



# Southern Cross

SCHOOL OF DISTANCE EDUCATION

**2020**

## **Single Course Provision Information Handbook**

**Refer to our website for the most recent version of our documentation.  
Schools should retain this Information Handbook as a reference.**

**Our school stands proudly on Bundjalung land**

---

2-40 Chickiba Drive, East Ballina NSW 2478 **T** 02 6681 0300 **F** 02 6681 0499  
**E** southerncrossschoolofdistanceeducation@det.nsw.edu.au **W** sthcrossc-d.schools.nsw.gov.au

## Single Course Provision Coordinator

Michelle Dowling

Southern Cross School Distance Education

Email: [michelle.dowling@det.nsw.edu.au](mailto:michelle.dowling@det.nsw.edu.au)

Telephone: 02 6681 0358

Facsimile: 02 6681 0499

## Table of Contents

<b>Staff Directory 2020</b> .....	<b>4</b>
<b>SCSoDE Stage 6 (Year 11/12) Course List</b> .....	<b>6</b>
<b>Stage 5 (Year 9/10) Elective Course List</b> .....	<b>6</b>
<b>Ten things you need to know about single course enrolment</b> .....	<b>7</b>
1. The importance of returning work each week .....	7
2. Supervision of Students.....	7
3. Record of Receipt and Return of Work.....	7
4. Provision of suitable study area.....	8
5. Allocation of time .....	8
6. Supporting students.....	8
7. Communication.....	8
8. Assessment.....	9
9. Examinations and tasks to be completed under exam conditions .....	9
10. Cessation of Enrolment .....	9
<b>Important information for supporting students with technology</b> .....	<b>10</b>
<b>Student Portal and email</b> .....	10
<b>Online Lessons</b> .....	10
<b>Curriculum, assessment and credentialing requirements</b> .....	<b>11</b>
<b>Appendices</b> .....	<b>12</b>
Single Course Leaver .....	13
Application for extension of time for an assessment task .....	15
Decision for extension of time for an assessment task.....	16
Appeal against assessment task determinations.....	17
Malpractice determination appeal.....	19
<b>Supervisor’s statement Malpractice determination appeal</b> .....	20
Illness/ misadventure appeal .....	21
<b>Supervisor’s statement Illness/ misadventure</b> .....	22
Non-serious attempt determination appeal .....	23
<b>Supervisor’s statement Non-serious attempt determination appeal</b> .....	24
Distance Education Exceptional Circumstances Application.....	25
For: Government Schools Only .....	25
Distance Education Exceptional Circumstances Application.....	26
For: Non-Government Schools Only.....	26
<b>Supervisor’s Checklist:</b> .....	<b>27</b>

## Staff Directory 2020

Position	Name
Principal	Danny Henman
Deputy Principal	David Thick
Deputy Principal	Sharon Hodgson
<b>Full Time Enrolments</b>	
Head Teacher Secondary Studies: Enrolment/ Wellbeing North	Mark Ippolito
Head Teacher Welfare: Enrolment/Wellbeing South	Brett Rhodes
Head Teacher Distance Education: Enrolment/ Wellbeing Central	Alison Quinton
Head Teacher Administration: Enrolment/ Wellbeing West	Anne Price
<b>Single Course Enrolments</b>	
Head Teacher Distance Education Single Course Coordinator/NESA Administrator	Michelle Dowling
<b>Head Teachers</b>	
Head Teacher Curriculum	Tiffeny Cox
Head Teacher Teaching and Learning Technology	Matthew Moss
Head Teacher Administration	Coralie Sandell
Head Teacher Welfare	Jeremy Whiterod
Head Teacher Teaching and Learning Aboriginal Education	Rob Roberts (Acting)
Head Teacher VET/Careers/Transition	TBA
<b>Faculty Head Teachers</b>	
English	Liz Robson
History	Lisa Tonkin
Science	Matthew Cartwright
Mathematics	Delena Tibbs
Human Society and its Environment	Angela Pelc
Languages	Susan Newman
Creative and Performing Arts	Sharon Mwanza
Technology and Applied Studies	Louise Kearney (Relieving)
Personal Development, Health & Physical Education	Richard Mills
Secondary Studies: Learning Support	Sarah Giles
<b>Other Staff</b>	
Counsellor	Leanne Neville
Special Disability Provisions Coordinator	Donna Hardinge Melinda Lynch
Technology Support – General	Jason Ferns Garry Somerville
Technology Support	Tim Dennis

## 2020 SCSODE Stage 6 Course List

The blue subjects contribute to an ATAR and have an examination (optional in VET courses)

### Board Developed Courses

Aboriginal Studies	Food Technology	Mathematics Standard 1 May achieve an ATAR with a final Year 12 exam & Standard or Advanced English only
Agriculture	French Beginners	Mathematics Standard 2
Ancient History	French Continuers	Mathematics Advanced
Biology	Geography	Mathematics Extension 1 (1 Unit)
Business Studies	German Beginners	Modern History
Chemistry	German Continuers	Music 1
Community and Family Studies	Indonesian Beginners	Music 2
Dance (Special circumstances)	Indonesian Continuers	Personal Development, Health and Physical Education
Design & Technology	Industrial Technology Graphics	Physics
Earth & Environmental Science	Industrial Technology Multimedia	Society and Culture
Economics	Information Processes and Technology	Software Design & Development
Engineering Studies	Italian Beginners	Spanish Beginners
English Studies Students may choose an ATAR stream with Year 12 final exam	Italian Continuers and Italian Extension (Year 12 only)	Spanish Continuers and Spanish Extension (Year 12 only)
English Standard	Investigating Science	Studies of Religion (1 unit or 2 unit)
English Advanced	Japanese Beginners	Textiles and Design
English Extension 1 (1 unit)	Japanese Continuers	Visual Arts
English Extension 2 (Year 12 only) (1 unit)	Legal Studies	

### Board Developed Courses (VET) with mandatory work placement

Examination must be taken to contribute to an ATAR

240 hours Business Services with exam (120 hours not available for single course enrolment no exams)	240 hours Retail Services with exam (120 hours not available for single course enrolment no exams)	120 hours Hospitality no exams (not available for single course enrolment)
--	--	--

The yellow subjects count toward a Year 12 HSC, have no external examinations and no ATAR value

<b>Board Endorsed Courses</b>	Computing Applications	Driver Education (Full-time students only)
Exploring Early Childhood	Financial Management (Full-time students only)	Marine Studies
Photography (Photography, Video and Digital Imaging)	Sport, Lifestyle and Recreation	Work Studies
Visual Design		

### Not available for Single Course Enrolment

<b>Board Endorsed Courses (VET)</b>	Skills for Work and Vocational Pathways (FSK)	
-------------------------------------	---	--

## Stage 5 (Year 9/10) Elective Course List

KLA	Course
Creative Arts	Dance (under special circumstances)
	Drama (under special circumstances)
	Music
	Photographic and Digital Media (special requirements)
	Visual Arts
	Visual Design
HSIE	Commerce
	Geography
	International Studies
History	History
Languages	French
	German
	Indonesian
	Italian
	Japanese
	Spanish
Maths	Information Software Technology
PDHPE	Physical Activity and Sport Studies
Science	Agricultural Technology
	Marine and Aquaculture Technology
Technology	Child Studies
	Food Technology
	Graphics Technology
	Industrial Technology
	Textiles Technology

Please see the 2020 Stage 5 Course Information booklet for subject descriptions.

<http://sthcrossc-d.schools.nsw.gov.au/single-course-enrolment>

## Ten things you need to know about single course enrolment

### 1. The importance of returning work each week

Students enrolled at Southern Cross School of Distance Education must satisfy the NESAs requirements for the award of the Record of School Achievement (RoSA) or Higher School Certificate (HSC). To meet these requirements students must engage in learning to meet the course outcomes for the subjects studied.

In order for students to meet course outcomes a variety of teaching and learning activities will be provided to students such as weekly title pages, mini schools and excursions. The title pages outline the teaching and learning activities the students will need to attempt each week. In general **one title page in each subject each week should be returned to their teachers.**

Southern Cross School of Distance Education monitors students' engagement in teaching and learning activities. Failure to keep up a satisfactory engagement in learning is likely to jeopardise their ability to meet the requirements for the award of the RoSA or HSC.

A condition of continued enrolment with distance education is that work will be returned regularly. Contact the distance education centre if you are concerned about students meeting these requirements because we want to help them complete their schooling successfully.

### 2. Supervision of Students

Students require adult guidance and it is the Supervisor's responsibility to provide adequate supervision and support. A checklist of responsibilities is included at the end of this booklet for you to refer to easily.

### 3. Record of Receipt and Return of Work

A record of work received by you in each subject for each student and of title pages returned to Southern Cross School of Distance Education for correction is essential.

You are able to check this in digital format by using the Southern Cross School of Distance Education Management System (DEMS) powered by Millennium. Alternatively you could choose to keep a school based written record.

DEMS is accessed by the following URL address:

<http://de.milleniumschools.net.au/school>

This requires a user name and password. The DEMS user name is the school name abbreviation and the password is individualised for each school and supervisor.

Michelle Dowling, Single Course Coordinator, will visit schools to help you to access and successfully use DEMS. We can also email step by step instructions.

#### **4. Provision of suitable study area**

Schools are required to provide a suitable and supervised area for the students to complete their distance education work. Where students require access to specialist rooms for the completion of work in relevant subjects, such as Visual Arts, the school must facilitate this in a timely manner and allow for adequate supervision.

As Southern Cross School of Distance Education uses the learning management system called CANVAS most students will need access to a school computer to complete their course work.

Study areas need to allow for technology use, access to a phone and reference/text books. A full list of textbooks required can be found on our web page.

<http://sthcrossc-d.schools.nsw.gov.au/>

Quiet spaces must be provided for all examinations and tasks to be completed under exam conditions.

Students will need to use their **school-based email address** for communication with their teachers. Phone access is vital, particularly for students studying Languages, as phone lessons are timetabled for each student.

#### **5. Allocation of time**

It is imperative that students are timetabled the correct number of periods for their distance education subjects. You must ensure that students use this allocated time for the completion of their distance education work. If a student uses these as “free” periods or homework periods for other subjects they will fall behind in their distance education school work.

#### **6. Supporting students**

Single course students need to have certain skills including self-motivation, good organisational and communication skills as well as the ability to work independently. At times they will require support from you to ensure they are utilising these skills effectively in the completion of their distance education work.

#### **7. Communication**

Communication between the distance education teacher, student, home school and parent/carer is vital for a successful distance education schooling experience. Students should be in the regular habit of contacting their teachers to discuss their course work, progress and any problems that need clarification.

To enable students to access activities organised by the distance education centre please ensure parents/carers are provided with the necessary permission notes and return them when complete to the distance education centre.

As single course supervisor you need to ensure the communication of information regarding the student from the home school and parent/carer is also communicated to the distance education centre so that we are kept informed of the students' context.

An unsatisfactory rate of return will result in NESA warning letters being sent. These will need to be communicated effectively to the student, parent/carer and home school personnel such as year adviser and distance education supervisor. This can help facilitate the student redeeming the outstanding work as quickly as possible.



## **8. Assessment**

Assessment task notification title pages look slightly different to the regular title pages. It is very important that you pay close attention to the assessment task notification title pages and provide to students immediately. Please read the notification carefully to determine the nature of the task so that you are able to provide all required resources and support the student may require for the task. Also pay close attention to the due date and highlight this to the student.

The separate assessment task cover page must be attached to the completed assessment task and you must sign to indicate that the student has completed the assessment task and that the work is their own.

If the assessment task is an examination or to be completed under examination conditions the assessment task will arrive in a sealed envelope to ensure the integrity of the task is maintained. You will need to tear the assessment task notification title page off the envelope and issue to the student, and then store the exam paper securely until the date and time of the task. Once the exam or task is completed it should be placed back in the envelope and returned to the distance education centre.

*The supervisor's certificate on all tasks must be signed, otherwise the task is considered invalid.*

## **9. Examinations and tasks to be completed under exam conditions**

Examinations are a regular feature of the Southern Cross School of Distance Education assessment procedures. Students across all years will be expected to complete exams in a range of subjects.

In Stages 4 and 5 this is most often a yearly exam during Term 4. However students in Year 11 and Year 12 will have more tasks required to be completed under exam conditions and these are clearly outlined in the assessment schedules provided in the assessment policy booklet.

*For all examinations or tasks to be completed under exam conditions all students must be supervised for the full length of the exam or task by the supervisor.*

## **10. Cessation of Enrolment**

Supervisors must inform Southern Cross School of Distance Education in writing when a student changes to another school or when the enrolment is to be ceased. All resources must be returned without delay to the distance education centre. Printed units of work may be kept as part of the student's work record which will be useful to future teachers and/or employers. Please find included in this booklet a proforma "Single Course leaver" for you to email to the distance education centre notifying of leavers.

## Important information for supporting students with

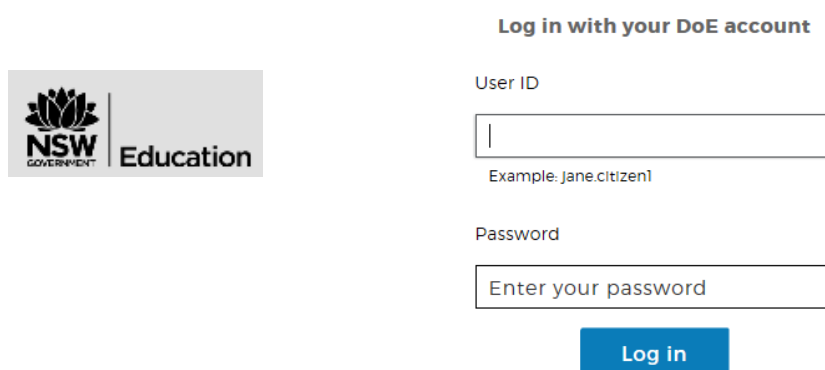
### Student Portal and email

Supervisors are expected to support and encourage student accessing and using the student portal.

Students are expected to make all email communication with Southern Cross School of Distance Education through their Department of Education email account.

Students can access the student portal at the following web address.

<https://student.det.nsw.edu.au>



The screenshot shows the login interface for the NSW Education student portal. On the left is the NSW Government Education logo. On the right, under the heading "Log in with your DoE account", there are two input fields: "User ID" with a placeholder "Example: jane.citizen1" and "Password" with a placeholder "Enter your password". Below these fields is a blue "Log in" button.

(Or they can find the Portal very quickly by searching for NSW DET Portal in their favourite search engine)

After enrolling, students will be sent a portal instruction booklet containing their login details. They should then login and check for any new messages from the distance education teachers.

### Online Lessons

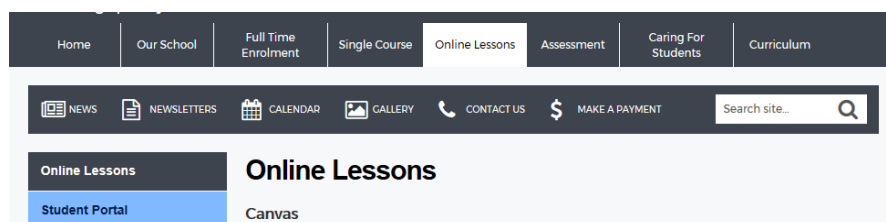
#### Canvas

Southern Cross School of Distance Education uses a learning management system called "Canvas" to host all of its online learning materials and courses.

To access Canvas, students use their Department of Education assigned email and password.

Students can access canvas by following the link below.

<https://southerncross.instructure.com/>



## Curriculum, assessment and credentialing requirements

Refer to the following documents for specific information on curriculum, assessment and credentialing requirements:

Curriculum:

- Stage 5 course list
- Stage 6 course list

Assessment and credentialing information:

- Stage 4 Assessment Policy
- Stage 5 Assessment Policy
- Year 11 Assessment Policy
- Year 12 Assessment Policy

The assessment documents are sent to schools each year and all documents are located on our website under the curriculum and assessment tabs:

<http://sthcrossc-d.schools.nsw.gov.au/>

If you require further information or have any questions please contact Tiffeny Cox, Head Teacher Curriculum, Southern Cross School of Distance Education.

## Appendices

- Single course leaver form
- Application for extension of time for an assessment task
- Decision for extension of time for an assessment task
- Appeal against Assessment Task Determination
- Malpractice determination appeal
- Illness/ misadventure appeal
- Supervisor's statement
- Exceptional Circumstances Application For: **Government** Schools
- Exceptional Circumstances Application For: **Non-Government** Schools
- Supervisor's Checklist

## Single Course Leaver

**Please Email:** [southerncrossschoolofdistanceeducation@det.nsw.edu.au](mailto:southerncrossschoolofdistanceeducation@det.nsw.edu.au)  
Or [michelle.dowling@det.nsw.edu.au](mailto:michelle.dowling@det.nsw.edu.au)

The Single Course Co-ordinator  
Southern Cross School of Distance Education  
2-40 Chickiba Drive  
EAST BALLINA NSW 2478

### I wish to advise that:

Student Name: \_\_\_\_\_

Year: 9 10 11 12 (Please circle)

School: \_\_\_\_\_

Course: \_\_\_\_\_

has withdrawn from his/her single course studies with Southern Cross School of Distance Education

### For Year 10, Year 11 and Year 12 students

He/she has been withdrawn from the NESA website for this course.

(Please tick)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position on staff: \_\_\_\_\_

Contact number: \_\_\_\_\_



### Application for extension of time for an assessment task

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school (if applicable): \_\_\_\_\_

Contact number(s): \_\_\_\_\_

I, \_\_\_\_\_ formally request an extension of time for:

Task No: \_\_\_\_\_ Subject: \_\_\_\_\_

Nature of task:

\_\_\_\_\_  
\_\_\_\_\_

Which is due on: \_\_\_\_\_ (*day, date and time*)

Reason:

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

*Request received via phone call and form completed by \_\_\_\_\_  
(teacher/ year adviser) on behalf of student.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Decision for extension of time for an assessment task**

***Teacher to complete:***

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school (if applicable): \_\_\_\_\_

Not supportive of extension request

Reason:

\_\_\_\_\_  
\_\_\_\_\_

Support for extension request

Reason:

\_\_\_\_\_  
\_\_\_\_\_

New Due Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Head Teacher to complete:**

Approval has not been granted

Approval is given for the extension to be granted

**Reason:**

\_\_\_\_\_  
\_\_\_\_\_

Head Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Appeal against assessment task determinations

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school (if applicable): \_\_\_\_\_

Contact number(s): \_\_\_\_\_

**Appeal details:**

Assessment task No: \_\_\_\_\_

Assessment task details:

---

---

Evidence and reasons for appeal:

---

---

---

I declare that all the information I have provided is true.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Malpractice determination appeal

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school (if applicable): \_\_\_\_\_

Contact number(s): \_\_\_\_\_

### Appeal details:

Assessment task	Date	Reason for appeal

Supporting documentation attached:

- Study notes
- Supervisor's statement providing evidence that refutes malpractice claim
- Other (e.g. statutory declaration) please specify:

\_\_\_\_\_

I declare that all the information I have provided is true.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's statement Malpractice determination appeal**

***Teacher to complete:***

Supervisor name: \_\_\_\_\_

Position: \_\_\_\_\_

Student name \_\_\_\_\_

Home school: \_\_\_\_\_

Please fully record your evidence that refutes malpractice claim. Please attach any supporting documentation

---

---

---

---

---

---

---

---

---

---

---

---

I declare that all the above information I have provided is true.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Illness/ misadventure appeal

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school (if applicable): \_\_\_\_\_

Contact number(s): \_\_\_\_\_

**Appeal details:**

Assessment task	Date	Reason for appeal

Supporting documentation attached:

- Medical certificate
- Supervisors statement
- Other (e.g. statutory declaration ) please specify:

\_\_\_\_\_

Student appeal:

- I have read and understood the assessment policy.
- I consider that my assessment task performance was affected by illness or unforeseen misadventure.
- I declare that all the information I have provided is true.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Supervisor's statement Illness/ misadventure**

Supervisor name: \_\_\_\_\_

Position: \_\_\_\_\_

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school (if applicable): \_\_\_\_\_

Contact number(s): \_\_\_\_\_

Did the student report illness/misadventure prior to attempting the task? Yes or No  
(please circle)

Please fully record your observations or understanding of the illness/misadventure suffered by the student.

---

---

---

---

---

---

---

---

---

---

I consider that the student's assessment task performance was affected by illness or unforeseen misadventure.

I declare that all the information I have provided is true.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Non-serious attempt determination appeal

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school (if applicable): \_\_\_\_\_

Contact number(s): \_\_\_\_\_

Evidence to support that a serious attempt was made during the examination:

---



---



---



---



---

Supporting documentation attached:

- Study notes
- Supervisor's statement providing evidence that refutes non-serious attempt determination
- Other( e.g. statutory declaration ) please specify:

\_\_\_\_\_

Student appeal:

- I have read and understood the assessment policy.
- I consider that my assessment task performance was a serious attempt.
- I declare that all the information I have provided is true.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's statement Non-serious attempt determination appeal**

Supervisor name: \_\_\_\_\_

Position: \_\_\_\_\_

Student name: \_\_\_\_\_

Subject: \_\_\_\_\_

Home school: \_\_\_\_\_

Contact number(s): \_\_\_\_\_

Please fully record your evidence that refutes malpractice claim. Please attach any supporting documentation.

---

---

---

---

---

---

---

---

---

---

I declare that all the information I have provided is true.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Distance Education Exceptional Circumstances Application**

**For: Government Schools Only**

**Attn: Director Public Schools NSW**

*Fax completed form to Director Public Schools NSW for approval*

(Please print clearly)

School \_\_\_\_\_ School Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Student/s name/s \_\_\_\_\_ Year/s \_\_\_\_\_

Subject/s Applying for \_\_\_\_\_

**Principal**

Principals of the home school who seek application outside of categories or quotas in the Guidelines must provide a statement outlining the requirement for access to distance education single course provision.

Name of School Principal \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please fax to Director Public School NSW for approval*

**Director Public Schools NSW**

The Director Public School NSW should consider if

- Policies and procedures have been followed
- The educational and / or welfare needs of the student are able to be met from within the home school
- There are other ways the home school can provide the subject requested
- The distance education school or centre is the most appropriate option.

I have reviewed the documentation for this application for distance education. I recommend enrolment for the student whose name appears above.

Name of Director Public Schools NSW \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please fax/email to Southern Cross School of Distance Education*

**Distance Education Exceptional Circumstances Application**

**For: Non-Government Schools Only**

**Attn: Director Secondary Education**

*Fax completed form to (02) 6334 8069 for approval*

(Please print clearly)

School \_\_\_\_\_ School Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Student/s name/s \_\_\_\_\_ Year/s \_\_\_\_\_

Subject/s Applying for \_\_\_\_\_

**Principal**

Principals of the home school who seek application outside of categories or quotas in the Guidelines must provide a statement outlining the requirement for access to distance education single course provision.

Name of School Principal \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please fax to Director Secondary Education for approval*

**Director Secondary Education**

The Director Secondary Education should consider if

- Policies and procedures have been followed
- The educational and / or welfare needs of the student are able to be met from within the home school
- There are other ways the home school can provide the subject requested
- The distance education school or centre is the most appropriate option.

I have reviewed the documentation for this application for distance education. I recommend enrolment for the student whose name appears above.

Name of Director Secondary Education \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please fax/email to Southern Cross School of Distance Education*

## Supervisor's Checklist:

- provide a suitable space for effective distance education learning
- ensure procedures are in place for effective communication between parent, student, home school and distance education school
- support and encourage student(s) in completing their work
- monitor regular return of work
- supervise student(s) during schoolwork activities
- develop a timetable for work
- interpret and explain to the student(s) the learning material and instructions, comments and messages from the distance education teacher
- monitor student(s) engagement in all teaching and learning activities including field services and online lessons
- provide feedback to the distance education teacher on student's responses and engagement in the learning materials
- keep the distance education school informed of absences, illnesses or changes in student context that would impact on their ability to engage with their distance education learning
- provide appropriate conditions for exams and supervise student(s) in their examinations and assessment tasks
- provide single course student(s) with resources as required by the course
- provide single course student(s) with access to and use of supervised specialist rooms
- help students access and log in to the student portal
- help students access and log in to CANVAS courses as required