

## **MOAMA ANGLICAN GRAMMAR**

### **HSC ASSESSMENT PROCEDURES**

#### **STAGE 6 - YEARS 11 AND 12**

The following procedures for Stage 6 Assessment Tasks are put in place to maintain the integrity of the HSC and also to build resilience within the students. The School's intentions are for all students to leave Year 12 with their HSC. To complete a HSC in NSW students must make a genuine attempt at their assessment tasks as well as make a serious and genuine attempt at the HSC Examinations.

If students are concerned about assessment tasks and the subsequent submission of their assessment tasks they must contact the Head of Teaching and Learning (Secondary), the Director of Administration or the Head of Faculty immediately.

Parents first point of contact generally will be to the Head of Faculty and then Head of Teaching and Learning (Secondary). Parent meetings about Assessment Policy will initially be with The Head of Teaching and Learning (Secondary).

Please note that your teacher is unable to give extensions on any summative assessment task in the Secondary School for Years 11 or 12.

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## **Stage 6 Assessment Procedures**

### **Years 11 and 12**

The following procedures will be put in place for all assessment tasks in Stage 6.

#### **1. COURSE COMPLETION**

For each course, students must:

- follow the course specified by the NESA
- apply themselves with diligence and sustained effort to the set tasks and experiences
- achieve some or all of the course outcomes

The School is required to certify that students have satisfied these expectations.

#### **2. ASSESSMENT PLAN**

Each student's achievement in each course will be measured through formal summative assessment. These assessments will provide an opportunity for students to demonstrate what they know/understand about the subject of study.

The assessment plan in each course is designed to measure the extent to which each student achieves the defined outcomes of the course. In HSC courses, the formal assessments all contribute to the assessment mark which is reported as part of the student's HSC results. The assessment mark is not to be regarded as an indication of how the student will perform in the HSC examination as the assessment mark will be composed of a variety of tasks rather than one formal examination like the HSC.

There is a clear expectation that the student must make a genuine attempt at assessment tasks. Failure to do so in any course will mean that neither a moderated assessment mark nor an examination mark will be awarded for that course. Students should keep all completed assessment tasks until after the HSC examinations.

The plans and calendar weeks, for formal assessments in each subject will be provided to students at the start of Year 11 and Year 12.

### **3. ASSESSMENT POLICY**

#### **3.1 NUMBER AND TYPE OF TASKS TO BE USED**

- 2 unit subjects are permitted a maximum of four assessment tasks, including a Trial HSC, in order to adequately assess the components of most courses according to the NSW Education Standards Authority.
- 1 unit subjects will typically have three assessment tasks.
- “The Assessment tasks should be appropriate to the outcomes and components of the course being assessed, for example tasks could include assignments, fieldwork studies and reports, model making, oral reports, research projects, practical tests and open-ended investigations, viva voce, improvisations....”

#### **3.2 PROCEDURES FOR INFORMING STUDENTS**

- All students in Year 11 and 12 will be given an Assessment booklet at the beginning of the HSC Course. This will contain the Assessment Schedule for each task and the week and term it will be administered.

#### **3.3. SUBMISSION OF TASKS**

3.3.1 The assessment tasks listed in this booklet will measure achievement of the outcomes of the HSC course and will determine the marks in the School ranks and grades reports.

3.3.2 In addition to the Assessment book students will be given written notice of the assessment task. NESA have outlined that a minimum of 2 weeks notification must be given before the assessment is due containing:

- A detailed description of the task including:
  - Task number
  - Task weighting
  - Outcomes assessed
  - Description of the nature of the task
  - Marking criteria
  - Feedback to be provided
  - Submission procedure

Processes and penalties for non and late submission should be briefly outlined on the assessment task.

When appropriate staff will give longer than the 2 weeks notification in order for the students to

fully prepare for the task

3.3.3 Assessment tasks will occur in the weeks designated in the assessment booklet unless there is prior written notification from the Head of Teaching and Learning.

3.3.4 The relevant Head of Faculty will determine on which day of the designated week the assessment will fall. The Head of Teaching and Learning will meet with the Heads of Faculty to determine a Year 12 Assessment due date calendar.

3.3.5 All hand in assessments must be handed in to Student Services by 9.00am or uploaded onto SEQTA (as outlined on the assessment task) on the morning they are due except for practical tasks. By 2020 all hand in assessment tasks (from Years 7-12) will be uploaded onto SEQTA by students.

3.3.6 If a hand in assessment task is submitted after 9.00am but before 3.30pm on the day it is due it will lose 20% of the mark attained.

3.3.7 If a task is submitted after 3.30pm on the day it is due the student will receive zero.

3.3.8 Computer hardware or software failure will not be accepted as an excuse for late submission. Students cannot submit assessments via email unless specifically stated. When working on assessments students are advised that it is wise to have a backup computer copy of all tasks including backing up in the cloud eg Google Drive as well as draft printed copies.

3.3.9 If a student is ill or unable to complete an assessment for a valid reason they must:

- Contact the School office before 8.30am on the day of the assessment to notify the School of the absence.
- The "Illness/Misadventure" application for Years 11 and 12 can be found on PCSchools. Supporting documentation completed by a doctor or other suitable person (a parent note is not sufficient).
- Notify your Year Level Coordinator or the relevant Head of Faculty on the first day back at school.
- On returning to school, the student will be required to complete the task or an alternate task designated by the Head of Faculty.
- If a student is ill on the day of a hand in task it still MUST be uploaded onto SEQTA by 9am. A medical certificate from a Doctor saying that a 'student was unable to attend work/School' is not sufficient grounds for an extension or non-submission of task. The medical certificate must state how the illness prevented you from completing the task and be subsequently approved by the Head of Teaching and Learning as a valid reason.
- This process also applies in Year 12 if a student is absent the day before an assessment is due. Students must complete the same steps as above in regards to seeing a doctor with an Illness/Misadventure form. A student is considered absent the day prior to an assessment task if they miss one or more of their timetabled classes without valid reason, including out-of-hours

classes.

3.3.10 Zero marks may and will be awarded when “a student has not made a genuine attempt, or does not have a valid reason for not completing a task, handing in the task late without prior approval from the Head of Teaching and Learning or there is evidence of serious malpractice, such as plagiarism and cheating at examinations” as determined by the Head of Teaching and Learning (Secondary). In addition, students are still required to complete or resubmit the task.

3.3.11 Disability provisions similar to those given for the HSC will only be given to students for major examinations. They may be given in other tasks at the discretion of the Head of Teaching and Learning (Secondary).

### **3.4 MISADVENTURE/ILLNESS AND EXTENSIONS**

Misadventure/ illness is an event immediately prior or during an assessment that is beyond the student’s control and which allegedly affected the student’s performance in that assessment. (ACE manual Ref 9023). Students can appeal for Misadventure/Illness using a Student Misadventure/Illness Request Form through PCSchools.

3.4.1 The Head of Teaching and Learning, in consultation with the Head of Faculty, will determine alternative arrangements for any missed assessment task.

3.4.2 Extension of time may be granted only in very exceptional circumstances. Students are not to consider that extensions of time will be granted automatically for assessment tasks. In very exceptional circumstances, it is the student’s responsibility to submit a request for this special consideration from the Head of Teaching and Learning (Secondary) well before the due date of the assessment task. Students will need to apply to the Head of Teaching and Learning (Secondary) before the due date through PCSchools in order to be granted an extension.

Vacations taken outside normal school holidays or attending sporting events will not normally be accepted as a valid reason for absence from, non-submission of, or late submission of an assessment task.

3.4.3 “Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:

- copying someone else’s work in part or in whole, and presenting it as their own
- collaborating on a task (that is not a group task) and presenting the same work
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person’s work and presenting it as their own
- submitting work to which another person such as a parent, coach or subject expert has

contributed substantially

- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- using non-approved aides during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice.”

Any student found guilty of malpractice in an assessment task will lose between 20% and 100% of the mark depending on the nature of the malpractice. In the event that malpractice affects more than 50% of a submitted task, this may be considered severe malpractice and will result in a zero mark being awarded. The penalty will be determined by the Head of Teaching and Learning and Head of Faculty of the subject involved.

3.4.4 Failure to submit an assessment task on the due date because of truancy (that is unauthorised absence) will automatically result in zero marks being awarded for that task.

3.4.5 The Head of Teaching and Learning, in consultation with the Head of Faculty, will determine an alternative task in the result of a non-completion, non-serious attempt and/or plagiarism.

3.4.6 Failure to complete an Assessment Task within the allocated time provided, either as an in-class period task or for that element of a larger task will result in a zero being awarded.

3.4.7 Even though zero marks may result due to lateness, students still must submit the task. Failure to submit or complete work is also grounds for an ‘N’ determination for that task i.e. Non-Completion of a task. Non-completion of a task may put the student’s HSC in jeopardy.

3.4.8 It is your responsibility not to book appointments – including specialist medical appointments - on the day of an assessment task. If you will be off campus on the day of an assessment task due to a pre-arranged appointment you must inform the Head of Teaching and Learning immediately. Seeking an extension or an alternate date for an assessment task due to an appointment after the assessment task will result in a zero mark being awarded.

3.4.9 Students who do not complete at least 50% of their assessment tasks will be deemed as not meeting the requirements for ‘Satisfactory Completion of a Preliminary or Higher School Certificate Course’.

### **3.5 ASSESSMENT REVIEW**

3.5.1 A student may seek clarification about assessment results from their teachers. After this process, a student may submit an appeal against the administration of any assessment task. The student must complete the “Application for Appeal” form within a week of a problem occurring and will be considered by an appeals committee comprising the Head of Teaching and Learning and the

relevant Head of Faculty.

3.5.2 An assessment review should focus on the School's procedures for determining the final assessment mark. Students are not entitled to seek a review of a teacher's judgements of the worth of individual performance in assessment tasks. The marks or grades awarded will not be subject to review as part of this process. Any disputes over an individual task must be resolved at the time a task is returned.

### **3.6 SPECIAL REQUIREMENTS FOR VET COURSES AND MAJOR WORKS**

3.6.1. VET students have to complete mandatory 35 hours of industry workplace requirements in each year of the Preliminary and HSC courses. It is the student's responsibility to ensure they hand in all assessment tasks for their subjects even if they are on industry work placement.

3.6.2. Students studying courses with a Major Work practical component must complete their work in their allocated class time for these courses. Special Requirements for work that is done at home must follow NSW Education Standards Authority guidelines to enable certification by the class teacher.

3.6.3 Students who are submitting Major Works including (but not limited to) Visual Arts, Design and Technology, Society and Culture, English Extension 2 must ensure that their submitted work(s) comply strictly with the Education Standards Authority requirements, in terms of deadlines, size dimensions, weight, volume, running time limits (for film or video works), nature of materials used or any other NESA requirements. NESA will not accept works that are oversized, overweight, over the prescribed running time or constructed of prohibited material. These requirements are set out on the ACE website and in the relevant Subject Manuals. These can be found on the NSW Education Standards Authority web site, at [www.educationstandards.nsw.edu.au](http://www.educationstandards.nsw.edu.au)

### **3.7. ACHIEVEMENT IN HSC COURSES AND FEEDBACK**

For HSC Courses the School will report on each student's achievement against the NSW Education Standards Authority.

Marks awarded for assessment tasks must reflect the differences in student performance. This is achieved by the making guidelines using the full range of marks available for the task.

- Information on marking guidelines may be found here:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/about-HSC/exam-development/markings-guidelines-principles>

- This does not mean that marks must be spread across the whole range nor does it mean that they must fall between 50 and 100 which is the range of most marks when assessments have been moderated.

Students must receive feedback on all assessment tasks. Feedback and tasks should normally be returned within 2 weeks of completion, excluding holidays. However, if extensive feedback was given prior to the assessment task (and placed on SEQTA), then a general feedback sheet as well as a completed marking sheet will be sufficient.

#### **4. 'N' DETERMINATIONS**

A student who fails to meet the requirements in any course can receive an 'N' for that course, to indicate this non-completion. Courses that are not satisfactorily studied will not be listed on the Record of School Achievement (ROSA).

Prior to an 'N' being awarded the student and the parent/guardian will be given written warnings. Students who do not complete an assessment task will be sent a "N Award Warning Letter" as per the NSW Educational Standards Authority Policy with a new date by which the task must be completed. If the task is not completed by that date, a second warning letter will be sent. If not completed the student and parent will be interviewed by the Head of Teaching and Learning (Secondary) and the student will need to explain why they should not receive an "N" determination in that subject.

An 'N' can lead to a student not satisfying the requirements for both the Year 11 and Year 12 course. As a consequence, the student will be ineligible to complete that subject in Year 12 or not include the subject in for their HSC.

#### **5. ATTENDANCE, ABSENCE AND LEAVE**

5.1. Moama Anglican Grammar requires students to have an 85% attendance rate in order to be awarded the HSC.

5.2.1 An application for Exemption from Attendance at School Under Section 25 of the Education Act 1990 is required for a student to be absent for three or more days. Parents have a right to take their children out of School, but in doing so, they act contrary to the Department of Education and Communities regulations.

5.2.2 Being absent from School for Sporting Events and Family Holidays is not grounds for an extension on assessment tasks. If an application for Exemption from Attendance at School is successful students will still need to submit their assessment tasks by the due date of each task (please refer to section 3.3 for submission of tasks and applying for illness or misadventure). Please note that when families choose to take their children away during term time a special program of work will not be set.