

Guidelines

Student Calculator Loans for an Assessment Task/Tests

Canberra College August 2018

1. What is this policy about?

1.1. This policy is about access to College calculators by students for an assessment task/test.

2. Policy Statement

2.1. This policy provides guidelines about lending calculators to students for an assessment task/test.

3. Who does this policy apply to?

3.1. This policy applies to teaching staff/students at Canberra College.

4. Context

4.1. Students are responsible for providing their own calculators as required, for subjects they are studying. Information about purchasing and leasing the preferred model is provided by teachers/faculties at the commencement of the school year.

4.3. If families are experiencing financial difficulty, a request may be made for financial support from the College.

4.4. Mobile phones are not permitted to be used under test conditions, so the use of calculator applications on these devices is not permissible.

4.5. In exceptional cases, students may borrow a calculator from the College to facilitate the completion of assessment tasks. Access to these devices are subject to availability and will be distributed on a first come, first served basis.

5. Responsibilities

5.1. Students are responsible for providing their own calculators as required, for subjects they are studying.

5.2. Teachers will post a specific reminder about required equipment, including a calculator for tests, to the appropriate Google classroom and also as an alert on student Google calendars.

5.3. Students should advise their teacher/s as early as possible as to allow for the supply of the item.

5.4. If a student requests a loan of a calculator for an assessment task, teachers will discuss with students the most appropriate provision of relevant equipment/calculator to enable the student to complete the assessment task.

5.3. Teachers will ensure a limited supply of calculators are available for loan by students on the day of a test.

5.4. The Canberra College Library will have a limited supply of calculators for approved students to borrow for the period of a test.

5.5. Students are responsible for returning the calculators to the Faculty/Library at the conclusion of their test.

6. Monitoring and review

6.1. These guidelines will be reviewed and amended as required, in consultation with students and relevant staff/school leadership team..

7. Complaints

7.1. Any concerns about the application of these guidelines should be raised with

- The Executive Teacher (SLC) for the teaching area in the first instance;
- Deputy Principal/s