



St George Girls High School

HSC
Assessment
Policy

Year 12
2017

This booklet provides you with important information about the school's assessment policy, including procedures for illness/misadventure, NESAs 'N' determinations and all application forms.

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ST GEORGE GIRLS HIGH SCHOOL

Senior Assessment Policy and Procedures

The School Assessment Policy is designed so that no student can be unfairly advantaged or disadvantaged by the school's system of assessment.

Assessment at St George Girls High School encourages progressive development of skills and knowledge while ensuring:

- consistency across subjects and courses
- fairness in marking and reporting
- coordination of the assessment program to ease the load on students.

SCHOOL ASSESSMENT

School assessment is an integral part of a student's Higher School Certificate. This internal school assessment counts for 50% of a student's overall mark in each course and is reported on the Higher School Certificate Record of Achievement. Each subject has developed an Assessment Schedule in strict accordance with the NSW Education Standards Authority (NESA) guidelines.

School-based assessment tasks are designed to measure performance against course outcomes through a range of assessment tasks and in a wider range of objectives than may be tested in an examination. Assessment tasks may include:

- Tests which may take a written, practical and oral form
- Class essays, research tasks, assignments, portfolios, log books
- Practical tasks and major works
- Fieldwork and Projects

During an assessment period, students may be required to do multiple assessment tasks or examinations on any one day. As well, students may be required to hand in more than one prepared HSC assessment task on any one day. Assessment in the HSC courses is the ranking of students across the allotted tasks in components as determined by the NESA for each subject. The components and their weightings for each subject are specified by NESA syllabus documents and are outlined in this booklet. Also outlined are the nature of the various tasks, the components to which it relates, the approximate time when the task will be assessed and the syllabus outcomes assessed by the task. The exact date of each assessment task will be notified in writing at least two weeks in advance. In special circumstances the school reserves the right to vary this information, subject to written notification.

The school submits to the NSW Education Standards Authority (NESA) in September the assessment marks awarded at the school in each subject. These assessment marks indicate the rank order and relative performance of all candidates in each course. NESA moderates these marks according to the HSC examination performance of the students in the cohort. The rank order is not altered, but the marks themselves may be higher or lower than the marks submitted depending on the examination performance.

RESPONSIBILITIES OF THE SCHOOL

The school is required to provide students with the following information.

- **An Assessment Calendar** – this outlines what components are to be assessed, when the assessment tasks are scheduled and the relative weighting attached to each assessment task.
- **Written Assessment Notification** - this notification outlines a more detailed explanation of the specific nature of each calendared assessment task. This notification will be issued at least **TWO** weeks in advance.
In exceptional circumstances some tasks may be rescheduled or substituted and in such cases Class Teachers will inform students of the new arrangements in writing at least **two weeks** in advance.
Assessment tasks will be of the same type and have the same weighting for all classes studying that course.
- **Assessment Task Feedback and Record of Progress** - at the completion of each task, students will receive a mark, rank and cumulative rank, detailed marking criteria and written feedback concerning areas for development.

A register will be maintained for all assessment tasks that acknowledges the receipt of the assessment notification (by the student), submission of the assessment task (by the teacher), and the return of the assessment task (by the student).

- **Official NESA non-completion of a course warning letter** - official letters will be posted home to parents/carers outlining the areas of unsatisfactory completion of the HSC course requirements.

RESPONSIBILITIES OF THE STUDENT

- Students must demonstrate sustained diligence and effort in each subject and participate in all lessons constructively.
- Students must attend classes regularly and ensure their attendance does not fall below 85%.
- Students must complete all set tasks in order to achieve course outcomes.
- Every student has the responsibility to be familiar with the school's assessment and procedures policy handbook. Every student must also be familiar with the course information contained in the handbook.
- If a student is absent on the day an assessment task notification is issued then it is her responsibility to contact the teacher and/or Head Teacher to obtain the task notification.
- It is important that the student speaks with their Class Teacher or Head Teacher of the Faculty if there is any doubt about the requirements of the subject/course assessment policy.
- It is the responsibility of the student to be present for, or to hand in all assessment tasks **at the required time** as specified in the booklet and the assessment calendar.

Disability Provisions

- If you have a medical condition which is an ongoing disability that will impact on normal examination situations, or you suffer personal or family situations that prevent you from a normal preparation for assessments, you must obtain a 'Disability Provision's form from the Deputy Principal, School Counsellor or Head Teacher Wellbeing early in Term 1. All students applying for disability provisions must inform the Deputy Principal.
- If this condition occurs later in the year, it must be registered with the Deputy Principal immediately.

Absence from Excursions and Fieldwork

- Some course rules require students to undertake compulsory fieldwork or attend compulsory excursions. In the case of unavoidable absence from such activities then students must negotiate alternate arrangements prior to the event. The granting of any concession is at the discretion of the Principal.

Late to a formal exam

- Students must make sure that they carefully read their examination timetable and are punctual for all formal examinations.
- If a student is **up to 15 minutes late** after the start of a formal examination they will complete the examination and no extra time will be given.
- If a student is **more than 15 minutes late** to a formal examination they are to report directly to the Deputy Principal where a decision regarding the completion of the task will be negotiated.

Submission of a hand-in assessment task

- Submission time for a hand-in task will be 8.45am unless a time is clearly outlined on the assessment notification for that specific task. Receipt of the task will be acknowledged by the teacher.
- Failure to submit a task on time will result in a zero mark being awarded.
- If a student is absent on the day the hand-in task is due they should arrange to have the task delivered to the school office or, where appropriate, email their task to: stgeorgegi-h.school@det.nsw.edu.au
- If applying for illness/misadventure students should follow the procedures outlined in this booklet.
- If a student knows in advance that they will be absent on the day a task is due, then the task should be handed in prior to the due date.

Unfair advantage on the day of, or week prior, to a task

The NESA outlines that no student is to gain an unfair advantage over other students. Causes of unfair advantage include:

- To absent yourself from **any** lessons on a day that an assessment task is scheduled or a hand-in task is due.
- To absent yourself from **any** lessons or normal school routine on the day that a hand-in task is due.
- Arriving late on the day of a scheduled assessment task or hand-in task.
- To absent yourself from **any** lessons the week prior to a scheduled assessment task without a doctor's certificate.

If a student is late they must report directly to the Deputy Principal of the year group.

If it is deemed that a student has gained an unfair advantage a **penalty of up to 10% of marks** allocated for that task may be imposed.

Malpractice

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:

- breaching published school examination rules
- being in possession of unauthorised notes
- being in possession of electronic devices during a test or examination
- using words, ideas, designs or workmanship of others without acknowledgement
- copying from another student
- submitting another person's work as their own
- paying someone to write or prepare an assessment task
- offering false documentation or explanations in support of an appeal/non-serious attempt in an exam or assessment task
- work presented which contains frivolous and/or objectionable material
- assisting another students to engage in malpractice
- behaving in a way likely to disrupt the work or concentration of other students

Where the teacher responsible for a task has reason to suspect malpractice, this will be brought to the attention of the Head Teacher. Malpractice in an examination or task will result in a zero being awarded for the task. Students may appeal any such decision using the appeals procedures existing within the school.

In cases of proven malpractice in HSC assessment tasks, all schools are required to register this information with the NSW Education Standards Authority (NESA).

PROCEDURES FOR APPLYING FOR ILLNESS/MISADVENTURE

Consideration is given to students who suffer illness or misadventure at the time of a task.

It is important to note that set procedures must be followed for this consideration to be applied in order to ensure fairness for all students. Students need to be aware that if they commence or attempt an assessment task the result they achieve will be recorded. In this case, Illness/Misadventure therefore does not apply retrospectively.

Students wishing to apply for illness/misadventure should follow the procedures outlined below.

Procedures to follow in the case of:

1. Absence due to illness/misadventure on the day of an in-school assessment task.

- The student or family member is requested to contact the school **on the morning the task is scheduled.**
- Students must report to the relevant faculty Head Teacher on the **first day of their return to school** and collect an *Illness/Misadventure* form.
- Completed forms must be returned to the Head Teacher **within two days.**

2. Absence due to illness/misadventure on the day a hand-in assessment task is due to be submitted.

- The student or family member is requested to contact the school on the **same day a task is due to be submitted.**
- Students should make every attempt to have the task delivered or submitted via email.
- If a task is not submitted on the due date, the student must submit the task to the relevant faculty Head Teacher on the **first day of the student's return to school**, and complete an *Illness/Misadventure* form.
- Completed forms must be returned to the Head Teacher **within two days.**

3. Illness/misadventure during an in-school assessment.

- The student must notify the supervisor of the task that they are feeling unwell **before** they view the task. At this stage the student will need to decide;
 - (a) to sit the task, in which case the mark earned will be awarded. The student cannot apply retrospectively for any special consideration due to illness.
 - (b) leave the task and apply for illness/misadventure. The student must then collect an *Illness/Misadventure* form from the relevant faculty Head Teacher and follow the *Illness/Misadventure* process. A medical certificate dated the day of the task will be required.

4. Illness/misadventure during an examination period.

- The student or family member is requested to contact the school on the morning of any scheduled examination if they will miss the examination.
- **Prior to their return to school** the student must contact the **Deputy Principal** in charge of the Year group to negotiate and organise a rescheduling of the affected exam(s).
- Students must report to the Deputy Principal on the **first day of their return to school** and collect an *Illness/Misadventure* form.
- Completed forms must be returned to the Deputy Principal **within two days.**

5. Illness/misadventure for a Group performance.

- When a group performance cannot go ahead on a scheduled date, all students affected need to complete an Illness/Misadventure form.
- This form needs to be collected from and returned to the relevant Head Teacher **within two days**.
- The faculty Head Teacher will reschedule an alternative date for the performance.
-

When a task needs to be completed, the student must be prepared to **complete the task on the first day of their return to school** unless an alternative arrangement has been made with the Deputy Principal or Head Teacher

All Illness/Misadventure Application Forms must be completed and returned to the relevant Head Teacher or Deputy Principal within TWO days of the student's return to school.

- Relevant written evidence from a medical practitioner is mandatory for any application relating to illness for the application to be considered by the Deputy Principal.
- Illness/Misadventure forms are available from all faculty Head Teachers, the Deputy Principal or can be downloaded from the school intranet.

The consequences of not following these procedures may result in your application for Illness/Misadventure being rejected and a zero mark being awarded.

Outcome of Illness/Misadventure

The Deputy Principal for that year group will consider **all** illness/misadventure cases. They will judge the presented evidence and decide whether the application is to be upheld or rejected.

If the application is upheld one of three things may occur:

- **Original or substitute task completed**
A zero will be recorded for the original task and the student will be required to complete the task or a substitute task. The mark gained for this task will replace the zero.
- **Awarded mark remains**
The performance may be considered to be unaffected, and the student's result in the task will remain as marked.
- **Maintain rank applied to task**
In exceptional circumstances, where undertaking an alternative task is not possible, the Principal may determine that the student's relative assessment rank be maintained. This will be calculated at the end of the entire assessment period. This calculated mark would then replace the 'zero'.

In all cases, students may lodge and appeal to the Principal in writing to reconsider the decision. Students must follow the appeal process and the appeal must be **submitted within two days of receiving the initial decision**.

Procedures for Illness/Misadventure

Students missing an assessment task and wishing to make an application for Illness/Misadventure must follow the procedure outlined below:

Step One: Contact the School

- (i) Student/Family member is requested to inform the school of the absence.



Step Two: Obtain Relevant Documentation

- (i) For illness, the student MUST obtain a medical certificate for the period of absence.
- (ii) For misadventure, the student should obtain a statement or any supporting documentation, where possible, outlining the situation.



Step Three: On first day of return

It is the student's responsibility to:

- (i) Report to the Head Teacher of the faculty concerned for missed in-school assessment tasks and hand-in tasks.
- (ii) Report to the relevant Deputy Principal for missed examinations.
- (iii) Complete an Illness / Misadventure Application form including Head Teacher comments and Parental Signature.



Step Four: Submission, Resolution and Feedback

- (i) Submit the application form to the relevant Head Teacher or Deputy Principal within 2 days of your return.
- (ii) The Deputy Principal will consider the application.
- (iii) Resolution and feedback will be given to the Head Teacher, student and parents.



St George Girls High School

Illness/Misadventure Application Form

Name: Course: Year:

Name of Assessment Task:

Performance, Assessment Task No: Task, Weighting:

Date Due: Class Teacher:

Nature of Task: *(please circle)*

- | | | | | |
|--------------------------|-----------------------|----------------------|---------------------|---------------------|
| Examination | Performance | Assignment | Field Work | Portfolio |
| Research Activity | Practical Task | Speaking Task | Viewing Task | Written Task |

Section A

To be completed by the student

Outline reasons for this application for Illness/Misadventure and attach relevant documentation.

.....
.....
.....

Parent/Carer Signature: Student Signature:

Date: / / Date: / /

Section B

To be completed by the Head Teacher

Head Teacher's Name: Faculty: Course:

Receipt date of Illness/Misadventure form:

Task submitted/completed Yes No Date Completed:.....

Date of rescheduled task:

Comments:

HT Signature:

Section C

To be completed by the Deputy Principal

Resolution: Accepted / Rejected

.....
..... DP

Signature:

Copy to: Relevant Head Teacher, Student, Parent/Carer, Student File

PROCEDURES FOR AN APPEAL APPLICATION

All students have the right to appeal a decision made regarding an application for illness/misadventure or malpractice. A student must submit an appeal application form to the Principal.

In reviewing the determination of a student's appeal the Principal will consider the following:

- the student's original Illness/Misadventure application
- documentation submitted with the original application
- any additional statement and/or documentation submitted with the student's appeal form.
- all evidence presented which relates to the malpractice

Students wishing to appeal a decision must follow the procedure outlined below:

Step One: Collect an Appeal Application Form

- (i) Students must collect an Appeal Application form from the Principal, Deputy Principal or download a form from the school intranet.



Step Two: Submit the Appeal Application Form

- (i) Students must submit their appeal to the Principal within 2 days of the initial illness/misadventure or malpractice decision being communicated to the student.
- (ii) Additional supporting documentation, if applicable, should be submitted at this time.



Step Three: Resolution and Feedback

- (i) The appeal application and additional documentation will be considered by the Principal.
- (ii) The decision will be communicated in writing to the student and parents/carers.
- (iii) The Principal will notify the relevant Head Teacher if further action is required.



St George Girls High School

Appeal Application Form

Name: Course: Year:

Name of Assessment Task:

Performance, Assessment Task No: Task, Weighting:

Date Due: Class Teacher:

Nature of Task: *(please circle)*

Examination

Performance

Assignment

Field Work

Portfolio

Research Activity

Practical Task

Speaking Task

Viewing Task

Written Task

Section A

To be completed by the student

Please provide a statement in support of your application to appeal.

.....
.....
.....
.....

List any additional documentation in support of your application.

.....
.....

Parent/Carer Signature:

Student Signature:

Date: / /

Date: / /

Section B

To be completed by the Principal

Resolution: Accepted / Rejected

.....
.....
.....
.....

Principal Signature:

Date: / /

Copy to: Student, Parent/Carer, Student File

PROCEDURES FOR REQUESTING AN EXTENSION

All students are provided with the opportunity to request an extension if they feel they have a genuine inability to meet a scheduled due date.

These applications are to be expressed in writing using the request for extension form provided by the school. These forms are to be collected from the Deputy Principal and must be returned to the relevant Deputy Principal within two days of issue.

All applications for an extension must be made at least 5 school days prior to the due date.

Students wishing to request an extension must follow the procedure outlined below:

Step One: Collect a Form

- (i) Student must collect a Request for Extension Form from the relevant Deputy Principal.
- (ii) All forms must be signed by the Deputy Principal with the date issued.



Step Two: Submit the application

- (i) Within two days of the form being issued students must complete all paperwork and submit the form to the relevant Deputy Principal.
- (ii) This application must be made at least 5 days prior to the official due date.



Step Three: Resolution and Feedback

- (i) The application will be considered by the relevant Deputy Principal.
- (ii) The decision will be communicated in writing to the relevant Head Teacher, student and parents/carers.



St George Girls High School

Request for Extension Form

Form Issued by Deputy Principal on: / / Form Received on: / /

Name: Course: Year:

Name of Assessment Task:

Performance, Assessment Task No: Task, Weighting:

Date Due: Class Teacher:

Nature of Task: *(please circle)*

- | | | | | |
|--------------------------|-----------------------|----------------------|---------------------|---------------------|
| Examination | Performance | Assignment | Field Work | Portfolio |
| Research Activity | Practical Task | Speaking Task | Viewing Task | Written Task |

Other (please specify):

Section A

To be completed by student

Reason for application (attach supporting letter or documentation as necessary)
State sufficient details to support your case for consideration to gain an extension of time.

.....
.....
.....

Parent/Carer Signature: Student Signature:

Date: / / Date: / /

Section B

To be completed by the HeadTeacher

Comments:

.....
.....

Signed: Date: / /

Section C

To be completed by the Deputy Principal

Resolution: Accepted / Rejected

.....
..... DP

Signature: Date: / /

Copy to: Student, Parent/Carer, Student File



St George Girls High School

Request for Reschedule due to School Business

Name of Activity:	
Date:	Venue:

Name: Course: Year:

Name of Assessment Task:

Performance, Assessment Task No: Task, Weighting:

Date Due: Class Teacher:

Nature of Task: *(please circle)*

- | | | | | |
|--------------------------|-----------------------|----------------------|---------------------|---------------------|
| Examination | Performance | Assignment | Field Work | Portfolio |
| Research Activity | Practical Task | Speaking Task | Viewing Task | Written Task |

Other (please specify):

Section A

To be completed by student

Reason for application (attach supporting letter or documentation as necessary)

.....

.....

.....

Parent/Carer Signature: Student Signature:

Date: / / Date: / /

Section B

To be completed by the Deputy Principal

Date of rescheduled task:

Student issued reschedule notification: Yes No

Head Teacher notified: Yes No

DP Signature: Date: / /

Copy to: Student, Parent/Carer, Head Teacher, Student File

PROCEDURES FOR NON-COMPLETION OF PRELIMINARY AND HSC COURSE REQUIREMENTS

The Non-completion of a course procedure commences when a student has not:

- (a) **Followed** the course developed by the board; and
- (b) **Applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) **Achieved** some or all of the course outcomes.

The **first** official warning letter is issued indicating the area(s) of concern. The Head Teacher of the faculty and the course teacher interview the student in danger of not satisfactorily completing a course. The Head teacher documents the interview on SENTRAL and outlines the Agreed Plan for Improvement and support offered to resolve the outstanding work described in the letter.

The **second** official warning letter will be issued for completely different reasons as outlined in the first official warning i.e. a student cannot receive two letters for the same task. A pattern of indiscretions which illustrate that the course completion criteria (a), (b) and/or (c) have not been met needs to be established. The second letter should not immediately follow the first letter and needs to relate to a different set of course work missed. Attendance cannot in itself, be a cause for issuing the N award letter. The specific work missed as a result of irregular attendance needs to be recorded in the letter.

Once a second official warning letter is issued (either the same or a different subject) an interview with the teaching and learning mentor teacher will be organised to discuss all outstanding and current concerns. At this interview an Agreed Plan for Improvement will be negotiated and be implemented over an agreed timeframe. This interview and outcome will be recorded on SENTRAL.

The issue of a **third** official warning letter for any one further indiscretion, or a series of indiscretions, will result in an interview with the relevant Deputy Principal, parent/carer and the student. At the interview a Plan for Improvement will be negotiated and be implemented over an agreed timeframe. This interview and outcome will be recorded on SENTRAL.

The issue of a **fourth** official warning letter will result in a Principal, relevant Deputy Principal, parent/carer and student meeting. At this meeting the Principal will make a determination, which may include the implementation of a negotiated program of improvement and the issue of a warning of expulsion for post compulsory aged students. This interview and outcome will be recorded on SENTRAL.

NB: Students who have received a minimum of **two** official warning letters in a single course and have not completed the requirements detailed on these letters are at risk of receiving an 'N' determination for that course. Please refer to the flow chart on the next page.



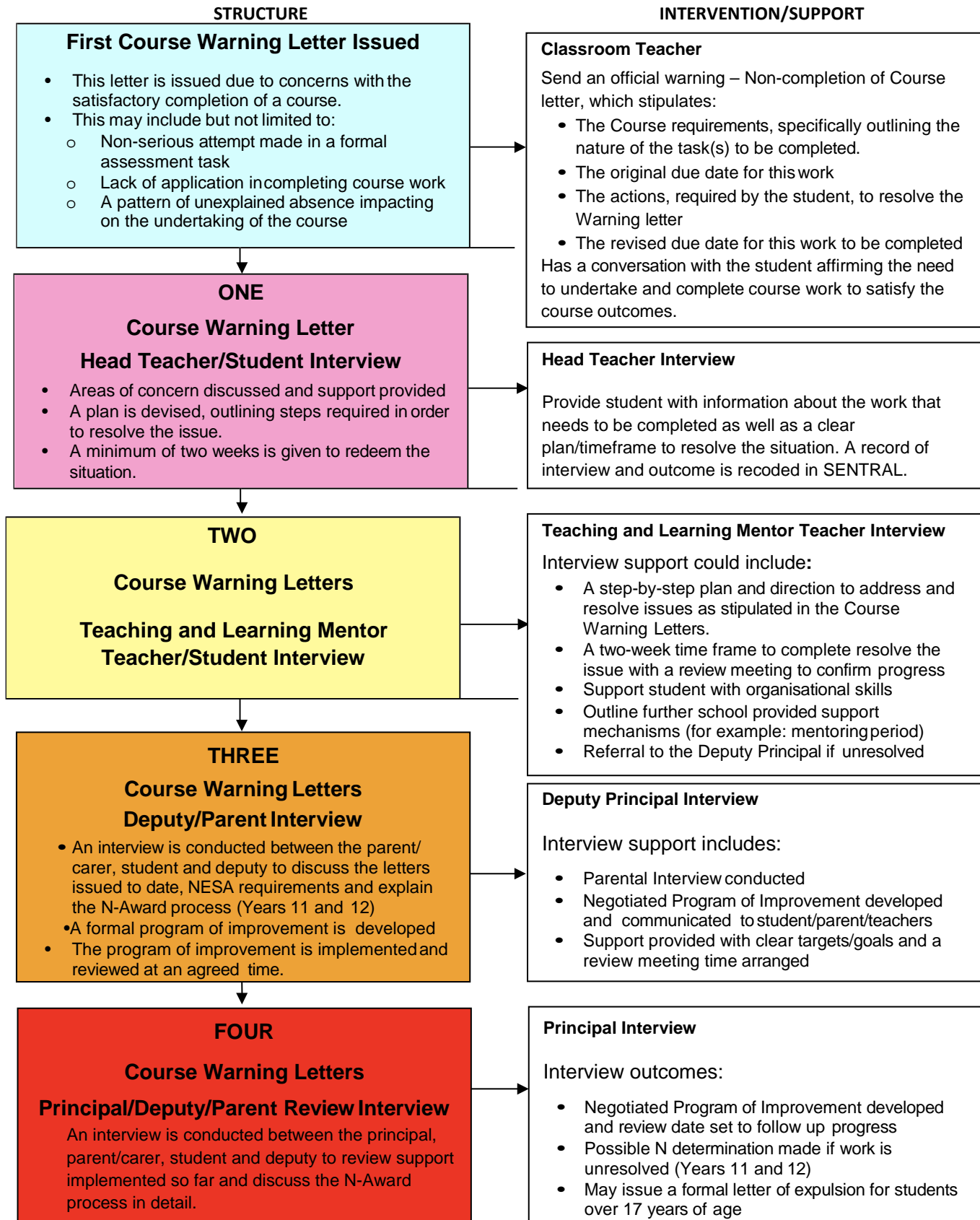
PROCEDURES FOR NON-COMPLETION OF PRELIMINARY AND HSC COURSE REQUIREMENTS

Process and Support for Students

Course Completion Criteria:

The satisfactory completion of a course requires Principals to have sufficient evidence that the student has:

- a) **followed** the course developed or endorsed by the Board; and
- b) **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c) **achieved** some or all of the course outcomes





Procedures for appeals against N determinations for Non-completion of Preliminary and HSC course requirements

