



Senior Secondary Academic Policy

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This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.	

PREFACE

The Australian International Islamic College (AIIC) is committed to providing a broad range of opportunities and programs for students in the senior phase of learning. The College aims to challenge students at all levels, support them in setting and achieving realistic personal academic goals, and maintain a strong commitment to excellence. This policy provides a framework for students undertaking senior secondary studies and supports students in selecting and completing appropriate academic, vocational and training pathways that prepare them for successful transition beyond school.

AIIC staff support students throughout their senior years and share responsibility with students and parents/carers for supporting each student to achieve their educational aspirations.

In keeping with the Islamic ethos of the College, senior students are expected to demonstrate maturity, self-motivation and responsibility in their approach to learning. Students are expected to establish effective study routines, work increasingly independently, participate positively in their learning community and strive to achieve their best.

SCOPE

This policy applies to all enrolled Year 11 and Year 12 students undertaking senior secondary studies at AIIC, including students enrolled in:

- General subjects;
- Applied subjects; and
- Vocational Education and Training (VET) programs.

All senior studies will be delivered and assessed in accordance with the requirements of the Queensland Curriculum and Assessment Authority (QCAA) and applicable requirements governing the Queensland Certificate of Education (QCE), Australian Tertiary Admission Rank (ATAR) and vocational qualifications.

PURPOSE

The purpose of this policy is to establish clear expectations and procedures for senior students in relation to:

- senior subject selection and prerequisites;
- Student Education and Training (SET) planning;
- student attendance and engagement;
- academic progress and support;
- assessment and academic integrity;
- authentication of student work;
- subject changes;
- examination periods; and
- successful completion of senior secondary studies and pathways beyond school.

The College will:

1. Provide a range of high-quality academic and vocational study options.
2. Support students through personal monitoring, goal setting and appropriate academic and vocational guidance.
3. Support students to make informed decisions about their senior subjects and future pathways.
4. Provide appropriate intervention and support where students experience academic difficulties.
5. Work collaboratively with students and parents/carers to support successful completion of senior studies.

Students are expected to:

1. Approach their studies diligently and responsibly.
2. Attend all scheduled classes and associated learning activities.
3. Access available support services when required.
4. Take responsibility for their learning, behaviour and academic progress.
5. Meet all assessment, authentication and course requirements.
6. Make informed decisions regarding their subject selections and future pathways.

Parents/carers are expected to support their child's learning and work collaboratively with the College throughout the senior years.

SENIOR EDUCATION AND TRAINING (SET) PLANNING

Each student will participate in the College's senior education and training planning process, commencing with the development and submission of an individual Student Education and Training (SET) Plan.

The SET Plan will be developed in consultation with the student and parent/carer and will support planning for:

- senior subject selection;
- QCE and ATAR requirements;
- vocational pathways;
- tertiary entrance requirements;
- apprenticeships and traineeships; and
- future career and employment goals.

The SET Plan will be endorsed by the student and parent/carer and approved by the College.

SENIOR SUBJECT SELECTION AND PREREQUISITES

The College applies prerequisites to senior general subjects to support students to select courses in which they have a reasonable opportunity to achieve success.

Prerequisites will:

- be communicated to students and parents/carers in a timely manner;
- be applied consistently and fairly;
- take account of the student's needs and circumstances;
- support realistic future pathway options; and
- consider relevant academic achievement and other available evidence.

The College may consider results from diagnostic and standardised assessments, such as PAT testing, when determining student suitability for a particular course.

Table 1: Senior Subject Prerequisites (For general subjects only)

Senior Subject	Subject Category	Prerequisite
Accounting	General	Grade C in Year 10 English and Mathematics
Biology	General	Grade B in Year 10 Science
Business	General	Grade C in Year 10 English
Chemistry	General	Grade B in Year 10 Science
Physics	General	Grade B in Year 10 Science
Digital Solutions	General	Grade C in Year 10 Digital Technologies
English	General	Grade B in Year 10 English
Engineering	General	Grade C in Year 10 Design and Technologies
English as an Additional Language	General	Grade C in Year 10 English
General Mathematics	General	Grade C in Year 10 Mathematics
Health	General	Grade C in Year 10 Health
Legal Studies	General	Grade B in Year 10 English
Mathematical Methods	General	Grade B in Year 10 Mathematics
Study of Religion	General	Grade B in Year 10 English

Admission to a senior course is also subject to the student meeting the College's minimum attendance requirements in Year 10. The College may consider additional information where appropriate when determining eligibility for a course.

Students or parents/carers who wish to request an exception to a prerequisite should make an appointment with the Head of Secondary. Each request will be considered on its individual circumstances.

SENIOR STUDY REQUIREMENTS

Year 11 and Year 12 students:

- **must** study either English, English as an Additional Language or Essential English;
- **must** study either Essential Mathematics, General Mathematics or Mathematical Methods;
- **must** study five subjects in both Year 11 and Year 12; and
- **must** meet all requirements associated with their selected senior pathway.

Students will nominate additional elective subjects and/or internal or external VET courses in order of preference. Every effort will be made to accommodate student preferences, subject to student numbers, staffing, curriculum requirements and timetable constraints.

ATTENDANCE AND ENGAGEMENT

Students enrolled in Years 11 and 12 are expected to attend all scheduled classes and associated learning activities, including tutorials, excursions, incursions and assemblies.

Attendance will be monitored and recorded by the College.

Students are expected to maintain a minimum attendance rate of **90%**, unless exceptional circumstances apply.

Where attendance falls below an acceptable level, the College may implement appropriate intervention processes, including:

- meetings with the student and parent/carer;
- attendance monitoring;
- individual support plans;
- academic intervention;
- review of subject selections; and/or
- review of enrolment status where appropriate.

ACADEMIC PROGRESS AND SUPPORT

The College will monitor student academic progress throughout the senior years. Where a student achieves below a **C grade**, or the relevant VET equivalent, in a senior subject at the end of a semester, the College will notify parents and may implement a targeted support plan in consultation with the student and parent/carer.

The support plan may include:

- additional academic support;
- targeted intervention;
- monitoring of assessment completion;
- study and organisational strategies;
- additional teacher support; and/or
- review of subject selection.

Where a student does not achieve the agreed outcomes of the support plan, the College may require a review of the student's subject or course selection.

ASSESSMENT REQUIREMENTS

Students must complete all assessment requirements associated with their senior subjects.

Submission of Assessment

Students are required to submit all assessment items by the published due date and time. Due dates may be communicated through:

- course outlines;

- assessment calendars;
- learning management systems;
- assessment notices; and
- teacher instructions.

Submission by the due date remains the responsibility of the student. Students are strongly encouraged to submit assessments electronically or in hard copy, as required, and, where possible, maintain backup copies of all assessment materials.

Technical difficulties, poor time management, computer failure or loss of work will not generally constitute grounds for late submission unless exceptional circumstances apply.

Illness and Misadventure

Students who are unable to complete or submit an assessment due to illness, injury or other circumstances beyond their control must notify the College as soon as reasonably possible. Supporting documentation, such as a medical certificate or other appropriate evidence, may be required.

The College will consider each case individually and determine whether an extension, alternative assessment arrangement or other approved provision is appropriate.

Students must continue to meet assessment requirements to the greatest extent possible.

Extensions and Special Consideration

Applications for an assessment extension should be submitted before the due date wherever possible. Requests must identify the circumstances preventing completion and provide appropriate supporting evidence where required. The Head of Secondary or delegate will determine whether an extension or special consideration will be granted and will advise the student of any revised assessment arrangements.

ACADEMIC INTEGRITY AND AUTHENTICATION

Students must maintain academic integrity in all assessment and learning activities.

Students must ensure that all submitted work is their own and appropriately acknowledge the ideas, research or contributions of others.

Students must comply with the College's academic integrity requirements and relevant QCAA requirements.

Students must be able to demonstrate that submitted assessment work is their own. Teachers may use authentication strategies such as:

- drafts and checkpoints;
- observations;
- interviews or conferences;
- in-class writing;
- process journals;
- progress checks; and
- other appropriate authentication methods.

Students must comply with reasonable requests to provide evidence of their learning and

assessment development process.

Suspected academic misconduct will be managed in accordance with the College's academic integrity procedures and relevant QCAA requirements.

Academic misconduct may include plagiarism, collusion, contract cheating, copying, fabrication, impersonation, unauthorised assistance, self-plagiarism and unauthorised use of artificial intelligence. Where misconduct is established, consequences may include the application of authentication procedures, a result based on verified evidence of student learning, withdrawal of credit where permitted, parent/carer notification, academic intervention and/or disciplinary action.

ARTIFICIAL INTELLIGENCE (AI)

The use of artificial intelligence (AI) in assessment must comply with the requirements specified in each assessment instrument and the College's academic integrity requirements.

Assessment instruments will clearly indicate whether AI use is:

- **prohibited;**
- **restricted;** or
- **permitted.**

Where AI use is permitted, students must comply with the conditions specified by the teacher and assessment instrument, including acknowledging AI use where required. Students remain responsible for the accuracy, originality and integrity of all work submitted for assessment.

Unauthorised or inappropriate use of AI may constitute a breach of academic integrity and will be managed in accordance with College and QCAA requirements.

ASSESSMENT COMPLIANCE

Completion of all assessment requirements is a condition of participation in the College's senior secondary program. Students are expected to engage fully with assessment processes and comply with all academic and administrative requirements necessary to support the attainment of QCE, ATAR and vocational pathway outcomes.

Failure to complete required assessment may result in the student being required to show cause to the Principal as to why they should receive credit for the relevant course or semester.

For Year 12 students, if a student misses an assessment where the assessment type is an examination, they must complete a comparable assessment prepared by the subject teacher, which will be recorded in the QCAA portal.

EXAMINATION BLOCK

During designated examination blocks, Year 11 and Year 12 students will participate in formal examinations as required by their courses. Students will only be required to attend school on days when they have an examination or scheduled tutorial during the examination block. The examination block provides students with an opportunity to prepare independently for examinations when they are not required to attend school.

CHANGE OF SENIOR SUBJECT

The College recognises that students may need to review their subject selections after Commencing senior studies. A subject change may be approved where it is educationally appropriate, in the best interests of the student and consistent with curriculum, timetable, staffing and certification requirements.

Students and parents/carers should seek appropriate advice before requesting a change because subject changes may affect QCE attainment, ATAR eligibility, tertiary entrance requirements and post-school pathways.

Subject Change Request

Students wishing to change a senior subject must:

1. Discuss the proposed change with the relevant subject teacher, and Head of Secondary.
2. Consider the impact of the proposed change on:
 - QCE eligibility;
 - ATAR eligibility;
 - vocational pathways;
 - tertiary entrance requirements;
 - apprenticeship or traineeship pathways; and
 - future career goals.
3. Submit a completed Subject Change Request Form signed by:
 - the student;
 - parent/carer; and
 - Head of Secondary.

Timeframes

Year 11 – Semester 1

Subject changes may normally be considered up to the end of **Week 2 of Term 1**, subject to:

- availability of places;
- the student's ability to reasonably catch up on missed learning;
- prerequisite requirements being met; and
- timetable and staffing constraints.

After Week 2, Term 1 of Year 11

Requests will only be considered in exceptional circumstances, including:

- significant academic difficulties;
- medical or wellbeing concerns;
- documented learning support needs;
- changes to post-school pathways; or
- other circumstances approved by the Principal.

Assessment and Course Considerations

Where a subject change is approved:

- assessment completed in the original subject will not automatically transfer to the new subject;
- the student may be required to complete additional learning and assessment tasks;
- the student is responsible for catching up on content delivered before joining the new subject; and
- QCE, ATAR or other certification outcomes may be affected if course requirements cannot be met.

Approval Process

The Head of Secondary will consider:

- academic achievement;
- attendance;
- teacher recommendations;
- prerequisite requirements;
- student aspirations and pathway goals;
- wellbeing considerations;
- availability of places;
- staffing and timetable requirements; and
- the impact of the change on the student's overall senior study program.

The College reserves the right to refuse a subject change where it is not considered educationally appropriate or where enrolment, staffing, timetable or certification requirements cannot be met.

College-Initiated Subject Review

Where a student demonstrates ongoing academic difficulty, poor attendance, lack of engagement or an inability to meet the requirements of a course, the College may initiate a review of the student's subject selections.

The review will involve consultation with the student and parent/carer and may result in recommendations or requirements to change subjects or pathways to better support the student's success.

Appeals

Students and parents/carers may request a review of a subject-change decision by submitting a written appeal to the Principal within **five school days** of notification of the decision. The Principal's decision will be final.

STUDENT RESPONSIBILITIES

Senior students are expected to:

- attend regularly and punctually;
- participate actively in learning;
- complete all assessment requirements;
- meet assessment deadlines;

- maintain academic integrity;
- comply with authentication requirements;
- use AI appropriately and in accordance with assessment requirements;
- seek assistance when experiencing academic difficulties;
- maintain effective study routines;
- communicate appropriately with teachers regarding their learning; and
- take responsibility for their academic progress and future pathways.

PARENT/CARER RESPONSIBILITIES

Parents/carers are encouraged to:

- support their child's regular attendance;
- support effective study routines;
- monitor academic progress;
- communicate with the College when concerns arise;
- support their child in meeting assessment requirements;
- participate in SET planning and subject selection processes; and
- work collaboratively with the College to support their child's senior pathway.

NON-COMPLIANCE

Failure to comply with the requirements of this policy may constitute a breach of the College's Code of Behaviour and/or relevant academic requirements.

Where a student's conduct or ongoing non-participation amounts to a refusal to participate appropriately in the College's educational program, the College may take further action in accordance with relevant College policies and applicable legislation.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Assessment Policy and Procedures;
- Promotion policy;
- Behaviour for Learning Policy;
- Enrolment Policy 2026;
- Uniform and personal appearance policy 2026; and
- [QCE and QCIA policy and procedures handbook v7.0](#)