



31 October 2019

Dear Parents/Guardians and Year 12 students,

The next few weeks are very important for our Year 12 students academically and with regard to the end of year celebrations. I am writing to give you information about upcoming events and arrangements. This letter contains:

- Important information regarding exams and checking of grades and scores.
- The timeline/calendar of all end of year events.

Senior Exams/Appeals

Exams begin on Monday 18 November. Please note that classes continue as normal until this date. All students are issued with personalised timetables and the master timetable will be available from the website from Monday 4 November.

If a student is unable to attend an exam for medical or other reasons, Mrs Laura Sheehan, Head of Senior School (6243 4137) must be contacted prior to the running of the exam. In the event of an illness that prevents rescheduling of an exam, a medical certificate needs to be obtained and presented to Mrs Sheehan as soon as possible.

Students are not required to wear uniform, but they should choose comfortable clothes appropriate to a school environment. Covered footwear is required. Students need to have carefully studied the timetable, made any special arrangements needed in the case of clashes and arrive well before the advertised starting time for exams. Please be aware that mobile phones are not permitted in the exam rooms. They and other valuables should be stored in lockers.

Please refer to the timeline of events for specific academic dates: <https://www.merici.act.edu.au/my-merici/calendars-exams-and-key-academic-dates>

Appeals may be lodged against the assessment result for a task and the procedures by which unit grades and/or scores and course scores are derived. Please review the Appeals Policy at <https://www.merici.act.edu.au/school-policies/appeals-%E2%80%93-senior-assessment> and contact Mrs Taylor immediately if you have a concern. Students should particularly note times and dates for the lodging of appeals.

- Appeals against assessment items (grades and/or marks), unit grades and/or scores should be lodged within two working days of the results being published.
- Appeals against course scores should be lodged within one working day of the results being published.

A final absence report will be sent home at the start of the exam period. Any student in danger of voiding a unit due to excessive absence is required to attend to these before the end of the exam period. Any assessment that is outstanding must be submitted by the start of the exam period, provided the task has not already been returned to the class, to avoid non-submission penalties and potential voids.

Students are responsible for checking their assessment, unit scores and course scores on the appropriate dates and for meeting published deadlines for all appeals.

Exam results

All senior students are expected to attend the College on Monday 25 November. All senior subjects will be timetabled through the day and students will receive the results on any final assessment tasks/exams and undertake a data check of their semester tasks.

Compulsory Score/Grade Checks

Compulsory Unit Score checking will be held on Thursday 28 November. Course Score checking for Tertiary students is Monday 2 December. Students are required to sign to acknowledge their data is correct.

Year 12 Farewell Assembly

A whole school farewell assembly will be held on Friday 15 November at 11:30am. It is compulsory that full school uniform be worn on this day.

Year 12 Graduation Mass and Awards Ceremony

All families are warmly invited to the Year 12 Graduation Mass and Awards Ceremony on Tuesday 3 December commencing at 6:00pm. This is a beautiful ceremony that celebrates and gives thanks for the graduating class. The Awards Ceremony will commence at the conclusion of the Mass.

Parents are advised that this ceremony is lengthy, involving speeches and presentations, and young children may have difficulty coping with this format. Parents are also advised that students are expected to be in full uniform for this event.

Year 12 Merici Parent and Student Formal

The Merici Student and Parent Formal will take place on Friday 6 December. This is a spectacular event held at the National Arboretum Canberra. It is a Merici tradition that this special event is for parents, their daughters and partners. It is a condition for the provision of a liquor licence that a significant proportion of the guests are parents or guardians. An invitation to the Graduation Mass and Awards Ceremony has already been emailed to you.

Distribution of ACT Senior Secondary Certificate

All Year 12 students need to attend the College on Wednesday 18 December from 1:00pm to 3:30pm to collect their official ACT Senior Secondary Certificate and any Vocational Certificates. The certificate/s must be collected in person and signed for as an official document. If students are unable to collect their certificate/s in person, they are required to email Mrs Taylor renee.taylor@merici.act.edu.au to make alternative arrangements or advise the details (name, relationship to student, contact number) of their approved representative who may collect the certificate on a student's behalf.

End of Year Behavioural Expectations

Our Year 12 students have been so positive in the support that they have given to each other and to the College. They have been spoken to about behavioural expectations for the end of the year. It has been stressed to them our hope for a very positive and successful time as they complete the school year. We understand that at times excitement and group pressure can lead to behaviour that can be dangerous and/or disruptive to the communities involved. There is no "muck up" day and students are aware that they are not to visit other schools, souvenir or damage any property and that illegal actions will be referred to the police. Other consequences could also be applied.

This is a position that I certainly do not want to be in and I know that you would not want this either. I believe that our Year 12 students understand this and will act accordingly. As always, other schools are taking a similar approach to ours in this regard and talking explicitly with students and parents.

A reminder that all text books, library books and any other College equipment, must be returned by the end of the exam period, Friday 22 November. This is also the last day to clear absences and, for students not doing Religious Studies, to provide Christian Service Hours directly to Ms Connellan.

Given that these final few weeks of Year 12 are always very busy and can be quite stressful for the girls, please do not hesitate to contact us if you feel your daughter needs extra help or support.

We look forward to celebrating with you, the Graduating Class of 2019. Should you have any further enquiries regarding the end of year events please do not hesitate to contact the College.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Wholley', written in a cursive style.

Mrs Loretta Wholley
Principal