

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 non-government schools should be received at the Distance Education School by 16 November 2018 for the following year and must be finalised by 13 February 2019. Applications after this date can only be considered if endorsed by the Director Education Leadership for the requesting school or, in the case of non-government schools, the Director Secondary Education as an exceptional circumstance.

Contents

Keeping in Touch	4
Use the following:	4
School Context	5
Single Course Curriculum Provision	6
Enrolment Application Forms.....	6
NSW Education Standards Authority (NESA) Schools Online.....	6
The Supervisor.....	7
Learning Materials.....	7
Distance Education Management System (DEMS).....	7
Subject Reports	8
Assessment Tasks	8
Examinations	8
Examination Conditions	9
Distance Education Learning	10
The Learning Materials.....	10
The Class Teacher	10
The Supervisor.....	10
Weekly Work	10
Sample Weekly Work Coversheet.....	11
The Student Planner	12
Learning plan	12
Assessment schedule	12
Course outcomes.....	12
Sample Learning Plan	13
Sample Assessment Schedule	14
Assessment Policy	14
Sample Assessment Task Coversheet.....	15
How do I know when the student has an Assessment Task due?.....	15
How does the student complete their Assessment Task?	15
Sample Examination Coversheet.....	16
How do I know when the student has an Exam due?	16
The Head Teacher Administration – Single Course.....	17
The Head Teacher Administration – Single Course Curriculum Provision:	17

School supervisors should contact the Head Teacher Administration (Single Course) when:	17
2019 Term Dates	17
The Student’s Teacher.....	17
Withdrawal of a student from Distance Education.....	18
Refunds.....	18
Administration.....	18
Electronic Communication with Students.....	19
Sample Email Header	20
Email Header	20
Accessing Moodle.....	22

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 the 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 Maths problem or Science experiment or English essay

Use the following:

Telephone: (02) 6210 5200

NSW Only (local call charge) 1300 360 384

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 and direct the email to "Management – Urgent". (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, Subject 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 subject 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 School of Distance Education next to Queanbeyan High School. Finigan has students enrolled from secondary schools in the Illawarra, South East and Riverina areas of NSW.

Daniel Rattigan - Principal

Colin Devitt - Deputy Principal

Administration - Single Subject

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

The Principal and Head Teacher Administration manage the single course student enrolments.

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

English

Phil Hopkins 02 6210 5252 phillip.hopkins@det.nsw.edu.au

Mathematics

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

Science

Christine Liehne (relieving) 02 6210 5244 christine.liehne1@det.nsw.edu.au

History

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

HSIE

Gary Seckerson (relieving) 02 6210 5253 gary.seckerson1@det.nsw.edu.au

Languages

Amanda Rowe (relieving) 02 6210 5286 amanda.rowe6@det.nsw.edu.au

TAS

Jeanine Dunkley 02 6210 5210 jeanine.dunkely@det.nsw.edu.au

CAPA

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

PDHPE

Sharon Kirkwood 02 6210 5270 sharon.kirkwood4@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 subject 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/Procedures-Single-Course-Students>

Applications for enrolment open at the commencement of Term 4, and close in the last week of November, for all applications commencing at the beginning of the following school year.

The final date for enrolment applications for most categories, is the second week of February. After that date enrolments in the categories 3.5 (Transfer from another school), or 3.8 (Exceptional 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, Preliminary ROSA and HSC for all single course curriculum provision. The home school will identify the Finigan subject by putting 4661 (Finigan SDE school number) in 'studied elsewhere' on the relevant subject.

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 subject teacher at Finigan School of Distance Education if there is a concern with learning materials
- return the student's completed work every week
- 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
- manage the receipt of student reports, warning letters or other correspondence
- inform Finigan School of Distance Education if the student withdraws from the subject, 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 subject students will access the course work on the e-learning platform MOODLE. If the student requests "Hard Copy" the supervisor must contact Finigan School of Distance Education and request it.

When you receive the first learning materials package from Finigan School of Distance Education each subject 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 subject 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/>

Subject Reports

Finigan School of Distance Education subject 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 and to avoid misadventure appeals.

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 e-learning, student booklets, USB or CD. Many single subject students will be accessing their learning materials through the MOODLE e-learning 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 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 telephone for regular teacher contact
- monitors the student's attendance during DE lessons
- ensures the student completes work regularly
- returns student's completed work in accordance with the student planner

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

Weekly Work

Each subject's course material is organised into a student planner and separated into sets of weekly work. Each teacher designs the amount of work required in each subject 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 subject is to be returned to the School of Distance Education each week as per the learning plan for each subject.

Sample Weekly Work Coversheet

Finigan School of Distance Education

Phone: 02 6210 5200

Email: finiganSDE@det.nsw.edu.au

**WW
10**

Submit work via Moodle

STUDENT: **Jane Smith** Year 10

SUBJECT: **English** TEACHER: **G Jones**

WORKSET: Novel Study: Representation of prejudice/Change - Part 1

TEACHER INSTRUCTIONS:

The work this week, we study Harper Lee's selection and use of characters in 'To Kill a Mockingbird' to represent PREJUDICE and its opposite, TOLERANCE.

Work through the LESSONS, respond to FORUM discussion tasks, complete and return SEND-IN EXERCISES.

Forum discussion may be slow to start but all of you will improve with consistent, effort, and participation. In addition to Forum, you must complete and return the set SEND-IN EXERCISES for that week which will be the formal part of the assessment.

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 subject. **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 weekly work.

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

WW stands for 'weekly work' and is linked to the booklet that needs to be completed each week.

Encourage students to record the date that they completed and submitted each set of weekly work in this column.

Term	Week	WW	Week Beginning	Learning Plan	Submitted	Important Dates	
TERM 1 30 January – 13 April	1	1	30 Jan	Organisation and welcome week			
	2	2	5 Feb	Better Health (BH) 1 – Meanings/perceptions		Prep Week	
	3	3	12 Feb	BH 2 – Health behaviours			
	4	4	19 Feb	BH 3 – Determinants of health			
	5	5	26 Feb	BH 4 – Control of our health			
	6	6	5 Mar	Student Engagement Check			
	7	7	12 Mar	BH 5 – Health promotion			
	8	8	19 Mar	BH 6 – Approaches and strategies			
	9	9	26 Mar	BH 7 – Ottawa charter & social justice			
		10		2 Apr	Assessment Task 1 Due		AT 1 Due
TERM 2 30 April – 6 July			9 Apr	Body in Motion (BIM) 1 – Skeletal/muscular system			
	1	11	1 May	BIM 2 – Circulatory system			
	2	12	7 May	BIM 3 – Respiratory system			
	3	13	14 May	BIM 4 – Components of fitness			
	4	14	21 May	BIM 5 – Aerobic, anaerobic and responses to training			
	5	15	28 May	BIM 6 – Motion, balance & stability			
	6	16	4 Jun	BIM 7 – Fluid mechanics & force			
		7		11 Jun	Assessment Task 2 Due		AT 2 Due 15/06/2018
	8	17	18 Jun	First Aid (FA) 1 – Priorities for assessment & management			
	9	18	25 Jun	FA 2 – Crisis management			
	10	19	2 Jul	FA 3 – Management of injuries			
TERM 3 23 July – 28 September	1	20	24 Jul	FA 4 – Management of medical conditions			
	2	21	30 Jul	FA 5 – First aid considerations			
	3	22	6 Aug	Fitness Choices (FC) 1 – Exercise meanings & individual activities			
	4	23	13 Aug	FC 2 - Group activities			
	5	24	20 Aug	FC 3 – Exercise settings, motivators and barriers			
	6	25	27 Aug	FC 4 – Advertising and promotion			
	7	26	3 Aug	Revision and Exam Preparation			
	8	27	10 Sept	Revision and Exam Preparation			
		9		17 Sept	Assessment Task 3 Due – Prelim Exam		AT 3 Due 28/09/2018
		10		24 Sept	Assessment Task 3 Due – Prelim Exam		

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.

This is the name of the booklet 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.

Sample Assessment Schedule

Assessment Schedule

Course: PDHPE

		Task 1	Task 2	Task 3		
	Task	Better Health for Individuals	The Body in Motion	Preliminary Examination		
	Due	Week 10 Term 1 6 th April	Week 7 Term 2 15 th June	Week 10 Term 3 28 th September		
	Outcomes	P1, P2, P3, P4, P5, P6, P15, P16	P7, P8, P9, P10, P11, P16, P17	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P15, P16, P17		
Component (Syllabus)	Knowledge and understanding of: -Factors that affect health - The way the body moves	10	10	20	40	Syllabus Weighting
	Skills in: - Influencing personal and community health -Taking action to improve participation and performance in physical activity	10	10	10	30	
	Skills in critical thinking, research and analysis	10	10	10	30	
	Weighting	30	30	40		

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.

Finigan School of Distance Education
Phone: 02 6210 5200
Email: finiganSDE@det.nsw.edu.au

ASSESSMENT COVER SHEET

26 NOV 2019

ATTENTION: SUPERVISOR
Castamundra Outreach Centre

STUDENT: **Jake Doyle**
TEACHER: **Jeanine Dunkley**

SUBJECT: **Exploring Early Childhood Year 11**
TASK: **Assessment Task 3**

ASSESSMENT RULES:

1. The Supervisor must open all assessment tasks.
2. The Supervisor must observe if the assessment is:
 - open book - resources can be used
 - research
 - 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 Karabar Distance Education Centre 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:
This competency task consists of 2 tasks.

Task 1- Service Period Log with supporting evidence portfolio.
You have to early Term 3 Year 12 to complete this log. More information on what is required can be found in the competency task, however this will take time to complete so make sure that you start as soon as possible,

Task 2- Quiz.
This will be provided to your supervisor to administrate in Year 12. More information will be provided at that stage.

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

SUPERVISORS CERTIFICATE:
I certify that this is the work of Jazzy Abell-Doyle, unaided by any other person.

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

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

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

ASSESSMENT

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 your sign here to say that the student, and only the student, completed the entire

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 Phone: 02 6210 5200 Email: finiganSDE@det.nsw.edu.au		
ASSESSMENT COVER SHEET		
ATTENTION: SUPERVISOR		
STUDENT: Ivy Miller		
TEACHER: Sam Pacer		
SUBJECT: Chemistry		
TASK: HSC Chemistry Trial Examination		
EXAMINATION RULES: (To be read in conjunction with the special instructions specified below)		
<ol style="list-style-type: none"> 1. EXAMINATION PAPERS must be opened by the Supervisor, in front of the student, just prior to the exam beginning. 2. The student should be seated comfortably in a room without access to resource material or any electronic devices, including computers. 3. Examinations must be hand written. 4. No contact should be made with the student for the duration of the exam. It is desirable that the supervisor remains quietly in the room with the student. 5. A clock should be visible to the student. The length of time stipulated for the exam must be adhered to. 6. The Supervisor should warn the student ten (10) minutes prior to the finishing time. "Pens Down" should be stated on the finishing time. 7. The student can only be allowed to bundle paper together after this time. 8. The Supervisor should send the assessment with this Assessment Cover Sheet to Karabar Distance Education Centre either by post or email, on or before the Due Date. 9. The DUE DATE stated on this ASSESSMENT COVER SHEET will be enforced. 		
SPECIAL INSTRUCTIONS: Assessment Task 4 - Yearly Examination Complete the task under examination conditions. See front of Examination cover for further instructions. Assessment outcomes: H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14 Weightage: 30%		
TO THE SUPERVISOR: Your completed certificate MUST accompany the completed Assessment Task.		
SUPERVISORS CERTIFICATE: I certify that this is the work of Iffath Bismillah, unaided by any other person.		
Supervisor's Name	Supervisor's Signature	Date

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

Due Date:
28/08/2019

Time Allowed:
3 Hours + 5 min reading time

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

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

It is really 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 – Single Course

The Head Teacher Administration – Single Course Curriculum Provision:

- 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 (Single Course) 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.

2019 Term Dates

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

The school opens on Tuesday, 29 January 2019

Term 1 ends on Friday, 12 April 2019

Term 2 begins on Monday, 29 April 2019

Term 2 ends on Friday, 5 July 2019

Term 3 begins on Monday, 22 July 2019

Term 3 ends on Friday, 27 September 2019

Term 4 begins on Monday, 14 October 2019

Term 4 ends on Friday, 20 December 2019

The Student’s Teacher

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

At the beginning of the year there may not be a teacher allocated by name, instead the weekly work may indicate a subject only (eg, ‘TAS teacher’). When the first work set is returned to the Distance Education School and assessed by a teacher, the allocated teacher’s name will be on the new work set cover sent to the student. This practice reflects the dynamic nature of Distance Education enrolments and staffing.

As Supervisor, please advise your students to contact the subject 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
- Had their pattern of study checked
- Been withdrawn from Schools Online, NESAs (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 preliminary and/or HSC if dropping a Distance Education subject.

Refunds

Refunds are available to **non-government** schools only and are calculated on a pro-rata basis after the deduction of an administration fee.

Administration

Administration staff send mail to you each week and answer any relevant mail related queries. Office hours are Monday - Friday 8:30am - 3:30pm. Please do not hesitate to contact them if you have any problems or concerns.

School Administration Manager

Sue Evans-Smith

Single Subject Administration

Kellie Smith & Sandra Gallo

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

Regular communication with the School of Distance Education will ensure trouble-free schooling. The School of Distance Education will mail out once a week to each student. Supervisors can mail to the 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 the School of Distance Education each Monday. Work submitted via Moodle 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 Moodle. This software application allows the teachers and students to talk and hold class group discussions electronically. The subject 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 the School of Distance Education on the post by date indicated

- Year 11 yearly exams
- 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 work set – Weekly Work must be indicated.
- Email in Assessment – Assessment Task must be indicated. A receipt message will be returned to supervisor/student from the School of Distance Education.
- Emails are directed internally to 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: **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** in an Australian International School. 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, Weekly Work or Assessment Task, Teacher name e.g. **John Smith Year 10, English WW 10, Hopkins**
- Use the header example below when emailing

Email Header

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

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

Scholastic Year:

Student Name:

Teacher Name:

Weekly Work: *(if the question relates to a particular lesson)*

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

(Enter Email message in this section)

Teleconferencing

A teleconference is an opportunity for the teacher to discuss issues associated with a subject with a number of students.

The teacher will:

- Contact students to organise a time for the teleconference.
- Indicate the Weekly Work number or Assessment Task/exam to be discussed.
- Explain the teleconference protocols and systems.

The student will:

- Be ready to take the call at the pre-arranged time.
- Call the School of Distance Education prior to the teleconference if not available for teleconference (should have good reason).
- Have completed prior reading and be ready to participate in the discussion.

A teleconference often replaces work within a work set and allows group discussions.

Teleconferences are not available for all courses. Senior courses have priority and more often organised when a group of students are enrolled in the course, otherwise the teacher will telephone students individually.

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 Weekly Work number or Assessment Task/exam to be discussed; and
- explain the videoconference protocols and systems.

The student will:

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

Moodle

Moodle is an e-learning platform used at Finigan School of Distance Education to deliver online courses. Moodle 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.

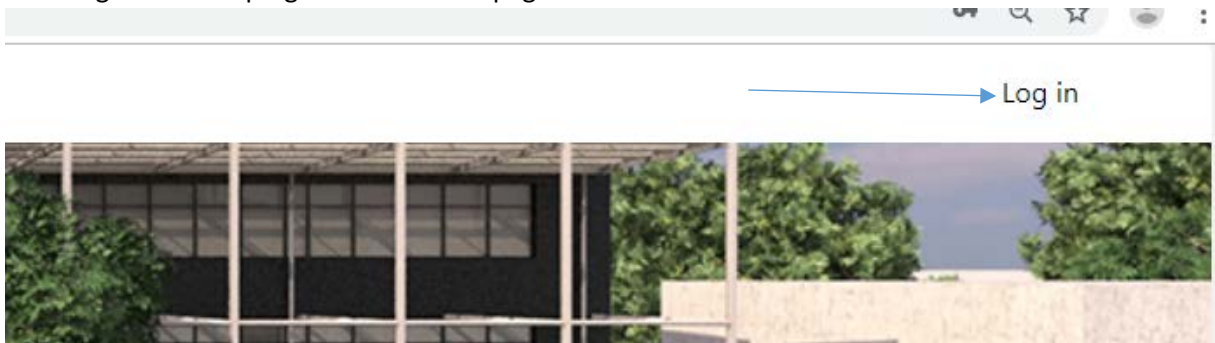
Another very useful feature of Moodle is that work can be submitted electronically. Work files can be uploaded for teacher assessment all within the Moodle Platform. Teachers then correct work and return marked work via Moodle.

Accessing Moodle

To access the website go to <https://finigan-d.schools.nsw.gov.au/e-Learning>



Click log in in the top right corner of the page

A screenshot of the Moodle login form. The form is titled "Log in" in a dark green header. It contains two input fields: "Username" and "Password". A red box highlights the text "Username: firstname.lastname" with a red arrow pointing to the Username input field. Another red box highlights the text "Password:" with a red arrow pointing to the Password input field. Below the input fields is a dark green "Log in" button. A "CLOSE" button with an 'X' icon is in the top right corner of the form area.

NB: Username and password are lowercase and are case sensitive.

The username and password will be emailed to the student. Please contact the school if you do not know the username and password.

The student will be prompted to change their password after the first login

Home / Dashboard / Preferences / User account / Change password

Change password

Username

The password must have at least 6 characters

Current password !

New password !

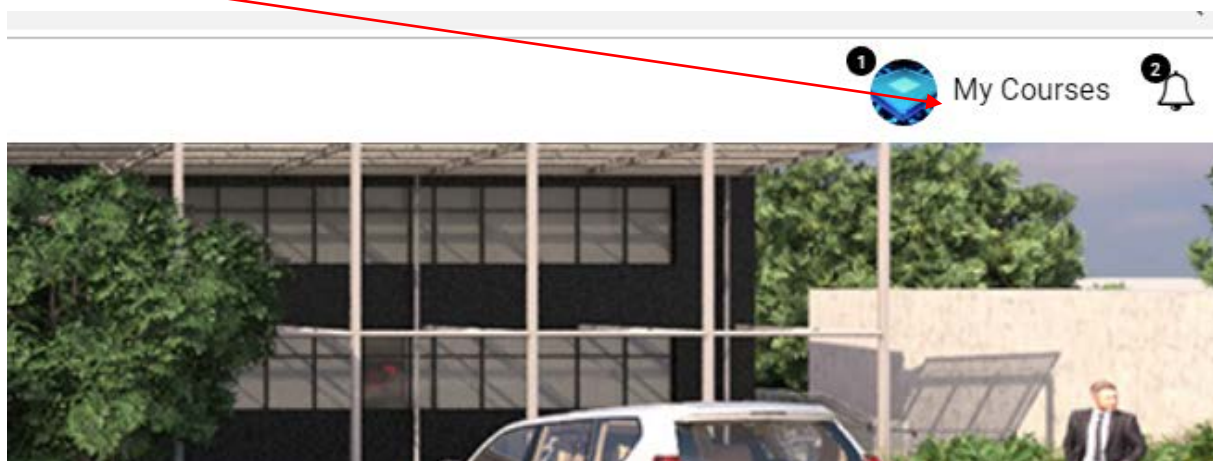
New password (again) !

[Save changes](#) [Cancel](#)

There are required fields in this form marked !.

Click **Save changes**

Click **My courses** to access the courses the student is enrolled in.



Choose the course to access the work.

Grades - [Log out](#)

[Browse all courses](#)

11 French Beginners
Progress: 1 / 366 1%

11 Mathematics Standard
Course grade: 100
Progress: 0 / 65 0%

In the initial pack the student has been issued with an **“e-learning@Finigan School of Distance Education”** booklet. Use this booklet to help you and the student with information on uploading and saving files.