

**Year 12 Subject Interviews:                    Monday 24 July 2017**  
**2.00pm to 8.00pm**

As part of our Year 12 support program, parents and students will attend subject interviews which will be on specific feedback from their subject teachers. The Year 12 interviews will focus on discussion around report data, and specific strategies, as students develop precision in their approach to final IB assessments. The interview structure encourages student ownership of their progress. In preparation for subject interviews, students are expected to complete a **Final IB Action Plan**, setting goals outlining their strategies for achievement.

All interviews will be of 10 minutes duration between students, parents and teachers. Students must bring their IB Action Plan.

### **Booking your interviews**

As of 9.00am Saturday 15 July, the PTOOnline system will be open and you can book the interview times that suit you. Bookings close at 8.00am on Monday 24 July.

Please access PTOOnline as follows:

Go to the Academy's home page [www.qaci.eq.edu.au](http://www.qaci.eq.edu.au)

- Then click on the tab 'For Parents' & 'Parent-Teacher Interviews'.
- Follow the link to the PTOOnline website.
- Click "Obtain PIN/Password" and enter your email address. (This must be the address previously supplied to QACI).
- Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTOOnline, bypassing the login screen. Alternatively return to QACI's website, 'Parent-Teacher Interviews' tab and click "Login" and enter your Surname/login and PIN/Password as provided in the email.

Full instructions are provided to you after log in. Please note the following points:

- When you log on, the system displays only your own child/children.
- You will only see time slots which are available at the time you are using the system. As time slots are booked they are no longer displayed as available. PTOOnline prevents double-booking of teachers or parents/guardians.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- When you have made your bookings, you can print a report of your bookings.

Subject interviews will be held at QACI on Level 6, please enter at Level 2 main entrance on Musk Avenue and use the lifts to Level 6. Please arrive 10 minutes prior to your interview time. There is no available parking in the building; please allow ample time to find a park in the village.

If you encounter any problems using PTO please notify Client Services, preferably via email at [admin@qaci.eq.edu.au](mailto:admin@qaci.eq.edu.au) or on 3552 9333 from 9.00am to 2:00pm.

To ensure maximum benefit, it is important that students and parent/s attend.

Yours faithfully,

Karen Casey  
Deputy Principal