

## Section 3

# DISTANCE EDUCATION PROCESS

Unit includes:

- Title Page and example
- Mailing Card and example
- Mail/Title Page Cycle
- Subject Programs and example
- Five Weekly Review
- Assessment Schedules and example

# THE DE PROCESS


## Title Pages

Each subject course material is organised into a program of approximately 33 Title Pages. Each teacher designs the amount of work required in each subject for each week into a TITLE PAGE. Each subject has a different coloured Title Page, eg:

English	White
Maths	Pale Green
Science	Pale Blue
History	Pale Orange
HSIE	Mid Blue
LOTE	Lavender
Visual Art	Dark Orange
Music	Pink
IA/DAT	Yellow
HALS	Yellow
PD/Health/PE	Dark Green

The return of weekly Title Pages are recorded on a mailing card. This determines school attendance. Home Supervisors and students receive a mail card with the first package. One Title Page in each subject is to be returned to the Distance Education Centre each week.

# Example Title Page

	<h2 style="margin: 0;">Karabar Distance Education Centre</h2> <p style="font-size: small; margin: 0;">Telephone: 02 6298 4300 Fax: 02 6299 2529 Email: karabar-d.school@det.nsw.edu.au</p>
<p style="font-size: large; margin: 0;">TITLE PAGE: <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span></p>	
STUDENT:	CLASS:
SUBJECT: <b>Biology</b>	TEACHER:
WORKSET: <b>Search for better health - Part 2</b>	
MATERIALS: Workbook	
<p>INSTRUCTIONS:</p> <ol style="list-style-type: none"> <li>1. DO the Title Pages in order, ie. Title Page 2 before Title Page 3.</li> <li>2. READ through the teacher's instructions.</li> <li>3. COMPLETE all exercises as directed               <ul style="list-style-type: none"> <li>*label all exercises exactly as in the booklet</li> <li>*keep the printed material unless otherwise told.</li> <li>*return only your written exercises, audio tapes, other work as directed.</li> </ul> </li> <li>4. Fulltime students, 7-10, RETURN the same number TP, for each subject, each week. [straight line]</li> <li>5. ATTACH this TP to the work returned.</li> <li>6. CORRECTED TPs need to be reviewed and teachers instructions followed.</li> </ol>	
<p>Dear</p> <p>This part gives detailed information regarding the causes of disease. Two Biologists, Pasteur and Koch carried out pioneering work in establishing procedures for identifying pathogens. You will learn about their work in this set.</p> <p>Malaria is a dangerous infection which affects millions of people worldwide. In this Part you will learn in detail about this disease. The last section of the book looks at the quarantine procedure and its importance.</p> <p>Regards</p> <p><b>PLEASE RETURN: green send-in pages 59 - 64</b></p>	
<p><b>STUDENT'S COMMENTS:</b></p> <p> <input type="checkbox"/> interesting              <input type="checkbox"/> too easy              <input type="checkbox"/> too hard              <input type="checkbox"/> too long  <input type="checkbox"/> more like this wanted              <input type="checkbox"/> enjoyable              <input type="checkbox"/> boring         </p> <p>_____</p> <p>_____</p>	<p><b>SUPERVISOR'S CERTIFICATE:</b></p> <p>Yes, I have checked that this work has been completed and that the student has carried out the instructions.</p> <p>Signed/Date _____</p>

1. Always return your work with its Title Page attached to the front.
2. Return the contents of each Title Page in each subject per week.
3. Each Title Page equals one week's work in that subject.
4. Complete your Title Pages in order.
5. Always read the Title Pages. Your teachers use them for comments and suggestions; introducing new work.

## MAILING CARDS

This folder contains a mailing card for Home Supervisor use.

- Write the subjects to be studied across the top of each column (see opposite 'A').
- When unpacking the first package of lessons, record the Title Pages you receive for each subject in column one. Your first package will contain 8 Title Pages (see 'B').
- When you post Title Pages back to the Distance Education Centre, record them in column two (see 'B').
- Record when you receive the "marked" Title Page back from Karabar in column 3 (see 'B').

This mailing card corresponds with course programs. The weeks of the year are indicated in the school diary.

Students must be up to date with return of Title Pages to the Distance Education Centre.

The Five Weekly Review indicates school attendance

- The first Title Page number will correspond with the week students enrol at the Distance Education Centre and commence work.

### Sample Mailing Card

# Karabar Distance Education Centre

DATE ENROLLED _____	DATE LEFT _____
Phone No. _____	
Fax No. _____	
Email _____	

- 1 Indicates new TP
- 2 Indicates TP completed and sent for marking
- 3 Indicates TP marked and returned

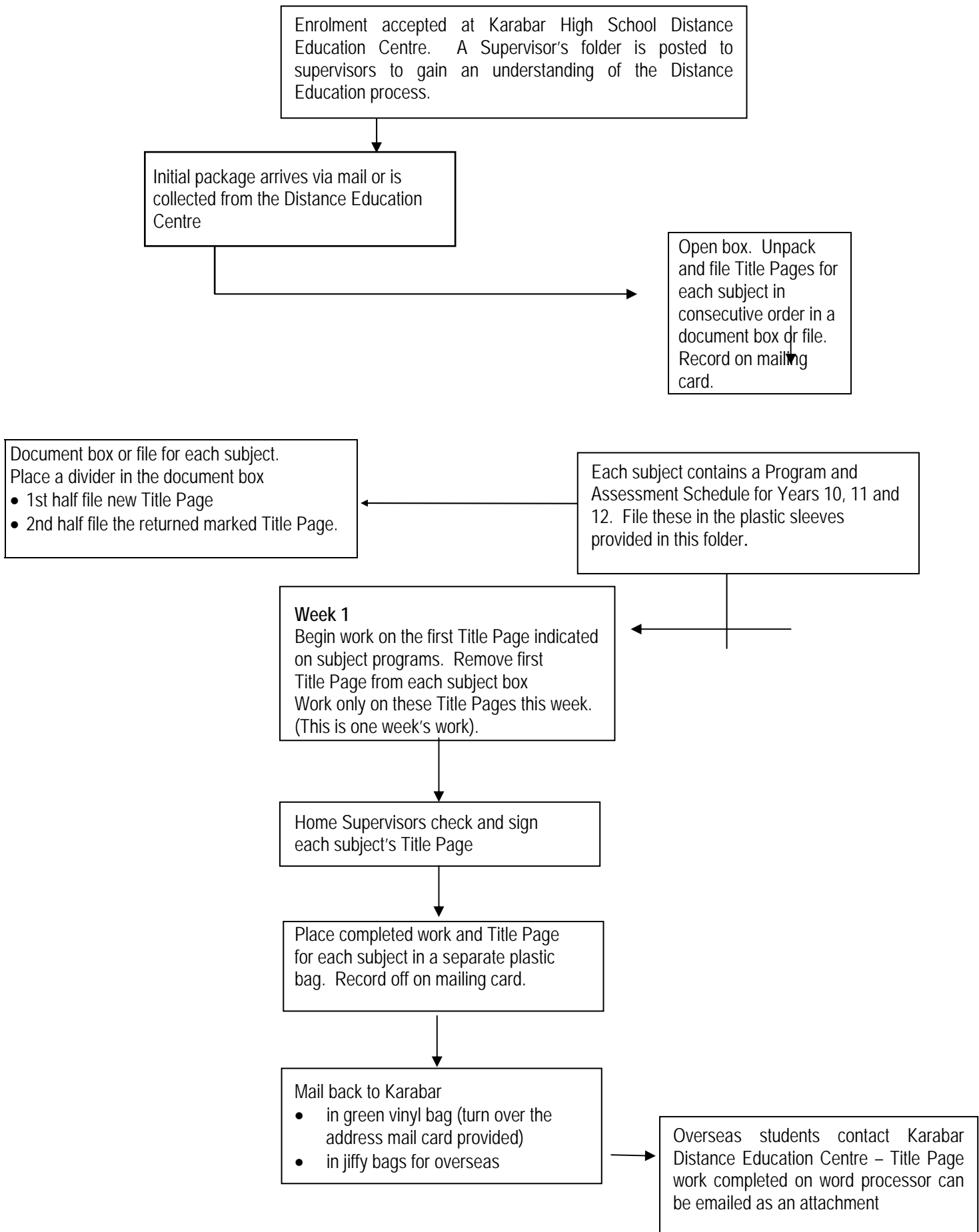
**SCHOOL REPORTS - DATE POSTED**

(see 1, 2, 3 in columns below)

Semester 1		Supervisor <b>A</b>												Category
Semester 2		Subjects												Textbooks
Wk No	TP No	Date Out	Date Rec'd	ENG	MATHS	SCI	HIST	GEOG	DAT	LOTE	MUSIC	ART	PD/H/PE	Textbooks
1														TERM 1
2	1	→		1	2	3								
3	2													
4	3													
5	4													
6	<b>YEAR 7 - 9 MINI SCHOOL (no TP's issued) REVISION/CATCHUP</b>													
7	5													
8	6													
9	7													
10	8													
11	<b>REVISION / CATCHUP</b>													
1	9													TERM 2
2	10													Five Weekly Review
3	<b>YEAR 7-9 MINI SCHOOL (no TP's issued) REVISION/CATCHUP</b>													
4	11													
5	12													
6	13													
1	Date Sent													
	Date Rec'd													
	Date Ret'd													
2	Date Sent													
	Date Rec'd													
	Date Ret'd													
3	Date Sent													
	Date Rec'd													
	Date Ret'd													
4	Date Sent													
	Date Rec'd													
	Date Ret'd													

**B**

# THE TITLE PAGE CYCLE



**Week 2**  
Begin work on the next Title Page indicated on your program in all subjects

Repeat cycle for week 1

Continue in this pattern for the rest of the year

By week 4 for isolated students by week 6 for overseas students the postie will deliver your first Title Page marked . A new Title Page will also be included and will follow the sequence in your program – a new Title Page will be mailed each week with returned work.

Read your marked Title Page and in behind the last check comments your subject box

Place new Title Page in

- Place the Title Page that has been assessed by the teacher behind the divider in the box

Move on with the cycle of work

and **HAVE FUN**  
**LEARN HEAPS**  
**COMMUNICATE WITH YOUR TEACHER**

**GOLDEN RULE: One Title Page per subject per week**

**COMMUNICATE: The reason for omitting a Title Page each week**

# SUBJECT PROGRAM

- A program is provided for each subject – printed on the coloured paper to match the subjects Title Page.
- FILE this program at the back of this folder in the plastic sleeves provided.

## ABOUT THE PROGRAM

- The year's program has been scheduled over 33 weeks - a full school year and begins from Title Page 1.
- Students beginning later in the year receive a Course Program, individually designed. The program will begin from the week that the new student is ready to begin DE Title Pages.

The program includes revision weeks, mini-schools and camps. You DO NOT NEED to complete Title Page work in these weeks. There are no Title Pages scheduled for weeks where mini-schools, camps or exams are scheduled for all students.

## WHY DO WE PROVIDE REVISION WEEKS?

If you were in mainstream school, there would be excursion time, sporting events and special days. These revision weeks allow you to include special activities in your yearly program.

The Revision Week has been placed in your program for the last week of each term  
Use this week when:

- To catch up, if behind in scheduled work;
- You need a break half way in the Term;
- Need to go on a family holiday - mid Term - or visit/travel;
- Sick and need a week to recuperate.

IN OTHER WORDS - you can use this spare week wherever you need/want to in the term.  
**BUT** take the whole week. All junior students should send in a **STRAIGHT LINE EACH WEEK** - not a mix of different Title Page numbers.

Sample Subject Program only

# KARABAR

High School and Distance Education Centre



## COURSE PROGRAM 2008

### YEAR 7

### K.L.A: ENGLISH

### SUBJECT: ENGLISH

Term	Week	Title Page No.	Contents:	
1 Begins 30 Jan 2006	1	1	Making Connections	1
	2	2		2
	3	3		3
	4	4	Heroes and Monsters-Film Study	1
	5	5		2
	6		<b>YEAR 7 - 9 MINI SCHOOL (No T.P.'s issued) REVISION/CATCHUP</b>	
	7	6		3
	8	7		4
	9	8		5
	10	9	Patterns of Poetry	1
	11		<b>REVISION/CATCHUP (4 DAYS ONLY)</b>	
2 Begins 1 May 2006	1	10		2 <i>Wide Reading Assignment Due</i>
	2	11		3
	3		<b>YEAR 7 - 10 MINI SCHOOL (No T.P.s issued) REVISION/CATCHUP</b>	
	4	12	Survival: A Novel Study	1
	5	13		2
	6	14		3
	7	15		4
	8	16	Picture Books	1
	9		<b>REVISION / CATCHUP</b>	
3 Begins 17 July 2006	1	17		2
	2	18		3
	3	19		4
	4	20	Big Day Out	1
	5		<b>YRS 7 - 10 TECHNOLOGY DAYS (2 days -No T.P.s issued) REVISION/CATCHUP</b>	
	6	21		2
	7	22		3
	8	23	Radio Days	1
	9	24		2
	10	25		3
	11		<b>DE CAMP WEEK (REVISION/CATCHUP)</b>	
4 Begins 16 Oct 2006	1	26		4 <i>Wide Reading Assignment due</i>
	2	27	Drama: Dogs	1
	3	28		2
	4	29	Short Stories	1
	5	30		2
	6	31		3
	7	32	Radio Days	4
	8	33	<b>FINAL TITLE PAGE</b>	
	9		<b>CHRISTMAS ROUNDUP &amp; EVALUATION</b>	
	10			

## MAILING FIVE WEEKLY REVIEW

Approximately every 5-6 weeks the Student Coordinator and Stage Head Teacher review the mailing or attendance record cards of all students.

Home Supervisors will note from course programs and the mailing card provided that students have a Title Page goal for each week. The students know exactly the Title Page to be completed each week of the school year.

An example of a mailing report is shown. This report will indicate Title Pages returned to the Distance Education Centre. The report IS NOT an application report. It does not indicate the outcomes achieved by students.

The comment at the bottom of the report is the IMPORTANT FEATURE. The comments summarise the attendance of your student.

This mailing review provides an accurate indication of the Title Page work received at the Distance Education Centre. Supervisors can account for the mailing of additional Title Pages since the date the Five Weekly Review is completed. This is especially important for overseas students. Supervisors can take into account the Title Pages the Distance Education Centre has received, against their mailing record. (This mail review assists supervisor's understanding of exactly what Title Pages have been received at the Distance Education Centre).

# Example Mailing Five Weekly Review



Karabar High School & Distance Education Centre

Principal: Mr Paul Kells (BA, DipEd, BEd, MEd(EdAdmin))

Donald Rd  
Queanbeyan NSW 2620

Phone: 02 6298 4300

Fax: 02 6299 2529

Int Ph: +612 6298 4300

Int Fax: +612 6299 2529

Email: karabar-d.school@det.nsw.edu.au

URL: www.karabardec.com.au

## Student Progress Report as of 27 November 2007

Jacob of year 10

Subjects	Title Pages Returned	Title Pages return rate expected	Title Pages Missing
10ENGL English			
10MAT53 Mathematics 5.3			
10SCIE Science			
10PDHPE PD/H/PE			
10AUSHIS Australian History			
10AUSGEO Australian Geography			
10COMM Commerce			
10IST Info & Software Technology			
10CAR Careers			

Note: This report is based on work received up until the date listed above only. Any work in the post is not included.

- Title Page return rate is in accordance with the program.
- Title Pages are being returned, Jacob is behind in some subject programs.
- Title Page return rate is not satisfactory.
- A warning letter is attached. This provides official notification that Jacob is not meeting Dept. of Education/Karabar High School Distance Education Centre requirements for application/attendance.

Comments:

Student Co-ordinator: \_\_\_\_\_ Janelle Redfern

Please return this slip in your next Title Page package.

Att: Janelle Redfern

**Student Progress Report** for Jacob : : of Y10

27 November 2007

I have received this report.

I will contact the Student Co-ordinator.

Supervisor, please sign and print your name: \_\_\_\_\_

# ASSESSMENT TASK SCHEDULES

## YEAR 10, 11 & 12 (some Year 9 Courses)

Assessment Schedules are VITAL to the achievement of successful outcomes for students.

Year 10, 11 and 12 students receive a special Assessment Information Booklet. FILE this information in this folder. **Read it carefully.**

Late Assessment Tasks in Year 10, 11 and 12 may receive a NIL assessment mark if received late at the Distance Education Centre. All students and Home Supervisors should telephone, email or fax the Distance Education Centre if late with an Assessment Task.

Each subject/course has an Assessment Schedule and Due Date. Transfer this information into your school diary. **Contact your Student Coordinator if more than two assessments are due on the one date.**

The Distance Education Centre try to assist with the process by providing a school calendar, and a list of planned Assessment Tasks. Review this calendar and highlight Assessment Task that you need to complete.

Assessment Tasks are sent in a closed envelope with a **WHITE** Assessment Task cover Title Page.

Exam Assessment Tasks are sent in a closed envelope with a **RED** cover sheet.

**FOLLOW carefully instructions for administration of Assessment Tasks and Exams. This administration is solely the responsibility of the Home Supervisor.**

Remember external exams will be administered by supervisors nominated by the Board of Studies - NO resources, extra time or assistance is granted.

**DO THE RIGHT THING BY YOUR CHILD - BE FIRM TO BE KIND!!!**

Example Assessment Schedules only

**KARABAR**

High School and Distance Education Centre



**HSC YEAR ASSESSMENT SCHEDULE  
YEAR 12**

**K.L.A.**

**HSIE**

**SUBJECT**

**Modern History**

			Task 1	Task 2	Task 3	Task 4	Task 5	Task 6
			Date: Week 8 Term 4, 2008	Date: Week 8 Term 1, 2008	Date: Week 11 Term 1, 2008	Date: Week 4 Term 2, 2008	Date : Week 2 Term 3 2008	Date: Week 5 Term 3, 2008
Outcomes	Components (Syllabus)	Weighting (Syllabus)	Course Assess.	Course Assess.	Half Yearly	Course Assess.	Course Assess.	Trial Exam
H1.2 H4.1, 4.2 H5.1	<b>Core Study:</b> World War 1	30%	15% Source Analysis		10%			5%
H1.1, 1.2 H2.1 H3.1 H5.2	<b>National Study:</b> Russia/USSR	20%		10% Research	5%			5%
H1.2 H6.1	<b>National Study:</b> Individual	20%				15% Oral 10%		5%
H1.2 H2.1 H3.1 H5.2 H6.2	Studies in Peace & Conflict: Indochina 1954-1978	30%					20% Research	10%
	<b>MARKS</b>	100%	20%	10%	10%	10%	15%	25%

# Example Assessment Tasks



## Karabar Distance Education Centre

Telephone: 02 6298 4300 Fax: 02 6299 2529 Email: karabar-d.school@det.nsw.edu.au

### ASSESSMENT TITLE PAGE

<b>ATTENTION: HOME SUPERVISORS</b>		<b>POST BY DATE:</b>
STUDENT: TEACHER:		
SUBJECT: <b>Ancient History</b>		ASSESSMENT
ACADEMIC YEAR: <b>11</b>		
TIME ALLOWED: (PLUS 5 minutes reading time before commencing the exam, NO NOTES TO BE TAKEN)		
EXAM RULES:		
<ol style="list-style-type: none"> <li>1 Supervisor must open all assessment tasks.</li> <li>2 The student should be seated comfortably in a room without resource material.</li> <li>3 No contact should be made with the student for the duration of the exam. It is desirable that the supervisor remains quietly in the room with the student.</li> <li>4 A clock should be visible to the student. The length of time stipulated for the exam must be adhered to.</li> <li>5 The Supervisor should warn the student ten (10) minutes prior to the finishing time. "Pens Down" should be stated on the finishing time.</li> <li>6 The student can only be allowed to bundle paper together after this time.</li> <li>7 The Supervisor should bundle up the paper and send it with this ExamTitle Page to Karabar Distance Education Centre.</li> <li>8 The POST BY DATE stated on this EXAM TITLE PAGE will be enforced.</li> </ol>		
SPECIAL INSTRUCTIONS:		
ASSESSMENT OUTCOMES:		
MARKS AS PER ASSESSMENT SCHEDULE:		
<p><b>TO THE SUPERVISOR:</b> Your completed certificate MUST accompany the completed Exam.</p> <p><b>SUPERVISOR'S CERTIFICATE:</b> I certify that this is the work of unaided by any other person.</p>		
_____ Supervisor's Name	_____ Supervisor's Signature	_____ Date

EXAMPLE  
(This page will be white)

Example Exam Assessment Tasks only



**Karabar Distance Education Centre**

Telephone: 02 6298 4300 Fax: 02 6299 2529 Email: karabar-d.school@det.nsw.edu.au

**EXAM TITLE PAGE**

<b>ATTENTION: HOME SUPERVISORS</b>		<b>POST BY DATE:</b>
STUDENT: TEACHER:		
SUBJECT: <b>Biology</b> ACADEMIC YEAR: <b>12</b> TIME ALLOWED: (PLUS 5 minutes reading time before commencing the exam, NO NOTES TO BE TAKEN)		<b>E X A M</b>
<p><b>EXAM RULES:</b></p> <ol style="list-style-type: none"> <li>1 EXAM PAPERS must be opened by the Supervisor, in front of the student, just prior to the exam beginning.</li> <li>2 The student should be seated comfortably in a room without resource material.</li> <li>3 No contact should be made with the student for the duration of the exam. It is desirable that the supervisor remains quietly in the room with the student.</li> <li>4 A clock should be visible to the student. The length of time stipulated for the exam must be adhered to.</li> <li>5 The Supervisor should warn the student ten (10) minutes prior to the finishing time. "Pens Down" should be stated on the finishing time.</li> <li>6 The student can only be allowed to bundle paper together after this time.</li> <li>7 The Supervisor should bundle up the paper and send it with this ExamTitle Page to Karabar Distance Education Centre.</li> <li>8 The POST BY DATE stated on this EXAM TITLE PAGE will be enforced.</li> </ol>		
SPECIAL INSTRUCTIONS:		
ASSESSMENT OUTCOMES:		<b>(this page will be red)</b>
MARKS AS PER ASSESSMENT SCHEDULE:		

**TO THE SUPERVISOR:** Your completed certificate **MUST** accompany the completed Exam.

**SUPERVISOR'S CERTIFICATE:**

I certify that this is the work of unaided by any other person.

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# CREATING A TIMETABLE

If you attended a mainstream school you will know that the day is divided into time blocks ranging from 40-60-80 minutes.

As a Distance Education student you can arrange your own timetable - to suit your lifestyle - whether a traveller, living on a farm, or living overseas.

## CHECK THE CURRICULUM INFORMATION IN THIS SECTION

- For each year we have provided the amount of time you need to spend on each subject each week
- Remember you need to spend approximately five hours per weekday engaged in school work plus additional time for homework.
- A timetable grid is provided on the following page - use it as a guide.

## Create your own timetable

Remember:

- You must allocate the correct number of hours and minutes to each subject.

## BUT

- You can do a subject for 1 hour, half a day if you like, 2 hours or 80 minutes. Design a timetable to meet your needs BUT balance the time allocated to all subjects.
- Write the timetable you design onto the grid provided or draw up another to suit yourself.
- All students must send in a copy of their timetable to the Student Coordinator. Student Coordinators will contact students who do not return a timetable.
- Isolated, medical and vocational students bring timetables to the first mini school.

# Example DE Timetable

## YEAR 7 & 8 TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:00	English	Maths	Maths	Science	Eng. 20 mins Maths 20 mins
10:00 – 11:00	Maths	English	PD/H/PE	LOTE 40 mins Catch up time	Science 20 mins DAT 40 mins
11:00 – 11:15	<b>BREAK</b>				
11:15 – 12:15	Geog/Hist	Geog/Hist	Science	Music/Art	PD/H/PE
12:15 – 1:15	DAT	DAT	LOTE	LOTE	Geog/Hist
1:15 – 2:15	<b>LUNCH</b>				
2:15 – 3:15	Music/Art	Science	English	Geog/Hist	Mus/Art 40 mins Maths 20 mins
<b>HOMEWORK</b>					

## YEAR 9 TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:00	English	Maths	English	Maths	Additional Subject 1
10:00 – 11:00	English	Maths	English	Maths	Additional Subject 2
11:00 – 11:15	<b>BREAK</b>				
11:15 – 12:15	Science	Science	Science	Science/Spare Time	PD/H/PE
12:15 – 1:15	History	History	Geography	Geography	PD/H/PE
1:15 – 2:15	<b>LUNCH</b>				
2:15 – 3:15	Additional Subject 1	Additional Subject 1	Additional Subject 2	Additional Subject 2	Rich Task
<b>HOMEWORK</b>					

Use the above homework time for the completion of Assessment Tasks or any work not finished during the day.

## EXAMPLE TIMETABLE FOR STUDENTS TO USE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:00					
10:00 – 11:00					
11:00 – 11:15	BREAK				
11:15 – 12:15					
12:15 – 1:15					
1:15 – 2:15	LUNCH				
2:15 – 3:15					
HOMEWORK					

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:00					
10:00 – 11:00					
11:00 – 11:15	BREAK				
11:15 – 12:15					
12:15 – 1:15					
1:15 – 2:15	LUNCH				
2:15 – 3:15					
HOMEWORK					