



CAPSTONE COLLEGE
TASMANIA
Learn to Live

TCEA POLICY and PROCEDURES

Aim: The College provides opportunities for students who are unable to meet the requirements of TASC courses. The College recognises the importance for creating opportunities for students to be successful.

Policy:

- to provide a system of procedures to allow a parent/guardian or student to request for TCEA time a
- investigate how students may meet the integrity requirements of TCEA attainment
- the Principal or delegate to support a student/family in the TCEA process
- to provide a system of procedures to allow a student to change courses.
- to ensure that there is a central system in place to keep adequate records of course change forms
- to distribute these guidelines to all teachers and parents and the Student Guidelines to senior students annually.
- to include these guidelines in the Senior Student Handbook and on the school website
- to provide the student or staff a right of appeal in the event of an unfavourable judgment by the Principal or delegate.

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Procedure:

The following provisions enable students to apply for TCEA in year 12 by:

- ascertaining if a student is able to achieve a SA in level 2 TASC subject at the end of Semester 1 of Year 11 through application and ability through collection of data
- ascertain through an ILP in Semester 1 of Year 11 that the student may not be able to achieve TCE.
- in consultation with the TCEA student, the course teacher and learning support teacher creates a learning Intention with attainable learning outcomes
- the learning support teacher advocates for the student in the TCEA application.
- The learning support teacher prepares the TCEA application for submission to TASC on the due date. The TCEA template will be used and uploaded through TRACS by the Senior Schooling Coordinator.