



MUDGEE HIGH SCHOOL



Junior Assessment Manual (7-10)



2024

Contents

Rationale	2
Introduction	3
Pattern of study for the award of a RoSA (ACE 4007)	3
Pattern of study for students undertaking Life Skills courses (ACE 3003)	3
The Common Grade Scale	4
Requirements for the award of the Record of School Achievement (ACE 4001)	5
Criteria for satisfactory completion of a course (ACE 4016)	5
'N' determinations – warnings of non-completion of course requirements (ACE 4020)	5
'N' determinations – eligibility for Record of School Achievement (ACE 4029)	5
Record of School Achievement – procedures for dealing with absences in Years 7–10 (ACE 4018) ..	6
Lateness / Non-completion of tasks	6
How to apply for Special Consideration	7
Non-serious attempt	7
Malpractice	7
Student appeals	8
Sample - Special Consideration Form (Yellow)	9
Sample Assessment Cover Sheet	10

Rationale

At Mudgee High School, we want every student to graduate from his/her years of junior schooling with a Record of School Achievement (RoSA). The NSW Education Standards Authority (NESA) issues the RoSA.

NESA sets out very clearly for the school:

- The curriculum that must be followed.
- The outcomes they expect every student to work towards.
- The amount and standard of work they expect to satisfy course outcomes.

Every school in NSW is required to certify with NESA that these requirements have been met. We ensure that students are taught the correct syllabus and that they work towards the achievement of appropriate outcomes.

This document explains the school's procedures relating to this process.

At the end of each semester, every student will receive a full school report outlining their achievement of outcomes and teacher comments.

Teachers seek to ensure that their students achieve their best possible grades, as recorded in each student's report. The measurement of this achievement is guided by specific NESA rules. These rules place particular expectations on students.

Unless students meet these expectations, NESA will not issue a RoSA at the conclusion of a students' Year 10 studies.

This booklet is provided to students so that they are aware of what is required of them regarding conducting and completing assessment tasks. It contains:

- A brief summary of essential RoSA rules. Full text is available on the internet at <https://ace.nesa.nsw.edu.au/>
- A general outline of the schedule and weighting of assessment tasks and the outcomes that will be reported in each semester.

Introduction

The following Stage 5 guidelines have been formulated to comply with the NESA requirements. They are based on the Assessment, Certification and Examination Manual (ACE Manual) issued by NESA available at <https://ace.nesa.nsw.edu.au/>

NESA requires that each school be responsible for:

- Establishing procedures across the school that ensure a consistent approach.
- Ensuring that staff are fully aware of school assessment policies and procedures.
- Ensuring the valid distribution of grades in different subjects.
- Ensuring that students and their parents are fully aware of the system and in particular that students are informed of their responsibilities and the details of the assessment program.
- Setting up procedures for dealing with appeals.

It is the overall aim of the NESA policy statement to:

- Ensure that all students are treated fairly, consistently and in accordance with NESA rules.
- Ensure that the RoSA becomes a meaningful award, earned by students.
- Assist the teachers of Mudgee High School to meet these responsibilities.

Pattern of study for the award of a RoSA (ACE 4007)

The following are the NESA mandatory curriculum requirements for the award of a RoSA:

- Courses in each of English, Mathematics, and Science are to be studied substantially throughout each of Years 7-10, with 400 hours in each to be completed by the end of Year 10.
- Courses in Human Society and Its Environment are to be studied substantially throughout each of Years 7-10, with 400 hours to be completed by the end of Year 10, including 100 hours each of History and Geography in each Years 7-8 and Years 9-10.
- Courses in Languages is to be studied for at least 100 hours, over one continuous 12 month period between years 7-10, preferably in Years 7-8.
- Courses in Technological and Applied Studies (Technologies), the Technology Mandatory syllabus to be studied for 200 hours in Years 7-8.
- Courses in Creative Arts are to be studied, with 200 hours to be completed by the end of Year 10. Including 100 hours of Visual Art and 100 hours of Music, studied primarily in one academic year.
- A course in Personal Development, Health and Physical Education is to be studied in each of Years 7-10, with 300 hours to be completed by the end of Year 10.

Pattern of study for students undertaking Life Skills courses (ACE 3003)

This is a specially designed course of study for individual students with special education needs who are unable to meet curriculum requirements for the award of a RoSA using totally NESA developed courses.

These students may complete their RoSA by studying a range of Life Skills courses or a combination of such courses and NESA developed/NESA endorsed courses. Students undertaking a Special Program of Study will receive:

- A RoSA.
- A Record of Achievement (listing all courses satisfactorily studied).
- A detailed student profile for each Life Skills course satisfactorily completed.

Assessment strategies for students following a Special Program of Study will be developed by their teacher at the start of each module.

The Common Grade Scale

The RoSA will include a grade (A-E) in all Stage 4 and 5 courses (except Mathematics). These grades will be based on a wide range of assessment and observation of students' skills across the whole syllabus for each course and are allocated on the basis of Performance Descriptors (explained below).

One of the main purposes of these procedures is to clearly state the basis by which students will be assessed at Mudjee High School for their grades (A-E).

Grades A-E relate to student achievement as set out by the Course Performance Descriptors. These have been issued by the NSW Education Standards Authority for every course. Teachers are required to match the performance of each student in their class with one of the categories in the performance descriptor list. There is no requirement for the school to issue a certain number of each grade.

The following table provides a summary of General Performance Descriptors.

A

The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.

B

The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

C

The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.

D

The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.

E

The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

N

'N' determination: Not satisfactorily completed in one or more of:

- attendance
- participation
- effort in and achievement of outcomes.

To demonstrate their skills in each subject, students may be required to undertake certain tests, exams, assignments and other work. These assessment strategies will be clearly spelt out at the beginning of each module.

Requirements for the award of the Record of School Achievement (ACE 4001)

In summary, to qualify for the award of a RoSA, a student must have:

- attended a government school, an accredited non-government school or a recognised school outside New South Wales;
- undertaken and completed courses of study that satisfy NESA's curriculum and assessment requirements for the RoSA;
- complied with any other regulations or requirements (such as attendance) imposed by the Minister for Education and Early Learning or NESA; and
- completed Year 10.

Criteria for satisfactory completion of a course (ACE 4016)

A student is considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

1. followed the course developed or endorsed by NESA;
2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. achieved some or all of the course outcomes.

'N' determinations – warnings of non-completion of course requirements (ACE 4020)

If at any time it appears that a student is at risk of receiving an 'N' determination (non-completion of course requirements) in any course, the Principal must ensure that:

1. The student has been advised of the tasks or actions to be undertaken in time for the problem to be corrected and alert the student to the possible consequences of an 'N' determination;
2. The parent or guardian has been advised in writing (if the student is under the age of 18);
3. The student/parent/guardian has been requested to supply a written acknowledgement of the warning;
4. At least one follow-up warning letter has been issued if the first letter is not effective; and
5. Copies of all relevant documents are retained.

Two N determination warnings are required to be issued for the same task before an N determination can be made. Where the 'N' determination is applied, it will appear on the student's RoSA. Depending on the course, it may also mean that the student has not satisfied the minimum pattern of study for the courses required to be awarded the RoSA. In such cases the student will receive a Record of Achievement only. The final determination is to be made by the Principal.

'N' determinations – eligibility for Record of School Achievement (ACE 4029)

A student who earns an 'N' determination in a Stage 5 mandatory course will not be eligible for a Record of School Achievement. Transcripts of Study will list the mandatory course(s) in which an 'N' determination has been determined in Stage 5. The document will carry the statement 'Not Eligible for the Record of School Achievement'.

A student who earns an 'N' determination in an additional course in Stage 5 and/or in a Stage 6 Preliminary course retains eligibility for the Record of School Achievement provided that all other requirements are met.

Record of School Achievement – procedures for dealing with absences in Years 7–10 (ACE 4018)

Absences without satisfactory explanation

Any unsatisfactorily explained absence, or series of unexplained absences, if the length or pattern is extensive, may result in a course(s) not being satisfactorily completed. Warning letters to the student/parent will indicate how the absence may result in non-completion of course requirements and will set out the steps necessary for the student to satisfactorily complete the course(s).

Absence prior to the final date for Year 10

It is a requirement for the award of the Record of School Achievement that students attend until the final day of Year 10 as determined by the school system concerned or by the Principal of non-systemic schools. In all cases, schools are to ensure that syllabus outcomes and course study requirements, including indicative hours of study as specified by NESA, are met.

Assessment Tasks

Assessment in the junior years may take a variety of forms, both formal and informal, and will be conducted throughout the year, or semester for 50 hour courses. Note this does not include regular homework, which must be completed if the student is to satisfactorily study a course.

Students will be notified of formal assessment tasks through written notification (see appendix: Junior assessment task notification). They will be given at least one week notice of an assessment task.

The following information will be outlined on each notification where applicable:

- Name of the course
- Date the task is issued
- Date and time the task is due
- Weighting of task
- Outcomes to be assessed/Assessment criteria
- Task description
- Any special requirements for the task.

Lateness / Non-completion of tasks

Assessment tasks will be deemed late if they are submitted after the date and time designated by the teacher unless satisfactory prior arrangements are made or an acceptable reason is provided to the teacher or Head Teacher indicating why the work is late. A note from home is sufficient for Stage 4 (Years 7 and 8), but students in Stage 5 (Years 9 and 10) should complete and Application for Special Consideration to avoid a late penalty (Yellow Coloured Form / Collected from relevant HT).

Late penalties are 10% of the available marks per day late for Stage 4; and 20% of available marks for Stage 5 per day.

Examples:

- For Stage 4 (Years 7 and 8), if the mark for a task is 16/20 and it was submitted one day late, the recorded mark will be 14/20.
- For Stage 5 (Years 9 and 10), if the mark for a task is 16/20 and it was submitted the task one day late, the recorded mark will be 12/20.

All assessment tasks should be completed. If a student fails to complete a task, they will be allocated a zero grade for that task unless adequate reason is supplied to the teacher and Head Teacher using the Application for Special Consideration form. Documentary evidence may be required. An N determination warning may be issued.

It is a student's responsibility to notify their teacher of their expected absence on the day an assessment task is to be submitted or completed. In the case of unexpected absence, the student must approach their teacher on the day of their return and make arrangements for the completion of the missed task, or alternate task as determined by the teacher/Head Teacher of the course.

How to apply for Special Consideration

If a student is unable to hand in an assessment on time and they have a good reason, they can apply for special consideration. If successful, there will be no late penalty.

Students must see the Head Teacher of the faculty concerned and ask for a junior (yellow) Special Consideration form. Provide details, including the reason for not handing the work in. Sign it and take it home for parent/carer to counter sign. Attach any supporting evidence, such as a doctor's certificate, THEN take the completed form to the class teacher. The teacher will take the form to the Head Teacher who may wish to speak to the student or parent/carer about it. It is normal practice for Head Teachers to ask questions before making their decision. The decision will be communicated to the student.

Non-serious attempt

Where it is judged that a student has not made a serious attempt in an assessment task, despite all other requirements being met, a zero grade will be given. The decision as to whether the task is a non-serious attempt will be made by the Head Teacher. An N determination warning may be generated as a result. In the case of any appeal, the Principal will make the final decision.

Malpractice

If a student is caught cheating or plagiarising the work of another, the Head Teacher will determine the appropriate penalty.

Students should note that plagiarism from any source (including direct downloading from the Internet or other electronic source) which is passed off as the student's own work is cheating.

The school is aware that students sometimes plagiarise unintentionally.

NESA provides the following information that guides the decisions schools make about detected acts of plagiarism:

(Unintentional plagiarism) ... can happen when (students) are unaware of what plagiarism is or do not know or understand that they are plagiarising. These students may have:

- misunderstood about plagiarism
- failed to include reference details when making notes
- left out the reference in their assignment by mistake
- incorrectly referenced the material
- really believed that the work they produced was original.

Intended or deliberate plagiarism means that a student has decided to cheat. Such a student may have chosen to :

- quote, paraphrase or summarise words or ideas or copy tables, graphs etc, while also choosing not to provide a reference to show where the original ideas, words, or data come from
- copy or use another student's work, and submit it as their own work
- submit an assignment which has been written down for them by someone else
- submit an assignment which has been downloaded from the internet.

Student Misconduct in Assessment Tasks

Students whose actions disrupt the ability of other students to perform to their best in assessment tasks, or fail to observe warnings and/or instructions from supervising staff, may be penalised for their actions.

Examples may include, but are not limited to, speaking or otherwise disrupting the conduct of formal examinations, aural/speaking tasks, or interfering with the work of other students (physical or electronic).

These particular actions, may also result, in further wellbeing/discipline procedures being implemented by the relevant Head Teacher / Deputy Principal.

In Stage 4 courses (Yr 7 & 8) a penalty may be imposed up to 30 percent of the available marks for the task.

In Stage 5 courses (Yr 9 & 10) a penalty may be imposed up to 60 percent of the available marks for the task.

Student appeals

Students wishing to appeal against the result(s) in any subject awarded to them by the school should submit a written appeal, together with evidence, to the Head Teacher of the relevant faculty.

MUDGEES HIGH SCHOOL



Application for Special Consideration - Junior (7-10)

Date form issued: / / 20__

Date form returned: / / 20__

This form is to be completed by a student who:

1. Fails to submit an assessment task on time.
2. Is absent for an assessment task or exam due to 'accident, illness or misadventure' and has a genuine reason not to be awarded a zero mark.

This form must be completed and returned to the Head Teacher of the relevant faculty within 5 days of a task being due or your return to school.

Application Details			
Student Name			Year
Subject		Class Teacher	
Original Due Date			
Reason for Special Consideration			
<div style="text-align: center; font-size: 2em; opacity: 0.5; transform: rotate(-30deg); pointer-events: none;">SAMPLE</div>			
Student Signature			Date
Parent Signature			Date
Class Teacher's Recommendation			
(include details including: whether this is not the first instance; if the student contacted the school on the due date etc):			
Teacher Signature			Date

Application Decision	
<input type="checkbox"/> Extension without penalty until:	
<input type="checkbox"/> Set a substitute task or time for exam due:	
<input type="checkbox"/> Give an estimate of:	
<input type="checkbox"/> Other (specify):	
<input type="checkbox"/> Application Denied	
Head Teacher Signature	Date

10 March 2023 1:27 pm

MUDGEES HIGH SCHOOL



Notification of Assessment Task (Yrs 7 -10)

Student Name:			
Subject:			
Weighting of Task:			
Date Task Issued:			
Submission Method:	Hard Copy / Google Classroom		
Date Task Due:		Time Task Due:*	

* If this is not specified and the submission method is via Google Classroom, then the time due is 11:59 PM

* If this is not specified and the submission method is via hard copy, then the time due is 3:25 PM

Outline of Task

--

Special Requirements / Additional Information for this task

--

Marking Schema / Report Outcomes

Report Outcome	Marks
TOTAL	/