

SENIOR ASSESSMENT POLICY

2010-2011

SENIOR ASSESSMENT POLICY 2010

The pathway to an HSC is via two distinct courses, Preliminary and HSC.

The Preliminary Course is undertaken in Terms 1, 2 and 3 in 2010 and the HSC course starts in Term 4, 2010 and continues in Terms 1, 2 and 3, 2011.

To be eligible to enter an HSC course, a student must have satisfactorily completed the Preliminary Course in the subject. (Exceptions are VET courses taken as new courses for the HSC.)

The assessment criteria for the two courses are completely separate. The preliminary course is seen as a pre-requisite before undertaking the HSC Course, but the assessment results are not connected. The assessment marks achieved in the Preliminary Course do not count towards the HSC. They are an important component of Half-Yearly and Yearly reports and determine whether students have successfully achieved the outcomes of the course and are eligible to begin the HSC course.

Rules for Satisfactory Completion of Preliminary and HSC Courses

- ❖ To be eligible for the award of a Higher School Certificate, students must satisfactorily complete the Board of Studies requirements for all courses studied. Satisfactory completion of a course requires principals to have sufficient evidence that a student has:
 - followed the course developed or endorsed by the Board
 - applied themselves with diligence and sustained effort to the tasks and experiences provided by the school and
 - achieved some or all of the course outcomes.
- ❖ If a student fails to comply with these requirements they will not be regarded as having satisfactorily completed the course. The principal will give an "N" (non satisfactory completion) determination for that course. The student will be ineligible to have that course recorded on their Record of Achievement or to undertake the HSC Course in that subject.
- ❖ Until a student presenting for an HSC has satisfactorily completed courses totalling at least 12 units of Preliminary Courses and 10 units of HSC Courses, the student will not be eligible to receive the award of a Higher School Certificate.

Course Assessment Outlines

Each subject has its own course outline where the assessment requirements are detailed. These include the range of tasks students are required to undertake, the specific assessment tasks and the weightings of each task.

The marks and class work will be used to determine satisfactory completion of the course and will be recorded on the Yearly and Half-Yearly reports. None of the marks from the Preliminary Courses will be used for assessment purposes in the HSC.

Appeals

Principals may determine that a student has not applied themselves with diligence and sustained effort to the set task and experiences provided by the course in the school. The Principal will make an Unsatisfactory "N" determination for that course.

A student may appeal against the Unsatisfactory "N" determination to the principal. It is the student's responsibility to prove to the Principal that they have achieved the course outcomes. A student is not eligible to sit for the HSC in a course they have not successfully completed as a Preliminary Course. (Exceptions are VET courses taken as new courses for the HSC.) Students must adhere to the Board of Studies timeline for appeals.

Rules for Satisfactory Completion of HSC Courses

- The Board of Studies expects students to undertake all assessment tasks set.
- Students must make a genuine attempt at assessment tasks, which contribute to in excess of 50% of the available marks.

Assessment will be based on achievements measured throughout the HSC Course and will encompass the syllabus objectives and outcomes.

Each subject has an individual assessment guideline, which is included in this booklet. This includes the components of the assessment in terms of the syllabus objectives and the weightings attached to these components.

Non-Completion of Assessment Tasks

It is essential that students present for and/or complete all tasks so that each of these assessment tasks may contribute to the final assessment mark submitted to the Board. Where a task has not been completed the following special procedures will be implemented in all courses in all subjects.

Provided the Principal considers a student has a valid reason for non-completion of an assessment task, then the following may be granted:

1. An extension of time, or
2. The awarding of a mark based on completion of a substitute task; or
3. Where neither is feasible the Principal may authorise the use of an estimate for that task based on other appropriate evidence.

Where there is no valid reason for non-completion of an assessment task, a zero will be recorded for that task.

Students must submit tasks punctually. Where there is no valid reason for late submission of a task, a student will receive a zero.

On the day that an assessment task is scheduled or due to be handed in:

- Any partial absence or full day absence on the day or the day before must be accompanied by a Doctor's Certificate obtained on the day of the partial or full day absence. The school may seek to verify the documentation provided.
- If a student fails to meet these requirements penalties at the discretion of the Principal may be imposed. This could include a zero mark for the task.
- Tasks to be handed in are required to be given to the relevant teacher by 8.30 am on the day/date the task is due.
- The mark for the task will not be finalised until an attendance check has been completed by the class teacher/Head Teacher.

Granting of Substitute Tasks following Non-Attendance

- The following will be required in order to decide whether or not a student has a valid reason for non-completion of a task
 - (a) **Prior Notification** of absence from the task. Other than in exceptional cases (eg. accident on the way to school) the teacher must be contacted **before** the task takes place either in person, by phone or letter for the Principal's consideration of granting a substitute task.
 - (b) **A written statement** from the student's parent/guardian explaining the absence **AND** a doctor's certificate must be provided where illness is involved.

NOTE: A **parental statement AND a doctor's certificate** must be received at school on the first day back after the missed task.

- Each case will be considered on its merits, the reason for absence must be considered before the substitute task will be granted. The Principal will decide whether a substitute task will be granted.
- The responsibility for arranging an appointment to request a substitute task lies with the student. The student must contact the teacher on the first day back of attendance after the missed task, or no substitute task will be given and the student will receive a zero.

Malpractice

1. Where the task takes the form of a test or examination the supervisor's instruction must be followed.
2. Candidates must not
communicate to any other student during the exam/assessment task disturb the work of any other students or disturb the exam/task.

No books, notes, papers, equipment, or mobile phones other than those specifically

permitted by the supervisor, may be taken into the exam room.

3. Where the task is not an exam it must be the work of the student submitting it.

Students who breach these regulations can receive a "zero" award as a penalty.

Assessment Schedule

Assessment will commence in Term 4, 2010 when all the HSC Courses begin. The final assessment will include only marks achieved during the HSC assessment period and from those tasks designated in individual subject course outlines.

1. Students will be given written notice of each task two weeks in advance.
2. The assessment schedule will be structured so an individual student has no more than two (2) tasks on any given day.
3. Assessment tasks will not be scheduled two weeks prior to formal exams.
4. Students will be given feedback on their task attempts and at the completion of Assessment Program, they will be informed of their rank for each course.
5. Parents will be informed when:
 - i. a zero award is made because of failure to attempt a set task;
 - ii. an unsatisfactory attempt is made at a task;
 - iii. it is anticipated that a student will not satisfy the required outcomes for the course and therefore will be classified as unsatisfactory ("N" determination) and will need to repeat the course.
 - iv. cheating has occurred and marks have been deducted accordingly.
 - v. a penalty has been applied due to malpractice.
6. In the case of students who transfer from another school, assessment will be determined only on tasks carried out at Killarney Heights High School.
7. **Technological failure for assessment tasks**
Computer failure is not an automatic excuse for inability to complete tasks on the due date. It is the student's responsibility to back up any work in progress and keep a hard copy of text. Extensions will only be granted if a student can provide proof of work completed and can outline the direction of the work to the appropriate teacher.
8. In the case of suspension, students must complete assessment tasks (including tests) by the advertised due date (they are not entitled to an extension).

Appeals

Any student wishing to contest their ranking in a subject assessment:

1. Must lodge an appeal with the Principal by the date published in the HSC timetable;
2. May only contest the ranking, not individual or cumulative teacher judgements or assessment marks, on the basis of a typical result compared with all/most other ranking progressively available to the student.
3. May only challenge the computational accuracy.
4. May only challenge the conformity of the school's weightings with those issued by the Board.
5. May only challenge that the school's published assessment program and weighting were not employed.

The School Assessment Review Panel will consider students' appeals for review of assessment, which are received by the principal by the due dates. This panel will consist of:

- The Principal
- Deputy Principal
- A Head Teacher

Special Provisions

Special provisions are available for all assessment tasks, Trial HSC examinations and Higher School Certificate examinations, including practical and oral/aural examinations. The Board of Studies may approve special examination provisions if a student has a disability which would, in normal exam situation, prevent him/her from:

- (a) receiving the exam questions; and/or
- (b) conveying acquired knowledge or interpretations to an examiner as effectively as a student without that disability.

Special provisions may include Braille papers, large print papers, alternative questions, use of an amanuensis (writer) use of a reader, extension of exam time, rest breaks, use of a computer, or establishment of a special exam location, separate supervision, permission to take medication or special food, or others judged necessary.

Applications for special provisions for known disabilities are to be submitted to the Board of Studies during Term 1.

Applications must be submitted with evidence indicating the precise nature of the disability and the consequent handicap.

Information contained in the Handbook accurate at time of printing