

QC202 Marks book and Assessments

3 hours



SEQTA™
Professional Services

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What is the benefit of this session?

During this hands on workshop, attendees will develop significant depth of SEQTA Suite knowledge and will be able to maximise its use in their school.

Benefits include:

- Improved productivity
- Enhance teacher collaboration and communication
- Facilitate sharing of teaching, marks book and resources
- Ensure functionality around the marks book and assessments are fully utilised for optimal feedback and reflection
- Build capacity and future-proof retention of expertise on the use of marks books and assessments
- Foster teachers' participation and collaboration in a growing community of expert SEQTA users

Recommended Attendees

K-12 Teachers, Directors of Teaching and Learning, Heads of Learning, Instructional Leaders.

Key Outcomes

- Marks book theory, settings, algorithms and grade cutoffs
- Manage marks book
- Set-up and manage assessment group and types
- Set-up and manage summative and formative assessments
- Edit marks and comments electronically
- Work with a range of course types - WACE Practical Courses, SACE Courses, IB Middle Years programme and Vocational Education Training

Certification (optional)

This QC202 workshop forms part of the SEQTA Curriculum Certification pathway. Certification can be obtained by completing an online assessment.

Australian Professional Standards for Teachers (AITSL) addressed

2.3, 2.6, 3.1, 3.4, 3.7, 5.1, 5.2, 5.4, 5.3, 5.5, 6.2

Recommended Training Pathways

		Leadership						Pastoral Care / Student Welfare						Attendance				Technical / Systems				
		HOLA / HOD	Head of Curriculum	Deputy Principal	Principal	e-Learning staff	School Educational Contact (SEC)	Pastoral care officer	School Chaplain	School Psychologist	Dean of Students	House Leader	Student services manager	Nurse	Dean of Students	Student reception / Attendance officer	Music Admin / Learning Support Admin	Network / systems administrator	School Technical Contact	School Educational Contact	Director of ICT	Timetabler
Level 1	QC101 /P	Introduction to Curriculum and Marks book																				
	QC103	Introduction to SEQTA Learn and Engage																				
	QAD101	Introduction to Attendance Administration																				
	QPC101	Introduction to Pastoral Care																				
	QSYS101	Introduction to Systems Administration																				
	* QSYS102	Introduction to SEQTA Analyse																				
	* QSYS103	Timetabling and non-synchronised databases																				
	* QT101	QT101 SEQTA Tutor																				
	* QK101	QK101 SEQTA Kiosk																				
Level 2	QC200 /P	The SEQTA Programme (online module)																				
	QC201 /P	Advanced Curriculum Programmes and lesson delivery																				
	QC202 /P	Advanced Curriculum Marks book and assessments																				
	QC203 /P	Advanced Curriculum Engaging with Students and Parents																				
	QC204 /P	Advanced Curriculum Collaboration and pathways																				
	QC205	Academic Reporting Administration																				
	QW201 & 204	Programmes & Collaboration																				
	* QC202A	Marks book & Reporting																				
	QAD201	Marks book for VET courses																				
	QPC201	Advanced Attendance Administration																				
Level 3	QSYS201	Advanced Pastoral Care																				
		Advanced Systems Administration																				
		Curriculum Mapping and the Unit Planner (online module)																				
		Leading SEQTA																				
		Strengthening SEQTA																				
		Providing Quality Feedback																				
		Concept based Curriculum and Instruction for the Thinking																				
		Authentic and problem based learning																				
		Inquiry Learning																				
		Differentiation: Creating an inclusive classroom																				

Courses marked with an * may not be used by all schools

QC200

The SEQTA Programme

3 hours



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What is the benefit of this session?

Participants will develop knowledge of the key concepts of the SEQTA Programme and will be able to maximise its use in their school.

Benefits include:

- Improved productivity
- Enable virtual classroom delivery of teaching content
- Enhance teacher collaboration and communication
- Facilitate sharing of teaching programmes and resources
- Enable a fully collaborative environment to improve productivity
- Enhance sharing of programmes, lessons and resources
- Enable use of pathways and bridging

Recommended Participants

7-12 Teachers, Directors of Teaching and Learning, Heads of Learning, Instructional Leaders.

Key Outcomes

- Create a new programme and use existing programmes
- Create un-timetabled or calendar classes
- Create appointments and/or events
- Plan and structure courses
- Manage programmes
- Implement collaboration using copying and/or sharing
- Facilitate the use of collaborative marks book
- Implement and manage class pathways
- Use bridging

Australian Professional Standards for Teachers (AITSL) addressed

2.2, 2.6, 3.2, 3.4, 3.5, 6.2