



ASIA  
PACIFIC  
COLLEGE

— C O N S O R T I U M —

# HOME STUDY

Asia Pacific College

Version 2

## Finding Ways to Enable and Support Home Study

There are no right or wrong educational solutions at this time of crisis. There is only hope and confidence that our students are groomed for continuous learning beyond the school environment.

Innovation in teaching and learning is our key solution. We believe that we can quickly reinvent our ways of providing the quality education that you deserve in spite of this unprecedented and prolonged crisis.

### What is Home Study?

Asia Pacific College (APC) defines “Home Study” as a course or courses carried out at home or any such safe and conducive learning environment. How does APC implement and support Home Study?

1. Lessons are created and contained in the “APC CoursePacks”, a digital repository of learning resources, prescribed learning activities, assignments, as well as assessment, which are not necessarily tests.
2. Conduct of lessons are remotely supervised, monitored, and assessed by APC Faculty, the same teachers assigned to the class/classes earlier when the 3<sup>rd</sup> term started.
3. Students may study at their own pace, but mindful of the schedules imposed by teachers such as submission deadlines for assignments and projects, and assessment.
4. At the end of the term, students in each course/class will be given grades, approximating their performance and participation.





## How do you gain access to the APC CoursePacks?

We are aware and we understand the challenges you encounter regarding access, speed and quality of internet connectivity, let alone acquiring it. It is for this reason that we are adopting ways of supporting your access, use, and storage of the APC CoursePacks.

APC is providing you with everything you will need to study at your own pace and in the comfort and safety of your homes.

### 1. Home Study Assistance Credit to access APC CoursePacks

APC shall be crediting you with P1,000.00 (as APC's Home Study Assistance Credit) to your unpaid tuition this 3<sup>rd</sup> term or future tuition. This will help you learn and complete your requirements whatever the condition may be. Your desire for continuous learning should not be a burden to you or your parents at this time.

### 2. Some important information to get hold of your APC CoursePacks:

- a. The APC CoursePacks will be available in MS Teams sites, arranged alphabetically per school, by **May 2, 2020**.

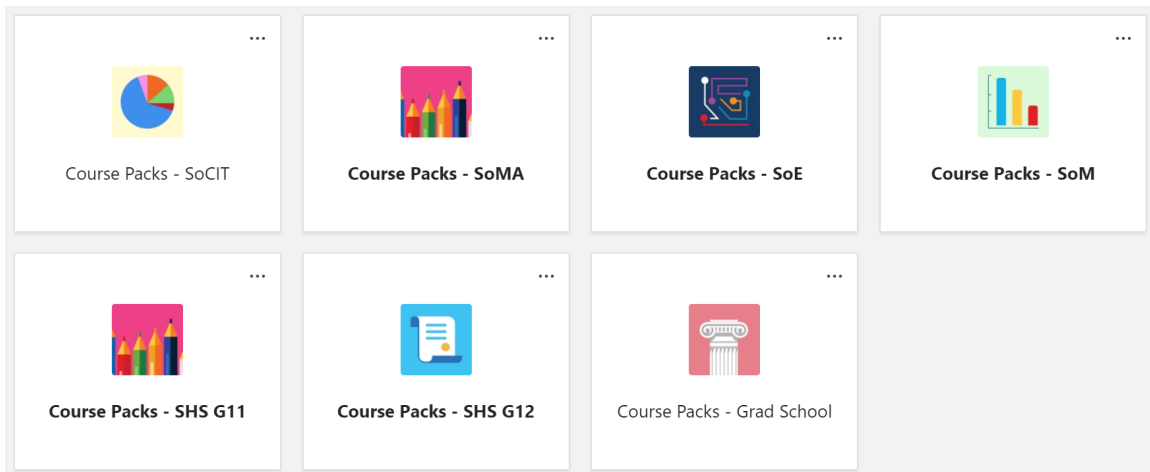


Figure 2. Microsoft Teams sites for CoursePacks

- b. To get your required APC CoursePacks, simply join the Teams site.
- c. You are encouraged to download the APC CoursePacks of the courses you are enrolled in to reduce or limit your access to the internet. You may use different ways of storing the APC CoursePacks you need:
  - Use the 16 Gb USB flash drive you were asked to prepare or in any storage device you have on hand.
  - If you cannot access the APC CoursePacks via the internet, please email [coursepack@apc.edu.ph](mailto:coursepack@apc.edu.ph); indicate the format you want the CoursePacks in (electronic files stored in a USB drive or printed), your student number, name and complete address where the APC CoursePacks you need will be delivered. We will send the CoursePacks to you via courier service.

## How does the APC CoursePacks support Home Study?

Now that you have the APC CoursePacks, you can now support your Home Study needs. Here are some activities you will be able to accomplish for the duration of your Home Study:

- Download your APC CoursePacks, data or software
- Collaborate with your teachers or classmates, not necessarily at the same time
- Submit papers or projects
- Access LinkedIn Learning or YouTube videos as may be required
- Access other Cloud-based systems or software
- Store the APC CoursePacks, along with activities and submissions you performed, in a USB flash drive as proof of your participation and send it to your teacher in APC
- Submit your proof of participation (hard copies) to your teacher in APC



## How are student efforts and outputs assessed and graded?

We all live in uncertain times. We realize that all our efforts are encumbered with challenges. But despite that, your professors will assess your performance based on the quality of submitted output, your performance in assessments, likewise, the efforts you readily exerted to participate in class in spite of the challenges.

We will be adopting only the following grading system:

1. Having satisfactorily met the course requirement using outcomes-based assessment as prescribed in the APC CoursePack, you will be given:
  - a. **1.0 to 4.0 or 75 to 100:** A numeric grade may be given if there are substantial bases (e.g. class participation or effort, paper output, written assessments, or project) to assess a student's learning and course outcomes; or
  - b. **Pass (P):** as determined by your teacher.

2. **IP:** A student may also be given a grade of 'In Progress (IP)' should there be deficiencies in course requirements or the need for reasonable time to comply. The student will be given one (1) non-extendable academic year (AY 2020-2021) to comply with the course requirements, for the 'IP' grade to be converted to a numerical or 'P' grade.

Under no circumstances will 'No Grade (NG)', 'Repeat (R)', 'Fail (0.0)' or a grade **below 75 (for SHS)** be given for all courses enrolled this 3<sup>rd</sup> Term AY 2019-2020.

### What are other innovations in APC Enrolment Procedures and Processes?

In addition, we thought that it is prudent to further support you, our students and their parents by way of relaxing existing APC procedures and processes:

1. A student may be allowed to re-enroll in a course within AY 2020-2021 **at no cost**, as a refresher for his/her currently (3<sup>rd</sup> Term AY 2019-2020) enrolled course. This will be considered as either an 'Audit' or 'Regular Course'.
2. All pre-requisite courses enrolled for the current term will be considered as **soft requisites**. Thus, students will be allowed to proceed with enrollment to advanced courses for 1<sup>st</sup> Term AY 2020-2021 even if grades on the soft requisites are still pending.

### What is our School Calendar for 3<sup>rd</sup> Term, Academic Year 2019 – 2020?

As previously announced, we are extending the **3<sup>rd</sup> Term AY 2019-2020 which will now start from May 2, 2020, and end on June 23, 2020**. The class suspension last March 10, 2020 has left our students with less than five (5) weeks of classes of the 13.5 weeks required, thus, not enough time to perform an objective assessment of student performance. The term extension was meant to give five (5) more weeks for Home Study to allow students and faculty to engage in refining knowledge and skills; likewise, assess performance as evidence of learning. This also assures compliance with the minimum school days prescribed by DepEd and CHED in their recent and related department orders and advisories. No additional term extension is expected even if the ECQ or class suspension in Makati is extended. APC will end its 3<sup>rd</sup> term on June 23, 2020.

Please find attached the 3<sup>rd</sup> Term AY 2019-2020 School Calendar.