



St Maroun's College



Centralised Marks Register Policy





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As part of the requirements for the HSC marking and also for all subjects from K-12, it is important that we are able to have a centralised register of marks that are accessible by the college and specifically by the co-ordinators of the KLA in question.

This is for reasons such as the sudden leaving or departure of staff members due to unforeseen circumstances such as illness or misadventure and to ensure that we have the marks centrally accessible to ensure that reports can be completed and for any other documented evidence that may be required by the student, teacher or BOSTES.

Teachers should use the 3 site rule wherein marks, grades and weightings should be saved in hard copy, for instance in their Teacher's Chronicle, on Millennium and on their laptop.

Ultimately, we would like all marks, grades and weightings to be placed on Millennium, once each assessment task is marked. We hope that teachers are able to link outcomes to marks and that this will be automatically done by the program.

Policy Review

Last Reviewed: August 2014

Approved By: College Principal

Renewal Date: 2015



The Maronite Sisters of the Holy Family

SAINT MAROUN'S COLLEGE

*An independent Catholic co-educational college in the Maronite tradition,
committed to excellence in education, friendship, faith and honesty.*

#th Month, 2014

Dear Visual Arts/ Student,

Students working on Photomedia, Documented forms and Time based forms are asked to keep their work saved on three sources.

Best practise dictates that one of these sources needs to be offsite. If you are using your own computer, offsite can be the school server. If you are using the school computers, offsite would include the computer you have at home. Another source could be a hard drive or flash drive.

It is also prudent that you provide me with copies of your work at the end each term so I can also keep them saved in a safe spot.

Yours Sincerely,

Mr Lunnon

I am aware that my I must save my BOW in three sites. Below is where I plan to save my ongoing BOW work after I work on it each session.

Site 1:

Site 2:

Site 3 (off site):

Student signature: _____

Date: _____