



# NEWSLETTER

PO BOX 4570 North Rocks NSW 2151  
[www.asca-speech.org](http://www.asca-speech.org)

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**The ASCA Newsletter    July – September 2019**

*Keeping you up to date, and in the loop, with ASCA*

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From the Secretary, Paul March

## **A word to Teachers and Examiners.**

We are moving into our busiest months now and there are dozens of requests for exam forms etc. It would be VERY helpful if both Teachers and Examiners could make sure that exam report forms have arrived at venues – it is very easy for these to be overlooked, disappear in the post etc.

Something can be done about forms not arriving if notified at least one week before the exam date but almost impossible to do anything, if notified the night before!! We very rarely have this problem as everyone in the past has been vigilant – please continue with this helpful work!!!

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**Thank you to everyone who submitted examination entries early or on time for Term 4.**

*Applications are still being accepted for the Examination on the Open Day, Saturday 30 November at Ravenswood School for Girls.*

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## **Membership Reminder:**

Just a reminder for anyone who hasn't sent their 2019 membership form and fees - they are now overdue. The forms were sent out last year and need to be filled in, particularly if your details have changed from 2018.

The membership forms can also be downloaded from the website. Membership fees are:

Student Associate Membership	\$20
Individual Membership	\$40
Corporate Membership	\$50

Please make cheques payable to ASCA and send with completed form to Mrs Susanne Harrison, ASCA Membership Secretary, PO Box 322, Manly, NSW 1655.

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## **Exam Forms**

It would be very helpful if names on exam forms could be typed as this would aid accurate typing of names on certificates. A writeable result list form has been sent to teachers – don't hesitate to ask for another. Teachers and examiners could quickly check any difficult handwritten forms at the end of the exam day.

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## **RECOMMENDED DRESS CODE for SPEECH EXAMS**

### **Remember personal appearance when preparing for exams.**

In Junior and Senior Exams, school uniform is appropriate. Students should be encouraged to be neat and tidy, with hair back out of their face to make the best impression on the examiner.

### **Certificate of Communication, Diploma of Communication and Diploma of ASCA and exams for students who are no longer at school, require professional attire.**

On page 39 of the Communication Syllabus, it is stated that

“A well groomed appearance is essential. Inappropriate dress may influence the assessment.”

## **MALE ATTIRE**

### **Shoes**

Shoes should be smart.

### **Pants**

A suit or smart pants should be worn. Jeans , casual pants or shorts are not appropriate.

### **Tops**

A collared long sleeved shirt or shirt and tie are appropriate. Sports shirts, shirts with logos, slogans ,cartoons, offensive words are unacceptable.

### **Hair**

Hair should be tidy and well-groomed.

## **FEMALE ATTIRE**

### **Shoes**

Shoes should be completely enclosed, as per Occupational Health and Safety requirements. This means, no cut-outs, sling backs or open toes. Shoes should be smart. Sneakers or casual slip-on shoes are not appropriate. Smart ballet flats are suitable. It is worth reminding students that high heels aren't necessarily the way to go as the exam candidate will be standing for at least an hour and the high heels can affect the voice and breathing.

### **Skirts/pants**

Again, these should be smart. Jeans and denim skirts are not suitable. Shirts and dresses should be long enough for the candidate to sit comfortably in public. Leggings, tracksuit pants, very tight pants and shorts are not appropriate.

## **Tops**

Collared shirts, dress shirts, smart blouses and smart turtlenecks are acceptable. Tank tops, midriff tops, t-shirts, halter tops, bare shoulders and plunging necklines, sport shirts or tops with logos , slogans, cartoons or offensive words are unacceptable.

## **Hair, Accessories and Makeup**

Hair should be tidy and groomed. Jewellery and makeup should be understated. No giant hoop earrings or bright red lipstick.

More information can be found at a recommended website.

<http://humanresources.about.com/od/workrelationships/a/dress.formal.htm>

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## **WELCOME TO and ACKNOWLEDGEMENT OF COUNTRY**

‘Welcome to Country’ is mentioned in the final Sections of Senior Grade 4, the ‘Careers Orientation Certificate’ and the ‘Certificate of Communication’.

A ‘Welcome to Country’, can only be delivered by Traditional Owners, or Aboriginal and Torres Strait Islander people who have been given permission from Traditional Owners, to welcome visitors to their Country.

As most of our students do not fall into these categories, they are able to give an ‘Acknowledgement of Country’, which is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country.

There are no set protocols or wording for an ‘Acknowledgement of Country, though often a statement may take the following forms.

**General:** I’d like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.

**Specific:** I’d like to begin by acknowledging the Traditional Owners of the Land on which we meet today, the (people) of the (nation) and pay my respects to Elders past and present.

Similar to a 'Welcome to Country', an 'Acknowledgement of Country' is generally offered at the beginning of a meeting, speech or formal occasion.

Reference: 'Reconciliation Australia'

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## **A word from Carolyn McKenzie**

### **Request for Examinations and Payment of fees.**

To make the job easier when arranging examinations and keeping records, please note the following:

The Request for Examination form and fees must be sent 6 weeks prior to the examination, to ensure we have time to appoint an Examiner and send report forms.

The Request for Examination form should be filled out for **every day** of examinations with the grades and fees listed. Please do not send 1 form with several days of exams listed.

When multiple days fees are sent off deposited into the ASCA account, please send an email listing the dates and amounts that make up the total.

For example:

#### **Timbuktu High School**

Monday 1 <sup>st</sup> November	\$600
Wednesday 10 <sup>th</sup> November	\$1,000
Friday 12 <sup>th</sup> November	\$2,000

**Total \$3,600**

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**A reminder about Point 11, Page 4 of the ASCA syllabus**

“Video cameras or recordings of any kind are not permitted during the examination sessions “.

A sign is provided for you to print out and use in the examination room on the following page:



**Video Cameras or  
Recordings of any  
kind  
*are not permitted*  
during Examination  
sessions.**

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Some wise words:

***“A person who won’t read has no advantage over one who can’t read”.***  
***Mark Twain.***

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### **Queries**

If you have any queries about ASCA, the syllabus, or examinations, please contact us by email, or write and your query will be handed to the committee for an answer.

CONTRIBUTIONS to the newsletter gratefully received by the editor, Susanne Harrison.  
**All newsletter correspondence should be sent to: *PO Box 4570, North Rocks, NSW 2151***  
*Newsletter.asca@gmail.com*

