

Distance Ed

Student Enrolment Application Form 2

Student's Name:

The School of Distance Education
15 – 23 Brisk Street,
Charters Towers, QLD 4820
Telephone: 07 4754 6888
Fax: 07 47546800
Email: ctsde@charterstowersde.eq.edu.au

Processing Time Frame:

Whilst every effort is made to process your application as quickly as possible, the enrolment application can take up to 14 business days to finalise. Please contact the school on 07 4754 6888 if you have any questions in relation to the completion of this form.

Enrolment Checklist:

Please use this checklist to assist you in collating the information required to process your enrolment.

****Failure to include all required information will delay the enrolment process.***

- Completed Student Enrolment Form 1 and Form 2 (including signatures)
- Completed Online Service Consent Form
- Completed State School Consent Form
- Completed Application for Fee Exemption/Waiver/Payment Plan Form
- Annual Approval Form
- Medical Certification Form - completed by a medical practitioner (for medical students only)
- Completed Exam Supervisor Nomination Form (for Year 10, 11 & 12 students only)
- Recent photo of student for student profile on OneSchool
- Included details and attachments of any relevant family/other court orders (if applicable)
- Itinerary (for travelling families)
- Proof of Queensland Residency (for travelling families)
- Exclusion paperwork (if applicable)
- Included a copy of student's birth certificate (for sighting)
- Included a copy of student's recent academic reports

Category of Enrolment

Please indicate under which category of enrolment you are applying for enrolment.

CATEGORY 1		Home Base Learners - Limited Choice (student is eligible for fee exemption)	
Geographic Isolation <input type="checkbox"/>	<p>This category applies where the student is unable to attend a local school due to the home location being in a remote area as defined by Section 49 of the Education (General Provisions) Act 2006. A person lives in a remote area if –</p> <ol style="list-style-type: none"> 1. Where the student's home - <ol style="list-style-type: none"> a. Is not less than 16km from the nearest applicable school; and b. Is not less than 4.5km from school transport service approved by the chief executive (transport) or a public transport service to the nearest applicable schools; and is: 2. Not less than 56km from the nearest applicable school using the route travelled by the transport service; or 3. Not less than three hours travelling time per day from the nearest applicable school using the transport service 		
	Distance Home is from School Bus Route		
	Distance Home is from the nearest State School		
	Local Government (Council or Shire) Home is located in		
Medical Condition <input type="checkbox"/>	<p>The student has a physical health problem or is experiencing a social/emotional condition of such severity that the student is unable to attend a local school on a full-time basis for a period in excess of 80 consecutive school days. Documentation to support an application (Schedule 2: Medical Form) for eligibility under the medical condition category must include the supply of information from a relevant medical practitioner, registered under the Medical Practitioners Registration Act 2001 and/or registered under the Psychologists Registration Act 2001 concerning the medical condition of the student. This information is to be provided annually in response to advice outlining the services of the distance education provider. Education Queensland will have the right to seek a second opinion.</p>		
Itinerant Lifestyle (Work Related) <input type="checkbox"/>	<p>A person has an itinerant lifestyle because of the nature of the occupation in which their family is engaged, i.e., the student is mobile for the majority of the school year due to family employment/business.</p> <ol style="list-style-type: none"> 1. The student's principal place of residence changes at least twice in the relevant school year or at least 5 times in the period consisting of the relevant school year and school year immediately before or after the relevant school year; or 2. The student spends at least 60 school days of the relevant school year (consisting of periods of 5 consecutive school days or more) away from the student's principal place of residence; or 3. The student's principal place of residence is a caravan and the location of the caravan changes at least twice in the relevant school year or at least 5 times in the period consisting of the relevant school year and the school year immediately before or after the relevant school year; or 4. The place where the student lives changes at least twice in the relevant school year and the student does not have a principal place of residence; examples of an "occupation" would include: <ol style="list-style-type: none"> a. Carnival worker, contract harvester or shearer. b. The student spends at least 120 school days of the relevant school year in the state. <p>Families travelling within Australia are only permitted ONE postal address. This is outlined in the mailroom/curriculum section in the school handbooks. <i>*As a parent/guardian/home tutor with students that are enrolled in the Itinerant Lifestyle or Travelling category I agree to the condition outlined above.</i></p>		
	Postal Address:		
	Signed (Parent/Guardian/Home Tutor):		Date:
Exclusion <input type="checkbox"/>	<p>The student has been excluded from all State Schools or has been excluded from their local State School and is unable to attend the next nearest state school for reasons of excessive distance (refer to the geographical isolation/distance criterion).</p>		
Family Circumstances <input type="checkbox"/>	<p>The student is unable to attend a local school regularly due to the need to undertake parenting of their child, or another child for whom the person has or exercises parental responsibility; or the student cannot attend a State educational institution, other than a school of distance education, because the person is caring for someone, other than a child as previously mentioned, on a regular basis; and provides a medical certificate stating that fact.</p>		
School-Based (State School) <input type="checkbox"/>	<p>Students enrolled in a mainstream school may undertake a course of study through this school. Arrangements for enrolment in this category are through the Principal of the student's school.</p>		

Category of Enrolment

Please indicate under which category of enrolment you are applying for enrolment.

CATEGORY 2 Home Base Learners - By Choice (student is NOT eligible for fee exemption)	
Families enrolling Home based learner by choice are required to provide the required payment before service is commenced.	
Home Based learner By Choice <input type="checkbox"/>	Students not meeting the criteria for any of the other six (6) categories of enrolment may still undertake their education by enrolling in our school. A fee applies to students enrolled in this category. Students may seek a waiver from the education charges by supplying relevant documentation to the school. Contact the Parent Liaison Officer for further information. Please Note: When enrolment is ceased with the school, there are criteria that must be met in order to be eligible for a partial refund of the Annual Enrolment Fee. Refunds can only be requested within the first twenty (20) weeks of the school year (i.e. Terms 1 and 2 ONLY) For more information, contact the schools Finance Officer.
Travelling (Non-Work Related) <input type="checkbox"/>	Age requirements are the same as for all enrolments of Prep and Primary age children <ul style="list-style-type: none"> • Families are required to be Queensland residents. Proof of Queensland residency will be required. This may take the form of an electoral roll registration; current rates notice or equivalent documentation • Educational programmes must be required for a period in excess of 16 weeks (four months) • For families travelling within Australia and Overseas, proposed travel itineraries should be submitted with the completed 'Application for Enrolment' form • To be eligible for continuing enrolment in the 'travelling' category, parents must provide a continuing update of their travel plans. Children of family's resident in one area within Australia for three months or more are no longer considered eligible for enrolment and should attend a local school • A home-based learner by choice fee per student per annum is applicable. • For children travelling within Australia a 'one off' resource security fee of \$200.00 is charged and will be refunded on return of resources in good condition at the end of the enrolment period at the school.
School-Based (Non-State School) <input type="checkbox"/>	Students enrolled in a mainstream school may undertake a course of study through this school. Arrangements for enrolment in this category are through the principal of the student's school. A Fee per subject will apply to all Non-State School enrolments at a Distance Education Centre. Non-State Schools may apply for a fee waiver which will be considered on a case-by-case basis. For further information, contact the school.

Home Tutor Contact Details

A Home Tutor is responsible for the student to attend lessons, submit work and provide at home supervision.

TUTOR RESPONSIBILITIES	
The physical separation of teacher and student in distance education can be challenging for the students and their families, particularly for new enrolments. In order for this form of learning to be rewarding and successful for the student, it is important that a strong partnership exists between the school and the home. It is essential that an appropriate level of support and supervision is available at home. This supervision is to be provided by the home tutor, usually a parent.	
Name:	
Address:	
Contact Number:	
Email:	
As the home tutor at CTSDE I commit to:	
<input type="checkbox"/> Participate in induction programs and ongoing home tutor support activities <input type="checkbox"/> Establish and maintain regular contact with the teacher(s) and the school, and advise of any changes to the student's condition or other family circumstances with may impact on the student's learning or ability to return school work on time. <input type="checkbox"/> Return completed work to the teacher(s) before the due date and as required by the teachers and work rate calendar. <input type="checkbox"/> Provide active at home support and supervision for the student and that work is completed in the allocated time. <input type="checkbox"/> Ensure the student has ready access to all necessary learning materials and resources, including an appropriate work area and technology.	
Signed (Parent/Guardian/Home Tutor):	

NOTIFICATION OF ABSENT FROM SCHEDULED LESSONS

Parents/guardians are notified on the same day that their child/student is absent from school or classes. Please indicate your anticipated level of involvement in offered lessons. This will then carry with it, a request for notification or no notification of lesson absences.

- I will attend all offered lessons and provide notice/explanation to the teacher when attendance is not possible.
- I will attend lessons when I can; my parent/guardian does not wish to be notified of my absence from lessons.
- I will use the 'recorded' lessons regularly and will not routinely attend the offered lessons in real time; the parent/guardian does not wish to be notified of student's absence from lessons.

Parent Consent: *(tick one or more)*

I consent to receive SMS

I consent to receive emails

LEARNING SUPPORT REQUIREMENTS

If your child has been receiving learning support assistance from a specialist teacher, has been assessed by a guidance officer, or is receiving assistance from an agency external to the school they were attending, please complete the following section.

Brief overview of type of assistance:

How long has your child been receiving this support?

Was a formal assessment carried out by a Guidance Officer? If yes please attach a copy of the report or provide the name of the school the child was attending at the time of the assessment.

Yes

No

FINANCIAL ASSISTANCE

A range of financial assistance schemes exists. Is your child receiving any benefits from one or more of the following financial assistance schemes: (Check School Handbook for further information)

Please Select:

ABSTUDY – Aboriginal and Islander Allowances

AUSTUDY

Allowance for Isolated Children

TECHNOLOGY REQUIREMENTS

Students enrolling in this school are assumed to have access to suitable computer (no tablet/iPad), printer and Internet access. If you are enrolled in the categories of **Geographical Isolation** or **Medical** you may be able to claim subsidies for Broadband Internet (\$500 per student annually) and Computer Hardware (\$250 per student annually). **See Handbook for details**

Do you have access to a computer? (Desktop or laptop; not tablet or iPad)

Yes

No

Do you have access to Internet?

Yes

No

LANGUAGES - JAPANESE

A language, Japanese is a mandatory element of the curriculum in **Years 5, 6, 7 & 8**. **LOTE is offered as an elective for Year 9 & 10.**

Has a study in Languages occurred previously?

Yes

No

SCHOOL OUTREACH PROGRAMS

Throughout the year, teachers from our school visit district centres throughout the catchment area to meet with students and to assist them with their work. Participation in Outreaches is voluntary. Preferred Outreach Area: (Please tick one)

Clermont (Primary)

Hughenden (Primary)

Townsville (Primary and Secondary)

Cape River/Charters Towers (Primary and Secondary)

Ewan (Primary)

Unable to attend at these venues

I give permission to the school to provide my contact details to groups within the school (i.e. the P. & C. Association, Outreach coordinators to assist with the organisation of Outreach).

Yes

No

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available. **Please note the Student Resource Fee applies to 7 – 2 students.**

Participation

- YES **I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO **I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name:			
Student Name:			
Year Level:			
Parent Name:			
Parent Signature:		Date:	

Privacy Statement: The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

Terms and Conditions

Definition

1. Reference to a “parent” is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
 23. Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.
 24. The school administration office must be notified immediately of the loss or damage to any hired item.
 25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
 26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
 27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department’s Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents’ Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department’s website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

Uncontrolled copy. Refer to Department of Education Policy and Procedure Register <https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure> to ensure you have the most current version of this document.

Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Charters Towers School of Distance Education.

Responsibility of student:

- Participate fully in the program by complying with attendance requirements (i.e., by completing and returning assigned work), attending scheduled online lessons (if any), engaging with course material, making regular contact with teachers and attending face-to-face school events/activities (if any) where possible.
- Act with respect and tolerance towards other students and the staff of the school
- Work hard and comply with directions and instructions from the teachers and other staff
- Abide by school rules/expectations as outlined in the Student Code of Conduct, including, for any face-to-face activities at the school, not bringing items which could be considered as weapons (e.g., dangerous items such as knives), following the dress code and respecting the school property.
- Respect the environment of the school or where your learning program takes place.
- Return completed learning work and assessment tasks to the school/teachers as per the provided annual calendar.

Responsibility of parents/carers:

- Attend open meetings and participate in induction programs and ongoing home tutor support activities, where possible.
- Establish and maintain regular contact with the teacher/s and the school.
- Ensure your child has ready access to all necessary learning materials and resources, including an appropriate work area.
- Ensure your child has the necessary equipment (computer hardware and software, and internet connectivity) to be able to fully engage in an online, e-learning environment (if applicable).
- Let the school know if there are any problems that may affect your child's ability to learn or ability to return school work on time.
- Ensure your child meets the attendance requirements for the educational program in which they are enrolled. There are specific legal obligations for enrolment, attendance and participation that apply to parents/carers of children of compulsory school age and young people in the compulsory participation phase. Refer to the Managing student absences and enforcing enrolment and attendance at state schools' procedure for more information.
- Advise the school as soon as possible if your child is unable to attend any scheduled lessons and the reason/s why (e.g. child is sick), or the child's inability to complete their work.
- Treat all school staff with respect and comply with the Parent and Community Code of Conduct.
- Support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control.
- Abide by the school's instructions regarding access to school grounds for any activities held at the school.
- Provide active on-site support and supervision of your child, ensuring they attend scheduled telephone or online lessons (if any) and that work is completed in the allocated time.
- Not allow your child to bring dangerous or inappropriate items to school for face-to-face activities (if any).
- Advise the principal if your child enters into care.
- Keep the school informed of any changes to your contact details (or your child's details), such as home address, email address and phone number.
- Ensure the school is aware of any changes to your child's medical details.
- Make payment of all fees and charges associated with the program of distance education.

Responsibility of the School

- Design and implement engaging and flexible learning experiences for individuals and groups of students undertaking a program of distance education.
- Design and implement intellectually challenging learning experiences that develop language, literacy and numeracy.
- Create and maintain safe and supportive learning environments (including e-learning).
- Support personal development and participation in society for students.
- Provide ongoing learning opportunities aligned to approved curriculum frameworks
- Foster positive and productive relationships with families and the community.
- Teach effectively and to set high standards in work and behaviour.
- Inform parents/carers regularly about how their children are progressing
- Inform students and parents/carers about the learning programs, extra-curricular activities students will/may be involved with
- Provide effective teaching and learning programs
- Be accessible to parents/students within reasonable boundaries
- Clearly articulate the school's expectations regarding student behaviour and participation in learning programs
- Maintain appropriate records of all students (i.e., student files, academic reports, transfer notes, etc.)
- Develop and implement a range of learning programs that reflect approved courses of study
- Provide quality and timely feedback to students on submitted work and contact parents/carers as soon as possible if the school is concerned about the child's school work or behaviour.
- Deal with complaints in an open, fair and transparent manner in accordance with departmental policy.
- Consult parents in any major issues affecting students
- Treat student and parents with tolerance and respect

Parent Declaration

I accept the rules and regulations of the Charters Towers School of Distance Education as stated in the school policies and procedures as provided in the School's Handbook and found at its website <http://www.chartowesde.eq.edu.au>

I understand and am aware that the following school policies and procedures may impact on my child's enrolment and activities within this school:

- Responsible Behaviour Management Plan (School Handbook/Website)
- Student Dress Code (School Handbook/Website)
- Truancy and Return of Work Policy (School Handbook)
- Student usage of Internet, Intranet and Extranet (School Handbook/Website)
- Grievance Management (School Handbook)
- Parent Notice for Religious Instruction (School Handbook/Website)
- Consent to use Copyright Materials, Image, Recording and Name (School Handbook/Website)
- Appropriate use of Mobile Telephones and other Electronic Equipment by Students (School Handbook/Website)

I acknowledge:

- That I have read and understood the responsibilities of the student, parents/carers and the school staff outlined above and I agree to meet my responsibilities; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

THIS AGREEMENT MUST BE COMPLETE FOR THE ENROLMENT TO BE PROCESSED

Student Name:			
Student Signature:		Date:	
Parent/Carer Signature:		Date:	
School Management Team:		Date:	

Exam Supervisor Agreement - Internal Assessment Only

An exam supervisor is required for all Year 10 students.

Year 10 Students

<input type="checkbox"/> As a Parent/Guardian/Home Tutor with student that is enrolled in Year 10, I agree to seek out an eligible exam supervisor for my student in Year 10 and will complete the MANDATORY paperwork on the following page/s.			
Parent/Guardian/Home Tutor Signature:		Date:	

****Must complete Supervisor Nomination Form for your relevant year level on the following page/s.***

Assessment Supervisor Eligibility, Responsibilities and Guidelines

- A supervisor agrees to supervise a student for **one year** or in special circumstances, one semester.
- Supervisors can be a family friend who may be working in any occupation or profession.
- Parents of other Charters Towers School of Distance Education students are **not** able to act as supervisors.
- Students may be able to approach their nearest school (including primary schools) for test supervision to occur there.
- Summative test and declaration forms are sent directly to the nominated supervisor with instructions for administering the test.
- Supervisors may receive exams via email or post.
 - If receiving exams via post, Supervisors will receive reply paid envelopes for return of tests to the school at no cost to the supervisor.
 - If receiving exams via email, Supervisors must be able to print a hard copy of the exam for the student to complete.
- Supervisors are required to complete a **declaration form** for each test supervised. Failure to complete this form may result in the cancellation of the test result and the need for the student to complete another test.
- All tests must be **scanned and emailed**, and the original hard copy **mailed** directly to the class teacher immediately on completion by the Exam Supervisor.
- Students who reside in Charters Towers must sit their exams at Charters Towers School of Distance Education and be supervised by their class teacher/s.

Supervisor's Nomination Form – Year 10 Students

The school recommends Year 10 students secure a supervisor in preparation for the requirement in Years 11 and 12.
Note: It is not mandated.

Please select **ONE** of the following and complete the relevant sections below:

- Student will be sitting their exam at The Charters Towers School of Distance Education (please complete section 1 and 1a only).
- Nominated Exam Supervisor to supervise (please complete Sections 1 and 3)
 - Exam Supervisor meets school's eligibility requirements
- Parent/Guardian nominates to supervise (please complete Sections 1 and 2)
 - N.B. Must be approved by HoD Student Engagement & Wellbeing or Deputy Principal

Section 1: Student Details

STUDENT INFORMATION

Surname:		Given Name:	
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Section 1a:

Option 1:	<input type="checkbox"/> My child resides in Charters Towers and so will sit all exams at CTSDE.
Option 2:	<input type="checkbox"/> I have been unable to find an eligible supervisor and I will travel to CTSDE when required for exams

Section 2: Parent / Guardian Supervisor's Details

PARENT / GUARDIAN SUPERVISOR'S INFORMATION

Surname:		Given Name:	
Postal Address:			
City/Town:		Post Code:	
Phone Number:		Mobile:	
Email:			
Parent/Guardian's Supervisor Signature:		Date:	

Section 3: Supervisor's Details

SUPERVISOR'S INFORMATION

Surname:		Given Name:	
Postal Address:			
City/Town:		Post Code:	
Phone Number:		Mobile:	
Email: (Must be completed)			
Occupation:			
<input type="checkbox"/> I agree to act as Official supervisor for the above student for the tests in this year/semester and accept responsibility for ensuring the test conditions are met. I have read and agree to the statement on the above page outlining the Supervisor's role and responsibilities.			
Parent/Guardian's Supervisor Signature:		Date:	

Exam Supervisor Agreement - Internal Assessment Only

An exam supervisor is required for all Year 11 and 12 students.

Year 11 & 12 Students

<input type="checkbox"/> As a Parent/Guardian/Home Tutor with student that is enrolled in Years 11-12, I agree to seek out an eligible exam supervisor for my student in Year 11 or 12 and will complete the MANDATORY paperwork on the following page/s.			
Parent/Guardian/Home Tutor Signature:		Date:	

****Must complete Supervisor Nomination Form for your relevant year level on the following page/s.***

*NB All Year 12 students who are enrolled in General subjects will complete External Assessment in Term 4 of their Year 12 year. Venues and supervisors for external assessment will have additional requirements and must be approved by Queensland Curriculum & Assessment Authority (QCAA). These requirements will be communicated to students and home tutors by the Senior School Deputy Principal during Term 1 of the Year 12 year.

Assessment Supervisor Eligibility, Responsibilities and Guidelines

- A supervisor agrees to supervise a student for **one year** or in special circumstances, one semester.
- The supervisor for **Year 11 & 12** students **must not** be related to the students and may not reside at the same address as the student.
- Supervisors can be a family friend who may be working in any occupation or profession.
- Parents of other Charters Towers School of Distance Education students are **not** able to act as supervisors.
- Students may be able to approach their nearest school (including primary schools) for test supervision to occur there.
- Summative test and declaration forms are sent directly to the nominated supervisor with instructions for administering the test.
- Supervisors may receive exams via email or post.
 - If receiving exams via post, Supervisors will receive reply paid envelopes for return of tests to the school at no cost to the supervisor.
 - If receiving exams via mail, Supervisors must be able to print a hard copy of the exam for the student to complete.
- Supervisors are required to complete a **declaration form** for each test supervised. Failure to complete this form may result in the cancellation of the test result and the need for the student to complete another test.
- All tests must be **scanned** and **emailed**, and the original hard copy **mailed** directly to the class teacher immediately on completion by the Exam Supervisor.
- Students who reside in Charters Towers must sit their exams at Charters Towers School of Distance Education and be supervised by their class teacher/s.

Supervisor's Nomination Form – Year 11 & 12 Students

Failure to return this form may delay the progress of the student's enrolment.

Section 1: Student Details

STUDENT INFORMATION

Surname:		Given Name:	
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Section 2: Sitting Exam at CTSDE

Option 1:	<input type="checkbox"/> I have been unable to find an eligible supervisor and I will travel to CTSDE when required for exams.
Option 2:	<input type="checkbox"/> My child resides in Charters Towers and so will sit all exams at CTSDE.

(If selecting one of the above options, *Section 3* below does not need to be completed)

Section 3: Supervisor's Details

SUPERVISOR'S INFORMATION

Please check that you meet the Assessment Supervisor Eligibility, Responsibilities and Guidelines as per page above

Surname:		Given Name:	
Postal Address:			
City/Town:		Post Code:	
Phone Number:		Mobile:	
Email: (Must be completed)			
Occupation:			
<input type="checkbox"/> I agree to act as the Official Supervisor for the above student for the tests in this year/semester and accept responsibility for ensuring the test conditions are met.			
<input type="checkbox"/> I have read the Supervisor Eligibility, Responsibilities and Guidelines Statement outlining the supervisor's role and responsibilities.			
<input type="checkbox"/> I am in no way related to the student and do not reside at the same address as the student.			
Parent/Guardian's Supervisor Signature:		Date:	

CHECK!

Before returning this application form, please check that you have completed all relevant documents as stated in the checklist on page 2.

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