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## USING THIS FOLDER

1. This folder is to be kept and used for the duration of your enrolment with the Distance Education Centre. It will be updated from time to time.
2. Students and Supervisors should read all sections. There is a special section for the supervisor.
3. When you receive your first learning package, each subject will have a program in each package. FILE the programs for each subject in the plastic sheets provided in this folder. Assessment Task Schedules should be filed with each program.
4. Keep this folder updated by inserting in the appropriate section:
  - Assessment Information booklet Year 10, 11 and 12
  - Teachers Contact Timetable
  - School Calendar - Senior and/or Junior
  - The Curriculum Information booklet (this book is provided with enrolment information)
5. Consult this folder again when you have an enquiry after beginning your Distance Education program. Chapter 6 and 7 – Hints for Students and Supervisors should be read following the first few weeks – after the organisation of Distance Education is achieved.

# DISTANCE EDUCATION ESSENTIALS

- Read Student's & Home Supervisor's Information Folder.
- Telephone the Distance Education Centre – if assistance is required contact individual subject teachers, use the *Teacher Contact Timetable* (you will receive this by Week 4 of Term 1).
- Email contact.
- Design a school timetable for the student to follow.
- Reply to all Home Supervisor flyers (*purple sheets*).
- File subject programs in plastic sleeves in Student's & Home Supervisor's Information Folder.
- File Assessment Schedules for each subject.
- Return 1 Title Page per week for each subject.
- Assessment Tasks & Exams MUST be:
  - Posted to the Distance Education Centre on time unless you have been granted an extension
  - Completed according to instructions on front page, e.g. strict exam conditions, or open book exam.
- Use Assessment Calendars to transfer due dates for exams and Assessment Tasks to student diary (*glance planner inside diary*).
- Communicate the following to the Distance Education Centre:
  - New addresses and/or phone numbers or email addresses
  - Student illnesses
  - Student/family variation to programs due to special holidays
- **Equipment needed includes:**
  - Computer and internet connection
  - CD/DVD player
  - Video VHS
  - Audio cassette tape recorder (where possible)

# FAQ

## *Distance Education Troubleshooting*

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