

# 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 8 November 2023 for the following year and must be finalised by 14 February 2024. 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.

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# Keeping in Touch

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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:

- 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](mailto: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](mailto: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](mailto: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

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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 (Yr K-8)

Penny Field – Deputy Principal (Yr 9)

Harvey Wilson – Deputy Principal (Yr 10)

Kylea Rowing – Deputy Principal (Yr 11-12)

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

## English

Kimberley Scott                      02 6210 5215                      kimberley.scott8@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

## CAPA

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

## History

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## HSIE

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## Languages

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## PDHPE

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

## TAS

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



# Single Course Curriculum Provision

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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

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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 8 November 2023, for all applications commencing at the beginning of the following school year.

**The final date for enrolment applications for most categories, is 14 February 2024. 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 subject to availability.**

## NSW Education Standards Authority (NESA) Schools Online

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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

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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
- ensure regular communication with FSDE to support students
- are the main point of contact between the student's parent/carer and FSDE
- communicate with a student's parents/carers about the student's progress in DE
- provide information to the student's teacher about the student's learning
- 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
- support students to address/complete learning activities outlined in N Award warning letters
- inform Finigan School of Distance Education if the student withdraws from the course or leaves the home school.

## Learning Materials

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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>.





# GUIDE TO THE MILLENNIUM SCHOOL PORTAL

## Welcome to the Millennium School Portal

The Millennium School Portal is the gateway for supervising students studying via distance education. The Portal allows for the sharing of various information, including student curriculum reports. As more functions become available on Millennium, you will be given access to student assessment task grades via our Markbook and student reports.

We hope you find the Portal to be a useful tool, which assists you in your important and much appreciated role of supervisor.

Please follow the steps below to access your school's Millennium School Portal.

## Millennium School Portal Access

The Millennium School Portal is accessible in all web browsers so choose the web browser you are most comfortable with.

Please go to the Millennium/Distance Education Management System (DEMS) School Portal website:

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

DEMS

Millennium School Portal

Username :

Password :

Login

Forgot your login details? [Click here](#) to have them sent to your school email.

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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

1. Click on the **My School** heading and scroll down to the Password field to change your temporary password.
2. Please modify any incorrect information about your school presented, if required.
3. Click on the grey Update **My School** button.

The screenshot shows a web interface for updating school details. On the left sidebar, 'My School' is highlighted with a red circle. The main content area is titled 'MY SCHOOL : [ Details ]' and contains several form fields: Name, Address, City, State (NSW), Postcode (3456), Phone, Fax, PO Address, City, State (NSW), Postcode (1234), Login (oes-h), Password, Email (oes-h@det.nsw.edu.au), Secondary Students (100), and a checked checkbox for 'Government School'. A dropdown menu for 'Year' is set to '> 2020'. At the bottom, the 'Update My School' button is circled in red, with a red arrow pointing to it from the left sidebar.



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.

The screenshot shows a web interface with a sidebar menu on the left containing 'My School', 'Supervisors', 'Enrolments', and 'Log Out'. The 'Supervisors' item is circled in red. The main content area is titled 'SUPERVISORS' and includes an 'Add Supervisor' button. Below the button, it says 'Found 1 Supervisors...' and displays a table with the following data:

Name	Location	Relation
Clooney, Amal	Oceans Eleven Secondary	Principal

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

This screenshot is similar to the previous one, but the 'Add Supervisor' button in the main content area is circled in red, indicating the next step in the process.

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

The screenshot shows the 'SUPERVISORS : [ Details ]' page. The sidebar menu now has 'Supervisors' selected. The main content area contains a form with the following fields:

- Title :
- FirstName :
- LastName :
- Gender :
- Location :
- Address :
- Phone :
- Fax :
- Email :
- Relation :

The 'Update Supervisor' button at the bottom of the form is circled in red.



## Instructions for Continuing Enrolments

The Distance Education School has several options related to giving Single Course Schools access to this module from the school portal. Choices are:

- **Disabled** – no access to student continuing enrolment data
- **School Portal read only** - can view student continuing enrolment data that has been entered by the distance education school
- **Student continuing data can be entered by Single Course School** - can add once only then it will be read only, any future changes need to be made through the Distance Education School.

1. Select **Continuing** from the USER menu of the School Portal



2. Once this is selected a searchable table appears listing all students and the course that they are enrolled in for the current Year. **\*\***(this display also lists the DE school that your students are studying through)

5 AUG 2022 09:23

My School: Oceans Eleven Secondary : 2022

Supervisors

Enrolments

**Continuing**

Log Out

**CONTINUING ENROLMENTS** 2022

**Search for Continuing Enrolments**

First Name :  Last Name :   
NESA-ID :  Grade :

Please indicate whether the students listed will be continuing their enrolment for the following year by clicking YES or NO. This can only be done once. If you require a change on a student's continuing enrolment, please email the school. If you are unsure, please leave blank. If you are unsure about fees leave blank.

[ Recently Updated ] Found 1 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing
Year 11	Clooney, George	FSDE	Year 9 Mathematics 5.1 P3	9MATSP3.UA1	26 JUL 2022 12:15	vickie.krikowa	Yes

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



## Features of this table

- a) Instructions are displayed top right of screen. ***(These instructions are only displayed if the Distance Education School has enabled this feature)***
- b) Searches can be performed to select smaller groups of students eg. Grade – Year 11.
- c) The information regarding continuing enrolments can be viewed from this page.
  - i. If the student is continuing Yes/No or blank for unknown
  - ii. Do not forget the page needs to be updated by selecting  for data to be entered.
- d) **Updated** – this indicates the date and time the information for this course was updated.
- e) **Updated By**
  - i. When updated via the school portal the “Update By” field displays the prefix of the @ of the school email eg. [byronbay-h.school]
  - ii. When updated via the DE school main database (DEMS) the login name for the school is entered eg. [FSDE]
  - iii. The Distance Education School can view the details of each update.
- f) If Distance Education Schools enable their schools to update the continuing column, to maintain accuracy of data within the main database at each Distance Education School, data entry from the school portal can only be done once, and only if the fields are blank and active to accept data.
- g) Changes can be made by the Distance Education School if required and will reflect the status of each student on the school portal.
- h) If a school believes that the status of a student is incorrect, they will need to contact the Distance Education School to update.



## 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 2020

Supervisors ENROLMENTS 2020

Enrolments C

Log Out

**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 2020

Supervisors ENROLMENTS 2020

Enrolments C

Log Out

**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.



Curriculum Report for : Clooney, George (Year 12)						
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	09 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 and Printing Individual Student Reports

Click on View

My School  Year: 2023

Supervisors [ ACTIVE ENROLMENTS ] ONLINE ENROLMENTS REPORTS 2023

Enrolments A C D M O V W In Quota: 0

Continuing Search for Enrolments

First Name :  Last Name :

NESA-ID :  Grade :  Search

[ Recently Updated ] Found 7 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
			Year 11	NSW School of Languages	19 DEC 2022	Approved	print	view
			Year 10	NSW School of Languages	1 SEP 2023	Approved	print	view
			Year 12	NSW School of Languages	1 JUL 2022	Approved	print	view
			Year 11	NSW School of Languages	2 FEB 2023	Withdrawn	print	view
			Year 8	Southern Cross School of Distance Education	15 AUG 2023	Withdrawn	print	view
			Year 11	Dubbo School of Distance Education	21 JUL 2023	Approved	print	view
			Year 7	Secondary College of Languages	27 MAY 2023	Approved	print	view

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

Click on Reports

Click on Print Semester 1 Report

My School  Finigan School of Distance Education Year: 2023

Supervisors REPORTS : - Year 11 - 2023

Enrolments Printable Reports :

Continuing **Print Semester 1 - 2023** (Published 26 JUN 2023)

Classes

Markbook

**Reports**

Register

Attendance

Communication Files

General Articles

Student Notices

Log Out

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





## Bulk Printing Student Reports

If you have multiple students you can bulk print reports by clicking on reports

Year: 2023

[ ACTIVE ENROLMENTS ] ONLINE ENROLMENTS **REPORTS** 2023

A C D M O V W In Quota: 0

Search for Enrolments

First Name :  Last Name :

NESA-ID :  Grade :

[ Recently Updated ] Found 7 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
			Year 11	NSW School of Languages	19 DEC 2022	Approved	print	view
			Year 10	NSW School of Languages	1 SEP 2023	Approved	print	view
			Year 12	NSW School of Languages	1 JUL 2022	Approved	print	view
			Year 11	NSW School of Languages	2 FEB 2023	Withdrawn	print	view
			Year 8	Southern Cross School of Distance Education	15 AUG 2023	Withdrawn	print	view
			Year 11	Dubbo School of Distance Education	21 JUL 2023	Approved	print	view
			Year 7	Secondary College of Languages	27 MAY 2023	Approved	print	view

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

Click on Print Semester 1 or Print Semester 2.

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

The number next to the reports represents the number of reports available.

31 AUG 2023 20:34

Artonville High School Year: 2023

ACTIVE ENROLMENTS ONLINE ENROLMENTS [ REPORTS ] 2023

DEMS School 2023	Grade	Students	Print Semester 1	Print Semester 2
Southern Cross School of Distance Education	Year 9	1	Print Semester 1 (5)	Print Semester 2 (0)
Southern Cross School of Distance Education	Year 11	5	Print Semester 1 (5)	Print Semester 2 (0)
Southern Cross School of Distance Education	Year 12	1	Print Semester 1 (1)	Print Semester 2 (0)
Dubbo School of Distance Education	Year 11	1	Print Semester 1 (1)	Print Semester 2 (0)
Camden Haven High School	Year 12	1	Print Semester 1 (1)	Print Semester 2 (0)
Finigan School of Distance Education	Year 9	1	Print Semester 1 (0)	Print Semester 2 (0)



## Logging Out

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

The screenshot shows the Millennium Schools Portal interface. On the left, a sidebar contains navigation options: 'My School', 'Supervisors', 'Enrolments', and 'Log Out' (which is circled in red). The main content area is titled 'ENROLMENTS' for the year 2020. Below the title is a search form for enrolments with fields for 'First Name', 'Last Name', 'BOSID', and 'Grade', along with a 'Search' button. Below the search form, a table displays enrolment data. The table has columns for SRN, Student, BOSID, Grade, DE School, Updated, Status, Curriculum Report, and Student Content. One enrolment is listed: SRN 35382, Student Clooney, George, BOSID 12345678, Grade Year 11, DE School Finigan School of Distance Education, Updated 21 SEP 2020, Status Accepted, Curriculum Report print, and Student Content view. A legend below the table indicates: 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.

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### 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

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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 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

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Assessment Task schedules are included in the learning materials for years 9, 10, 11 and 12. Supervisors can access assessment tasks through the DEMS portal. Supervisors should ensure students follow the instructions outlined on the Assessment Task cover sheet.

## Examinations

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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

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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
- any equipment listed on the examination instructions.

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

The student can wear a watch into 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

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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.

## Live Lessons

Throughout each course there will be 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

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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 student planner for each course.

## The Student Planner

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

### The student planner

The student planner 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 student planner. The student planner 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.

### Course outcomes

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



# Sample Learning Planner

## Student Learning Planner

**Student:**

Term	Week	LA	Learning Plan	Start	Submitted	Completed
<b>TERM 1</b> 30 JAN 2023 - 7 APR 2023	1	1	Introduction to History - Knowledge and Skills	30 JAN 2023		
	2	2	The Modern World & Australia: Overview Part 1	6 FEB 2023		
	3	3	The Modern World & Australia: Overview Part 2	13 FEB 2023		
	4	4	The Modern World & Australia: Overview Part 3	20 FEB 2023		
	5	5	Site Study Part 1	27 FEB 2023		
	6	6	Site Study Part 2	6 MAR 2023		
	7	7	Site Study Part 3	13 MAR 2023		
	8	8	Site Study Part 4	20 MAR 2023		
	9	9	Site Study Part 5	27 MAR 2023		
	10	10	AT1: Site Study Port Arthur - Apply feedback and submit by due date	3 APR 2023		
<b>TERM 2</b> 24 APR 2023 - 30 JUN 2023	1	11	Rights and Freedoms: Part 1	24 APR 2023		
	2	12	Rights and Freedoms: Part 2	1 MAY 2023		
	3	13	Rights and Freedoms: Part 3	8 MAY 2023		
	4	14	Rights and Freedoms: Part 4	15 MAY 2023		
	5	15	Rights and Freedoms: Part 5	22 MAY 2023		
	6	16	Rights and Freedoms: Part 6	29 MAY 2023		
	7	17	Rights and Freedoms: Part 7	5 JUN 2023		
	8	18	Rights and Freedoms: Part 8	12 JUN 2023		
	9	19	AT2: Rights and Freedoms: Draft and feedback application week	19 JUN 2023		
	10	20	AT2: Rights and Freedoms Complete and submit	26 JUN 2023		
<b>TERM 3</b> 17 JUL 2023 - 22 SEP 2023	1	21	Migration Experiences: Part 1	17 JUL 2023		
	2	22	Migration Experiences: Part 2	24 JUL 2023		
	3	23	Migration Experiences: Part 3	31 JUL 2023		
	4	24	Migration Experiences: Part 4	7 AUG 2023		
	5	25	Migration Experiences: Part 5	14 AUG 2023		
	6	26	Migration Experiences: Part 6	21 AUG 2023		
	7	27	AT 3: Migration Experiences: Draft feedback and application week	28 AUG 2023		
	8	28	AT 3: Migration Experiences: Complete and submit	4 SEP 2023		
	9	29	Migration Experiences: Part 7	11 SEP 2023		
	10	30	Migration Experiences: Part 8	18 SEP 2023		
<b>TERM 4</b> 9 OCT 2023 - 15 DEC 2023	1	31	Australia in the Vietnam War Era: Part 1	9 OCT 2023		
	2	32	Australia in the Vietnam War Era: Part 2	16 OCT 2023		
	3	33	Australia in the Vietnam War Era: Part 3	23 OCT 2023		
	4	34	Australia in the Vietnam War Era: Part 4	30 OCT 2023		
	5	35	Australia in the Vietnam War Era: Part 5	6 NOV 2023		
	6	36	Australia in the Vietnam War Era: Part 6	13 NOV 2023		
	7	37	Australia in the Vietnam War Era: Part 7	20 NOV 2023		
	8	38	Australia in the Vietnam War Era: Part 8	27 NOV 2023		
	9	39	Australia in the Vietnam War Era: Part 9	4 DEC 2023		
	10	40	Australia in the Vietnam War Era: Part 10	11 DEC 2023		

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

## Assessment Schedule

TASK NAME	TASK TYPE	DUE DATE	OUTCOMES	TASK WEIGHT
AT1 - Multimodal presentation	Oral Presentation	9 DEC 2022	EN12-1 , EN12-2 , EN12-3, EN12-6	25%
AT2 - Extended analytical response	Written Work	15 MAR 2023	EN12-1 , EN12-3, EN12-5, EN12-7	25%
AT3 - Extended response and reflection statement	Written Work	24 MAY 2023	EN12-1 , EN12-3, EN12-4, EN12-9	25%
AT4 - Trial HSC Examination	Examination	18 AUG 2023	EN12-1 , EN12-3, EN12-4, EN12-5, EN12-7, EN12-8, EN12-9	25%

Outcomes assessed may change but will be correct at the time of the formal assessment notification

## Assessment Components

TASK NAME	Knowledge and understanding of course content	Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	TOTAL VALUE
AT1 - Multimodal presentation	15	10	25
AT2 - Extended analytical response	15	10	25
AT3 - Extended response and reflection statement	10	15	25
AT4 - Trial HSC Examination	10	15	25
Weighting	50	50	100

## Syllabus Outcomes

OUTCOME	DESCRIPTION
EN12-1	Independently responds to and composes complex texts for understanding, interpretation, critical analysis, imaginative expression and pleasure
EN12-2	Uses, evaluates and justifies processes, skills and knowledge required to effectively respond to and compose texts in different modes, media and technologies
EN12-3	Analyses and uses language forms, features and structures of texts and justifies their appropriateness for purpose, audience and context and explains effects on meaning
EN12-4	Adapts and applies knowledge, skills and understanding of language concepts and literary devices into new and different contexts
EN12-5	Thinks imaginatively, creatively, interpretively, analytically and discerningly to respond to and compose texts that include considered and detailed information, ideas and arguments
EN12-6	Investigates and explains the relationships between texts
EN12-7	Explains and evaluates the diverse ways texts can represent personal and public worlds
EN12-8	Explains and assesses cultural assumptions in texts and their effects on meaning
EN12-9	Reflects on, assesses and monitors own learning and refines individual and collaborative processes as an independent learner

# 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 planner and assessment schedule ahead of time to make sure that you know when they have an upcoming assessment task.


## 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.

---

**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 your 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 student planner 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 student planner. 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 –

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

**Finigan**  
 School of Distance Education

**ASSESSMENT COVER SHEET**

**ATTENTION: SUPERVISOR**

---

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](mailto: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:**

\_\_\_\_\_

---

**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 \_\_\_\_\_

Due Date:  
**21st August 2021**

Time Allowed:  
**2 hours + 10 minutes reading time**

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

**E  
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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.



## Administration

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Administration staff are available to answer any 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 any required resources and textbooks.

Regular communication with Finigan School of Distance Education will ensure trouble-free schooling. Supervisors can contact Finigan School of Distance Education on any day.

Finigan School of Distance Education is an online school. 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 routine at your school.

## The Student's Teacher

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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.

## Supervisors

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### Deputy Principal of the assigned year cohort:

- 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
- the student's motivation and application presents school supervisors with concern or teaching and learning issues arise; and/or
- oversees the preparation of a half yearly and yearly reports
- is notified if the student is unwell or absent for extended periods of time
- is notified if the student experiences learning difficulties.

### School supervisors should contact the Single Course Enrolment Team when:

- students are absent from school due to sickness or for other reasons
- the student is withdrawing from the distance education course.



# Withdrawal of a Student from Distance Education

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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. <https://finigan-d.schools.nsw.gov.au/distance-education-enrolment/single-course-provision/withdrawal.html>

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, NESA (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

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

## 2024 Term Dates

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

The school opens on Tuesday, 30 January 2024

Term 1 ends on Friday, 12 April 2024

Term 2 begins on Monday, 29 April 2024

Term 2 ends on Friday, 5 July 2024

Term 3 begins on Monday, 22 July 2024

Term 3 ends on Friday, 27 September 2024

Term 4 begins on Monday, 14 October 2024

Term 4 ends on Friday, 20 December 2024



## Electronic Communication with Students

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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.

- Year 11 Yearly Exams & Year 12 Trial Exams

The above listed exams must be **returned electronically as well as posted** to Finigan School of Distance Education in the provided envelope. This has an Australia Post tracking number required for tracking purposes. In the event the provided envelope is lost, exams must be returned via registered post.

**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](mailto: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.

### Communication

School messages will be sent out via email. Supervisors should communicate any correspondence from Finigan School of Distance Education to students and families.

## Meeting with students

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### Microsoft Teams

Sometimes teachers may want to organise an online meeting with their students.

The teacher will:

- contact students to organise a time for the online meeting
- indicate the learning activity number or assessment task/exam to be discussed
- explain the online meeting platform protocols and systems.

The student will:

- be ready to take the online call at the pre-arranged time
- let your teacher know prior to the meeting if you cannot attend
- have completed prior reading and be ready to participate in the discussion.



# eLearning

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## 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 eLearning Site

Note: Google chrome is the recommended browser for our eLearning site.

Option 1: Use the link below

Site URL: <https://www.finigansde-elearning.net/>

Option 2: Search in your browser for Finigan School of Distance Education site

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

Option 3: Access our school website and click on the eLearning link.



## Finigan School of Distance Education

T: 02 6210 5200

E: [finigansde@det.nsw.edu.au](mailto:finigansde@det.nsw.edu.au)

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We use technology to give our students lessons online.

### eLearning



### Years 3-12 Students

Finigan School of Distance Education uses a learning management system to host all of its online learning materials and courses.

To access eLearning, students use their Department of Education assigned username and password.

To access eLearning click on the link below

[eLearning site](#)

If you have problems accessing eLearning, or need your password reset, please contact Technology Support for assistance on 02 6210 5200 or contact your teacher.

Use the link below to review the eLearning booklet to help you get started.

[eLearning booklet](#)



# Logging onto the site

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.

Finigan School of Distance Education

Log in

Login using one of these options.

eLearning Site

About eLearning (Moodle)

Finigan School of Distance Education provides high-quality education for students aged from K to Year 12. This online learning platform provides resources and activities, discussion forums, and announcements for your courses.

Connected Through Learning

Login

Username

Password

Log in

Lost password?





The log in page like the one below will open if using the top right-hand option.

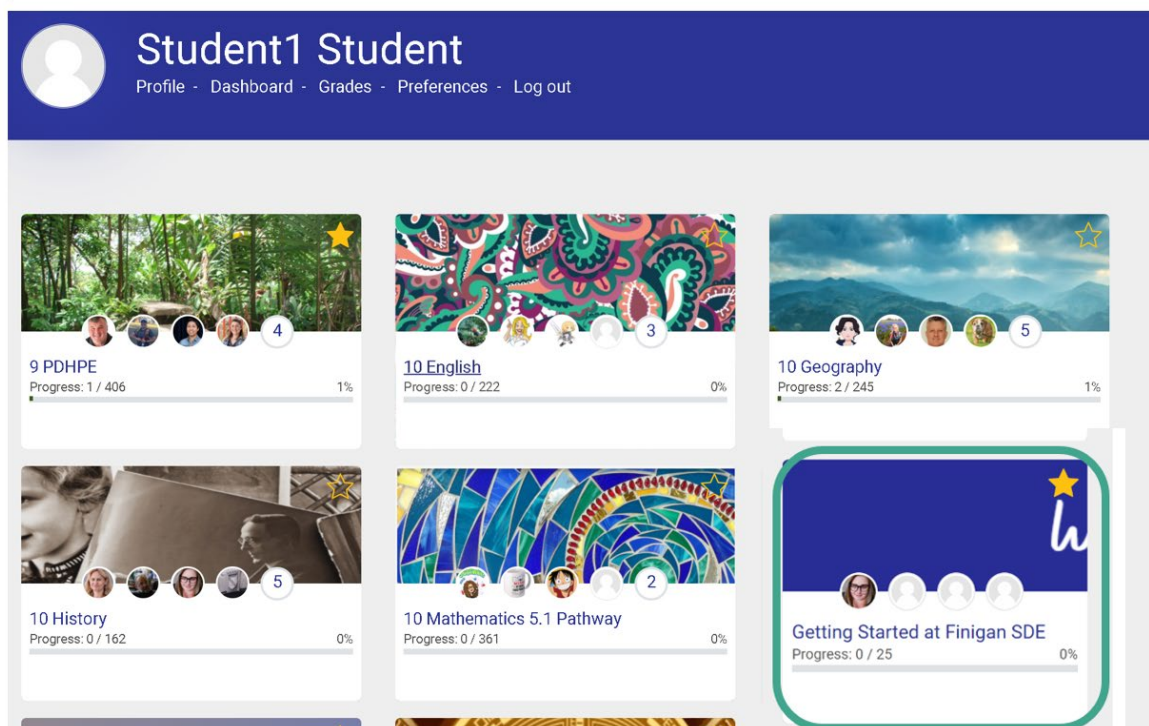
You will need to enter your username and password. Then click “log in”.

The screenshot shows a login interface with a dark blue header containing the text "Log in" and a "CLOSE" button with an 'X' icon. Below the header, there are two input fields: "Username" and "Password". The "Username" field contains the placeholder text "Firstname.lastname" and has a green arrow pointing to it from a callout box. The "Password" field contains seven dots and has a green arrow pointing to it from another callout box. Below the input fields is a dark blue "Log in" button. The callout boxes provide instructions: the first states that the username is the user's first name followed by their last name, based on their Department of Education email address; the second states that the password is "distance1" for first-time logins and the user's self-set password otherwise.

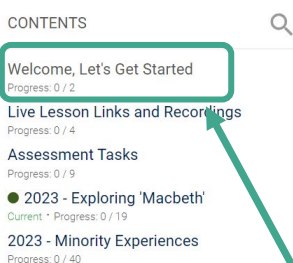


You will then be taken to a page that looks similar to the one below. This page will have all the courses you are enrolled in at Finigan. To get started, click on the course “Getting Started at Finigan SDE”.

**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.**



To enter your subjects, click on the relevant links. You will then enter the page for that course.



This should be the first place to visit when accessing the course for the first time.

Welcome, Let's Get Started



You will need to START HERE and complete the questionnaire before the content of your course work becomes available in the CONTENTS menu on the left of your screen. **This will need to be done for ALL your**



## Year 10 questionnaire (acknowledgement of receipt of NESA documents)

Mark as done

Attempt quiz

Attempts allowed: 1

Once you enter the quiz there will be four questions to answer. Once you have answered all questions, please click on

Finish attempt ...



Back

## Year 10 questionnaire (acknowledgement of receipt of NESA documents)

### Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved

Return to attempt

Submit all and finish

Submit all and finish.  
On the next summary page click on  
Finish review



## Year 10 questionnaire (acknowledgement of receipt of NESA documents)

Mark as done

Click on Mark as done to complete the process.

Attempts allowed: 1

### Summary of your previous attempts

State	Grade / 4	Review
Finished Submitted Tuesday, 15 August 2023, 11:13 AM	4	Review

Your final grade for this quiz is 4/4.

No more attempts are allowed

[Back to the course](#)

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 60 000 years ago.

True  False

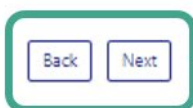
Reuse  Embed 66-P

---

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

True  False

Reuse  Embed 66-P



Use these buttons to navigate through the lesson

Written work to read

Video to watch

Activity/quizzes to complete



## How to submit Work

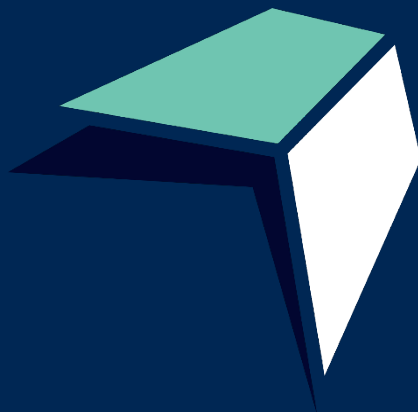
It is really important that for every course you submit work EVERY WEEK it is due.

**Online:** When submitting work online through eLearning, please refer page 34 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.



77 Agnes Avenue Queanbeyan NSW 2620  
(02) 6210 5200 | [finigansde@det.nsw.gov.au](mailto:finigansde@det.nsw.gov.au)  
[finigan-d.schools.nsw.gov.au](http://finigan-d.schools.nsw.gov.au)