?


You need to look at the student Learning Plan and Assessment Schedule ahead of time to make sure that you know when they have an upcoming Assessment Task. It will be clearly written on the Learning Plan and will be included in their bundle of work that is sent to you.

How does the student complete their Assessment Task?

You need to read the coversheet of the student Assessment Task very clearly as it has some very important information on it. The student also needs to read the questions very carefully and **contact the course teacher** with any questions.

See below for how to read the Assessment Task coversheet.

The Assessment Task will be addressed to you. You need to open it - not the student.



Finigan School of Distance Education
 77 Agnes Avenue Queanbeyan, NSW 2620
 Phone: 02 62105200
 Email: finigansde@det.nsw.edu.au
 Website: https://finigan-d.schools.nsw.gov.au/

ASSESSMENT COVER SHEET

ATTENTION: SUPERVISOR

Due Date: **29/05/2021**

STUDENT: _____

TEACHER: **English Teacher**

SUBJECT: **English Extension 1 Year 12**

TASK: **Assessment Task 2 - Composition and Critique**

ASSESSMENT RULES:

1. The Supervisor must open all assessment tasks.
2. The Supervisor must observe if the assessment is:
 - o open book - resources can be used
 - o research
 - o to be completed under exam conditions
3. The Supervisor must discuss the assessment procedure with the student and ensure the assessment is the student's individual work.
4. If the assessment allows the use of resources as in a research topic or essay, the student should NOT copy information unless quoted and the source is listed in the bibliography.
5. The Supervisor should send the assessment with this Assessment Cover Sheet to Finigan School of Distance Education either by **post or email, on or before the Due Date.**
6. The **DUE DATE** stated on this ASSESSMENT COVER SHEET will be enforced.

SPECIAL INSTRUCTIONS:

You may work on this assessment task as soon as you receive it.

For this task, you are required to complete BOTH Part A and Part B.

In Part A, you are required to compose a 1,000-1,500 word imaginative narrative that reflects the selected stimulus and the ideas evident in our study of 'Reimagined Worlds'. In Part B, you will compose a reflection statement that analyses the creative choices made in the composition for Part A.

**A
S
S
E
S
S
M
E
N
T**

TO THE SUPERVISOR: Your completed certificate MUST accompany the completed Assessment Task.

SUPERVISORS CERTIFICATE:
 I certify that this is the work of the student, unaided by any other person.

Supervisor's Name _____ Supervisor's Signature _____ Date _____

This tells you when the Assessment Task is due. You need to make sure that it is posted or submitted by this date.

These give the student specific instructions on how to complete the Assessment Task. You and your student should read these together. These instructions change according to the type of task it is.

It is really important that you sign here to say that the student, and only the student, completed the entire Assessment Task.




Sample Examination Coversheet

How do I know when the student has an Exam due?

You need to look at the student's Learning Plan and Assessment Schedule ahead of time to make sure that you know when the student has an upcoming Exam. It will be clearly written on the Learning Plan and will be included in the bundle of work that is sent to you. You should talk to the student so that you can discuss what they need to do to prepare for the exam.

See below for how to read the Exam coversheet.

The Exam will be addressed to the Supervisor. You need to open it – not the student.



Finigan School of Distance Education
 77 Agnes Avenue Queanbeyan, NSW 2620
 Phone: 02 62105200
 Email: finigansde@det.nsw.edu.au
 Website: <https://finigan-d.schools.nsw.gov.au/>

This tells you when the Exam is due and the time allowed. You need to make sure that it is posted by this date.

ASSESSMENT COVER SHEET

ATTENTION: SUPERVISOR

Due Date:
21st August 2021

Time Allowed:
2 hours + 10 minutes reading time

STUDENT: _____

TEACHER: **English Teacher**

SUBJECT: **English Extension 1**

TASK: **HSC Trial Examination**

EXAMINATION RULES:

- The examination envelope MUST be opened by the supervisor and given to the student just prior to the exam.
- The supervisor must remain in the room for the duration of the exam and the student must be visible to them at all times.
- A clock should be visible to the student.
- Examinations must be hand written, in black pen.
- The student may not write during the designated reading time.
- The examination room must be quiet as possible and free of distractions.
- The supervisor should advise the student when there are 30 minutes remaining and again when there are 5 minutes remaining. "Pens Down" should be stated at the finishing time and the student is not to continue writing after this time.
- A student may leave the exam room early with the supervisor's approval.
- The supervisor is to sign the Supervisor's Certificate on the front of the exam envelope.
- Examinations are to be scanned/photographed and emailed to the school – finigansde@det.nsw.edu.au within 24 hours of the exam being completed. The hard copy of the exam must also be posted. Students who are overseas are not required to post their exams. The Supervisor's Certificate must be submitted with the exam.

SPECIAL INSTRUCTIONS:

**E
X
A
M
I
N
A
T
I
O
N**

TO THE SUPERVISOR: Your completed certificate MUST accompany the completed Assessment Task.

SUPERVISORS CERTIFICATE:
 I certify that this is the work of the student, unaided by any other person and that the examination rules were followed.

 Supervisor's Name Supervisor's Signature Date

These give you specific instructions on how the student is to complete the Exam. You and your student should read these together.

It is very important that you, as the supervisor, sign here to say that the student, and only the student, completed the entire Exam and under Exam conditions.



The Head Teacher Administration

The Head Teacher Administration

- Assists school supervisors with concerns regarding the curriculum and school-related issues;
- Speaks to the home school supervisor and/or Principal if problems with attendance or behaviour become evident;
- Oversees the preparation of a Half Yearly and Yearly Reports;
- Handles withdrawal of students from the course; and
- Is notified if the student is unwell or absent for extended periods of time.

School supervisors should contact the Head Teacher Administration when:

- Students are “absent” from school due to sickness or for other reasons;
- The student’s motivation and application presents school supervisors with concern or teaching and learning issues arise; and/or
- The student is withdrawing from the distance education course.

2022 Term Dates

Finigan School of Distance Education is a NSW Department of Education Public School

The school opens on Friday, 28 January 2022

Term 1 ends on Friday, 8 April 2022

Term 2 begins on Tuesday, 26 April 2022

Term 2 ends on Friday, 1 July 2022

Term 3 begins on Monday, 18 July 2022

Term 3 ends on Friday, 23 September 2022

Term 4 begins on Monday, 10 October 2022

Term 4 ends on Tuesday, 20 December 2022

The Student’s Teacher

The student will have a teacher allocated for the course they are studying. These teachers are called course teachers. The name of the course teacher is indicated on the work set for each course. The teacher allocated to a student can change. The supervisor and student will be notified of any change in the allocated teacher.

As Supervisor, please advise your students to contact the course teacher on a regular basis.



Withdrawal of a Student from Distance Education

Supervisors must inform Finigan School of Distance Education as soon as possible when a student changes to another school or when the enrolment is to be terminated.

For single course students this is done using the Single Course Provision Student Withdrawal Notification found on the Finigan School of Distance Education website under Withdrawal.

The withdrawal form includes a checklist to notify Finigan School of Distance Education that the student has:

- ☐ Ceased study with Finigan School of Distance Education as of the following date
- ☐ Been withdrawn from Schools Online, NES (Finigan School of Distance Education 4661)
- ☐ Returned all resources to Finigan School of Distance Education

It is essential that the home school ensures that the student maintains an appropriate pattern of study for the Year 11 and/or HSC if dropping a distance education course.

Refunds

Refunds are available to **Other education providers** only and are calculated on a pro-rata basis after the deduction of an administration fee.



Administration

Administration staff send mail to you and answer any relevant mail related queries. Office hours are Monday - Friday 8:00am - 4:00pm. Please do not hesitate to contact them if you have any problems or concerns.

For single course students the home school will provide envelopes. Mailing labels will be provided by Finigan School of Distance Education.

Regular communication with Finigan School of Distance Education will ensure trouble-free schooling. Supervisors can mail to Finigan School of Distance Education on any day. It is suggested that Monday be your regular mail day.

If Monday is utilised for mailing, supervisors can check students work on Friday, provide some time over the weekend to finish off work (if necessary), then collect all work due for the week and mail to Finigan School of Distance Education each Monday. Work submitted via eLearning should be done by Friday at the end of each week. As a Supervisor, it is good practice to establish a regular mail out routine at your school.



Electronic Communication with Students

If students are connected to the Internet, teachers can connect with students via eLearning. This software application allows the teachers and students to talk and hold class group discussions electronically. The course teacher will contact you or the student if they can use these systems to advantage.

Be aware that you and your student may be requested to participate in electronic communications.

The following exams should be **posted** to Finigan School of Distance Education on the posted by date indicated

- Year 11 Yearly Exams

The following exams should be **returned electronically as well as posted** to the School of Distance Education in the provided envelope which has the required tracking number for tracking purposes. In the instance the provided envelope is lost, exams must be returned via registered post.

- Year 12 Trial Exams

Email is the best method of contacting teachers, management and administration at Finigan School of Distance Education. All emails should be sent to finiganSDE@det.nsw.edu.au and be used to:

- contact teachers to assist with work concerns about set work; and/or
- talk to the teacher.

Returning assessment tasks or work sets via email

Please use finiganSDE@det.nsw.edu.au

- Email in Learning Activities – Learning Activity must be indicated.
- Email in Assessment – Assessment Task must be indicated. A receipt message will be returned to supervisor/student from Finigan School of Distance Education.
- Emails are directed internally to a teacher's email box.

Sending a message or question via email

- Expect an answer within 1 day (24 hours). Remember teachers at Finigan School of Distance Education will need time to answer your enquiry.
- If your email is NOT ANSWERED re-direct on day two to: **Finigan School of Distance Education – Urgent**. The teacher may be absent or on an excursion or distance education field trip.
- Not all emails will be answered if students are “chatting” to the teacher and sending a message.



Sample Email Header

Using email for returning work sets and Assessment Tasks as an attached file is a quick process to return work, **especially for overseas students**. Use this process:

- School email address for attached work is finiganSDE@det.nsw.edu.au
- Zip the file before attaching the file to the email if necessary
- Email Subject Box: state student's full name, Year, course name, Learning Activity or Assessment Task, Teacher name e.g. **John Smith Year 10, English LA 10, Hopkins**
- Use the header example below when emailing

Email Header

Email Subject Box: *(Student Name, Year, Course Name, Learning Activity Number or Assessment Task, Teacher name)*

(State this on the first part of the email message)

Scholastic Year:

Student Name:

Teacher Name:

Learning Activity: *(if the question relates to a particular lesson)*

Assessment Task Number: *(ensure this is clearly marked)*

(Enter Email message in this section)

Videoconferencing

Video conferencing is a technology used at Finigan School of Distance Education. This facility allows access to groups of students at schools for Single Course Students.

The teacher will:

- Contact students to organise a time for the videoconference
- Indicate the Learning Activity number or Assessment Task/exam to be discussed
- Explain the videoconference protocols and systems

The student will:

- Be ready to take the conference call at the pre-arranged time
- Call Finigan School of Distance Education prior to the videoconference if they are unavailable for the videoconference (they should have good reason)
- Have completed prior reading and be ready to participate in the discussion



eLearning

What is eLearning

eLearning is a course management system used at Finigan School of Distance Education to create online courses. eLearning allows students to access courses via the Internet – anywhere, anytime.

Students are able to:

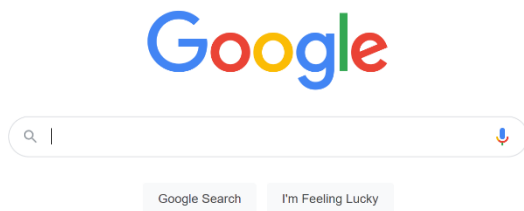
- download resources and activities,
- complete quizzes,
- participate in forums and wikis,
- access podcasts,
- view video and audio files,
- Upload completed files, and
- message/email their teachers.

A very useful feature of eLearning is that of submitting work electronically. Learning activity files can be uploaded for teacher feedback all within the eLearning site. Teachers then correct the work and return the marked work via eLearning.

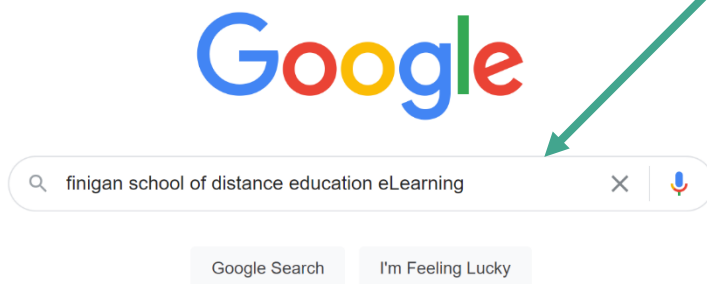


How to Access Your Work on the eLearning Site

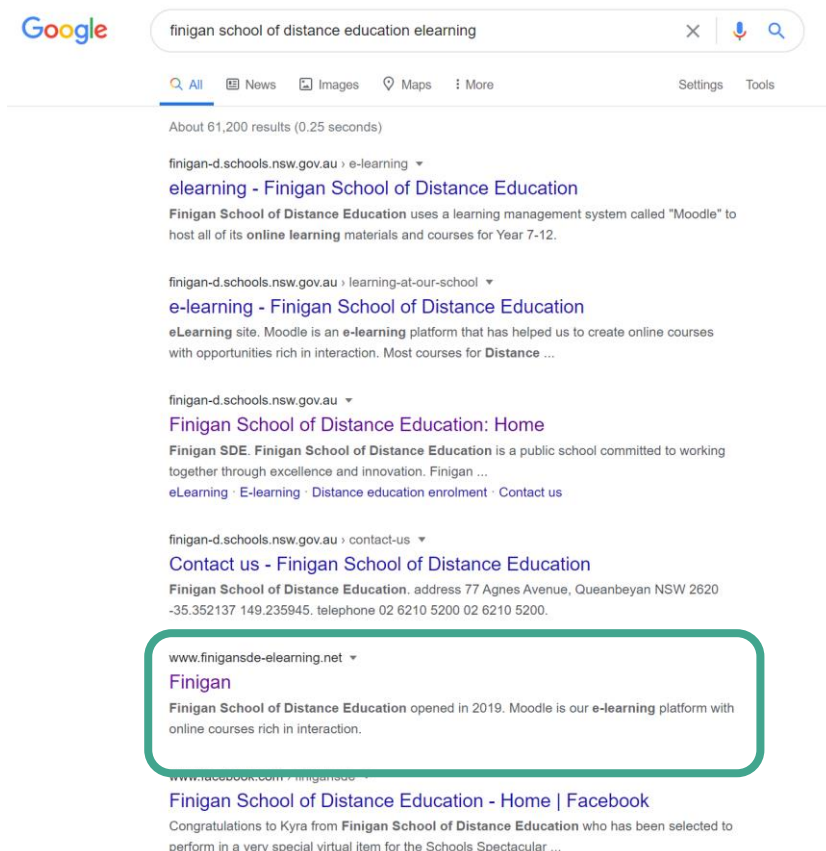
Step 1: Open your internet browser (Chrome is the recommended browser)



Step 2: In the search box, type “Finigan School of Distance Education eLearning” and then press ENTER.



Step 3: When the search results appear, click on blue link “Finigan” as shown below.





Step 4: A page like the one below will open. You will need to “log in” Do this by clicking on either of the blue log in buttons as shown below.



e-Learning Site



A public school committed to working together
through excellence and innovation.

Step 5: The log in page like the one below will open.

Step 6: You will need to enter your username and password. Then click “log in”.

Username

Firstname.lastname

Password

.....

Log in

Your username will be your
firstname.lastname according to
your Department of Education email
address.

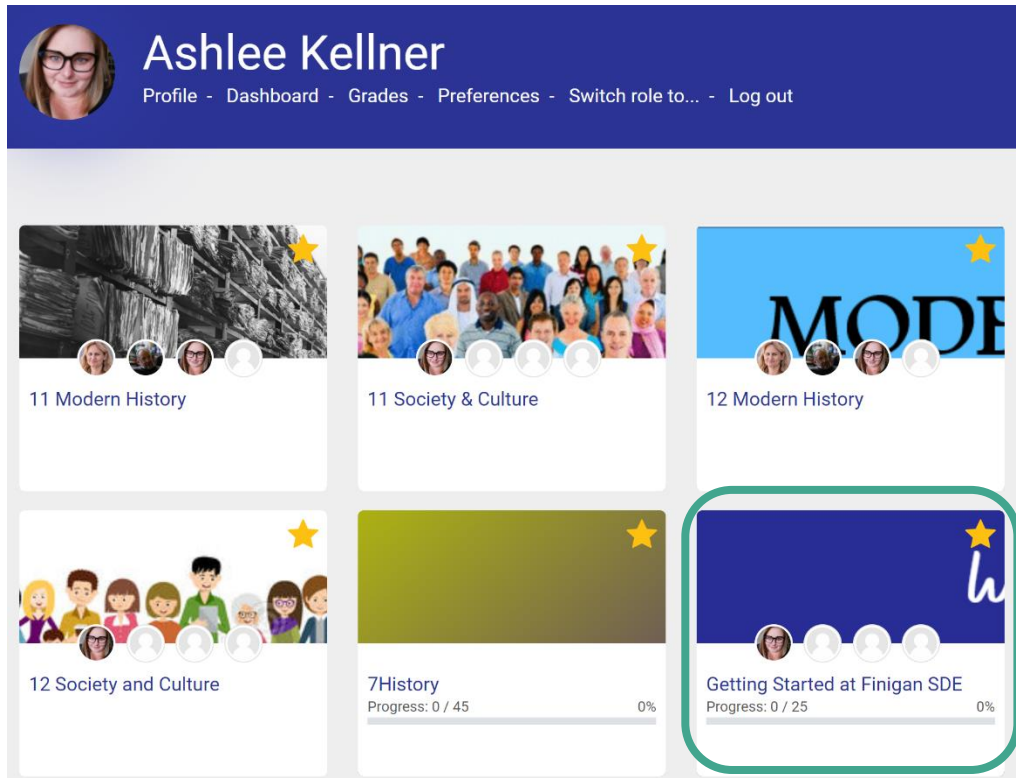
If logging in for the first time, your
password will be emailed to you.
Otherwise, your password is what
you set it to.

Step 7: You will then be

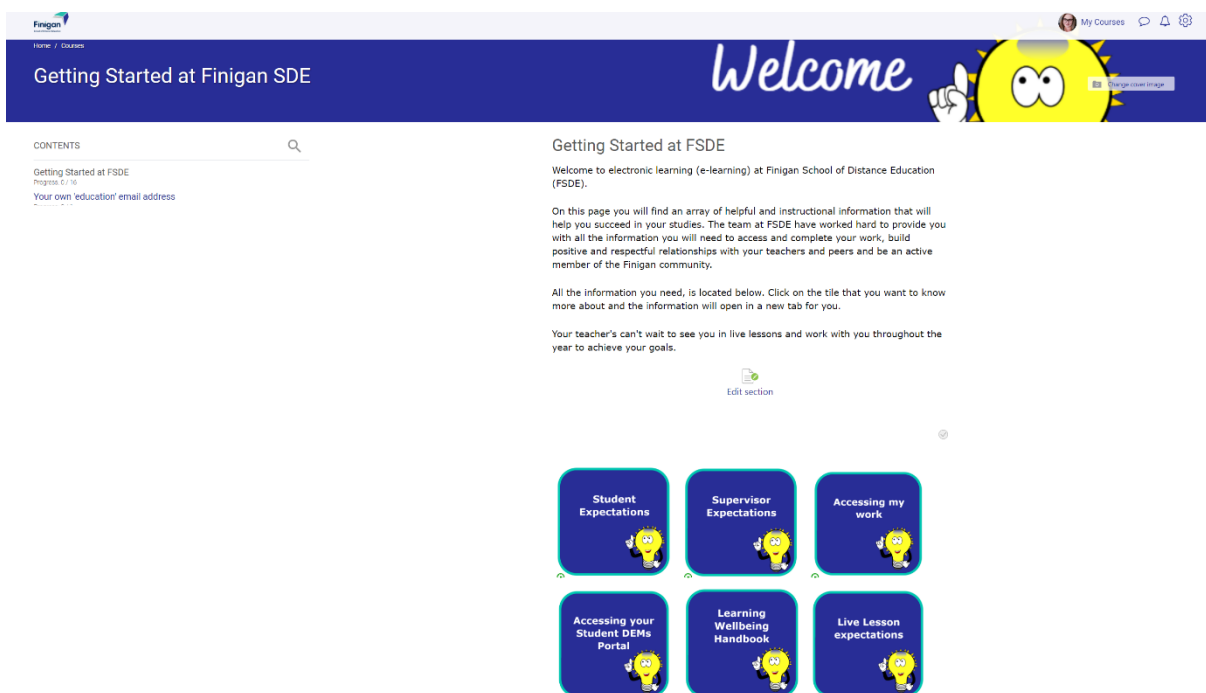


taken to a page that looks similar to the one below. This page will have all the courses you are enrolled in at Finigan.

To get started, click on the course “Getting Started at Finigan SDE”. It is recommended the supervisors sit with their student prior to the school year starting to go through the information in this course. The information provided will help students navigate the distance education learning environment.



Step 8: Once you click on “Getting Started at Finigan SDE” the page below will appear.



Step 9: Click on the tile you wish to learn more information about. The information will open in a



new tab.

In the example below the “Accessing my work” tile was clicked and the information opened in a new tab.

The diagram illustrates the process of accessing course work. It starts with a grid of 15 blue tiles, each featuring a yellow lightbulb icon. The tiles are arranged in a 5x3 grid. The tile in the top row, third column, labeled "Accessing my work", is highlighted with a green border. A green arrow points from this tile to a text box that says "Click on the tile and information will open in a new tab as you can see below." Another green arrow points from this text box down to a video player. The video player shows a "Welcome" banner with a yellow lightbulb icon and the text "Getting Started at FSDE". Below the banner, the text "Accessing my work on the e-Learning site" and "How to Access My Work" is displayed. A green arrow points from the video player to a text box that says "Watch the video to learn how to access and complete your course work online".

Click on the tile and information will open in a new tab as you can see below.

Watch the video to learn how to access and complete your course work online

Finigan

Home / Courses / GENINF / Getting Started at FSDE

Getting Started at FSDE

Welcome

Accessing my work on the e-Learning site

How to Access My Work

Watch the video below to learn how to access and complete your course work on the eLearning site.

e-Learning

How to access your work!



Step 10: To find your way back to your homepage with your courses, use the “My Course” tab at the top of every page – see below.

The screenshot shows the Finigan SDE homepage. At the top, there is a navigation bar with the Finigan logo, a 'Welcome' message, and a 'My Courses' tab highlighted with a green box. Below the navigation bar, there is a large blue banner with the text 'Getting Started at Finigan SDE'. To the right of the banner is a yellow cartoon character with a lightbulb for a head. Below the banner, there is a search bar and a 'CONTENTS' link. The main content area shows a user profile for 'Ashlee Kellner' with links to 'Profile', 'Dashboard', 'Grades', 'Preferences', 'Switch role to...', and 'Log out'. Below the profile, there is a grid of course cards. The '12 Modern History' card is highlighted with a green box, and a green arrow points from the 'My Courses' tab to it. A text box on the right says: 'Clicking on “My Courses” takes you back to this page.'

Step 11: To access your course work – click on the course name like the example below.

The screenshot shows the same Finigan SDE homepage as before, but with the '12 Modern History' course card highlighted with a green box. The course card shows the title '12 Modern History', a progress bar at 0%, and a '0%' completion status. The other course cards are also visible, including '11 Modern History', '11 Society & Culture', '12 Society and Culture', '7History', and 'Getting Started at Finigan SDE'.



Step 12: You will then enter the page for that course, in this example Year 12 Modern History. Have a look at the key parts of the page below.

CONTENTS

Welcome to Year 12 Modern History
Progress: 0 / 3

Assessment Tasks 2020/2021
Progress: 0 / 7

Live Lesson Recordings 2020/2021
Progress: 0 / 1

Core Study: Power and Authority
Progress: 0 / 24

National Study: Russia and the Soviet Union 1917 - 1941
Progress: 0 / 24

Peace and Conflict: Conflict in the Pacific
Progress: 0 / 21

Change in the Modern World: Civil Rights in the USA 1945 - 1938
Progress: 0 / 24

Trial Examination Information
Progress: 0 / 9

HSC Revision
Progress: 0 / 12

Welcome to Year 12 Modern History

LIVE LESSONS

ASSESSMENT

RECORDINGS

STUDENT PLANNER

SUPPORT DOCUMENTS

Live Lesson Link:

<https://connect.schools.nsw.edu.au/mh12/>

Click on any of these tiles below to access the information they describe.

QUESTIONNAIRE

Student Declaration

This declaration must be completed before commencing this course at Finigan School of Distance Education

Click on these headings to access your course work. Use your student planner to know what work to complete in what order. If you are having trouble, contact your teacher.

Step 13: Use your student planner to know which topic you need to click on for each week. You will then click on the topic and find lessons to complete each week within the big topic headings. Use your student planner to keep track of where you are up to.

Change in the Modern World: Civil Rights in the USA 1945 - 1938
Progress: 0 / 24

Trial Examination Information
Progress: 0 / 9

HSC Revision
Progress: 0 / 12

Resources for Students
Progress: 0 / 5

Teachers Only
Progress: 0 / 18

Conflict in Indochina 1954 - 1979
Not available

Course Dashboard

- role of leadership
- successes of the civil rights movement

2. This page will appear

1. Click here

Change in the Modern World: Civil Rights in the USA Pt 1

LESSON

Change in the Modern World: Civil Rights in the USA Pt 1

This week you begin your study of the next HSC topic: Change in the Modern World: Civil Rights in the USA Pt 1

It is really important that you read through all the provided materials, complete the Send In Exercises and attend the online lessons (or watch the recordings if you can't make the lesson). By doing so, you are preparing yourself for the HSC examination and building your historical skills.

If you have any questions, contact your teacher - they'd love to help you out!

3. Click on the heading of the lesson to access the work

4. Once you have completed any Send In Exercises, click on the Drop Bin heading and upload your work for teacher feedback.

ASSIGNMENT

DROP BIN - Change in the Modern World: Civil Rights in the USA Pt 1

Upload your saved and completed Exercises here for feedback.



Step 14: Once you are in the week's lesson, use the back/next buttons to navigate through the lesson. As you go through the lesson, read through the written material, watch the videos, complete the activities/quizzes and complete any Send In Exercises included in the lesson (watch the video on "Accessing My Work" on the "Getting Started at Finigan SDE" page).

Out of Africa

Approximately 60 000 years ago humans began to migrate from the African continent to other parts of the world.

This was during a time when sea levels were lower than today and land bridges linked most of the continents which created routes for the widespread movement of people.

Initially the spread of humans was through Asia and Australia, before spreading into Europe and later other parts of Asia and the Americas.

Watch the following video for an overview of migration paths:



This occurred before humans had a means of writing anything down. However, we have a variety of archaeologists, anthropologists and paleontologists who can piece together the story of our ancestors using the physical evidence that was left behind.

The out of Africa theory suggests humans migrated out of Africa around 80 000 years ago.

☐ True ☐ False

☒ Check

☐ House ☐ Embed

Humans began to migrate out of Africa first to Europe then to Asia

☐ True ☐ False

☒ Check

☐ House ☐ Embed



Use these buttons to navigate through the lesson

Written work to read

Video to watch

Activity/quizzes to complete



How to submit Work

It is really important that for every course you submit work EVERY WEEK it is due.

Online: When submitting work online through eLearning, please refer page 12 of this booklet and the 'Getting Started at Finigan SDE' page on the elearning site for further instructions.

If there are problems submitting work online, please contact the teacher immediately for further advice.



Access the 'Getting Started at Finigan SDE' page on the eLearning site to watch a video on how to navigate through your online courses and submit course work.

