

MUDGEE HIGH SCHOOL



*Providing high quality education in a safe,
respectful and responsible environment*



ⓈSAFE
ⓈRESPECTFUL
ⓈRESPONSIBLE

JUNIOR ASSESSMENT PROCEDURE DOCUMENT Years 7-10

2018

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PURPOSE

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

Every school in NSW is required to certify to 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 our school's policies and procedures relating to this process.

At the end of each semester, every student will receive a full school report showing module assessment outcomes and teachers' comments.

At the completion of the year all students should receive:

- A **RoSA** – this is issued by the NSW Education Standards Authority in Sydney once a student has left school. If a student leaves at the end of Year 10, their RoSA will be posted to their home by the NSW Education Standards Authority. Should they not leave in Year 10, students can access their grades via an online e-record through their NESA account.
- A **School Report** showing module assessments and teachers' comments, issued by Mudgee High School.

Each of your teachers will be working to ensure that you receive the best possible grades and results on these documents. However, the official rules of the RoSA also place certain responsibilities on you. Unless you fulfil these commitments, NESA will not issue you with a RoSA.

This booklet is provided to make sure that you are fully aware of what is required of you. In it you will find:

- A brief summary of essential RoSA rules. Full text is available on the internet at www.boardofstudies.nsw.edu.au.
- A copy of the complete RoSA Assessment Policy for Mudgee High School.

Finally, students should realise that these rules and regulations apply to every student in NSW. Statewide, a small percentage of students are refused a RoSA each year. At Mudgee High School, we want to ensure that this does not happen to you. Of course, if any part of these rules is unclear, or is a cause for concern, you should discuss it with the teacher concerned or with the Head Teacher of that faculty or your Year Adviser.

1. JUNIOR SCHOOL ASSESSMENT PROCEDURE

2.01 Introduction

The following Year 7-10 Assessment Procedure has been formulated to comply with the NESA requirements and guidelines. It is based on the Assessment, Certification and Examination Manual (ACE Manual) issued by NESA.

NESA requires that each school be responsible for:

- Establishing procedures across the school which 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.**

2.02 Pattern of study for the award of a RoSA

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

- Courses in each of English, Mathematics, Science, and Human Society and its Environment (HSIE) 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. Included in the HSIE requirement are 100 hours each of History and Geography to be studied in both Years 7-8 and Years 9-10, and including Australian history and Australian geography.
- Courses in each of Creative Arts and Technological and Applied Studies are to be studied, with 200 hours in each to be completed by the end of Year 10. Included in the Creative Arts requirement are 100 hours of Visual Art and 100 hours of Music.
- 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.
- One language is to be studied for at least 100 hours, over one continuous 12 month period between years 7-10, preferably in Years 7-8.

Under the 50-hour module system used at Mudgee High School students will accumulate their course hours in 50-hour units.

Special Program of Study: 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.

2.03 Assessment of RoSA grades at the completion of Year 10

The RoSA will include a grade (A-E) in all stage 5 courses. 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.

The Statewide test will occur only for the Computer skills assessment.

One of the main purposes of this policy is to clearly state the basis on which students will be assessed at Mudgee 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' 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.

2.04 Confidentiality of grades

Final RoSA grades for all students will be issued via the students' NSW Education Standards Authority Accounts for which they require their NSW Education Standards Authority Student and PIN Number. These results appear on an e-record, accessed on line. The students do not receive a RoSA until they have left school. The school does not inform students of their grades.

2.05 Coordination of RoSA assessment

The Principal of the school has the overriding responsibility for the assessment process. The Principal delegates the following tasks to be performed by Head Teachers, Year Advisers and classroom teachers.

It is the responsibility of Head Teachers to:

- Ensure that faculty members are fully aware of the assessment requirements of NESA and the school.
- Establish consistent practices within subjects.
- Determine how comparability between different classes will be achieved.
- Establish the method of recording and reporting assessment data.
- Monitor individual teacher's grading determinations.
- Issue warning letters to parents of students who fail to meet the minimum requirements outlined. Copies of such correspondence are included in the student's file.
- Interview students, and if necessary parents of students at risk of an 'N' determination.
- Inform the Principal if a student is being considered for an 'N' determination.

It is the responsibility of the classroom teacher to:

- Set assessment tasks related to the course objectives.
- Inform students what is expected of them.
- Measure student achievement.
- Record observations using marks, grades or comments.
- Monitor student lesson attendance.
- Provide appropriate feedback to students on each task.
- Make a judgement of each student's level of achievement by choosing the most appropriate overall description in the Course Performance Descriptors.

2.06 Satisfactory completion

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 NSW.
- Undertaken and completed courses of study that satisfy NESA's curriculum and assessment requirements for the Record of School Achievement.
- Complied with any other regulations or requirements (such as attendance) imposed by the Minister or NESA.
- Completed Year 10.

It is expected that students who take part in any of NESAs courses will reach some or all of the outcomes of those courses and have been engaged in and completed the tasks set. Note: this includes both formal assessment tasks and non-assessment tasks.

Two N determination warnings are issued 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 the courses required for the award of the RoSA. In such cases the student will receive a Record of Achievement only. The final determination is to be made by the Principal.

2.07 *Minimum application requirements*

A student who fails to satisfactorily attempt assessment **or** non-assessment tasks, attend lessons regularly, or actively participate in the learning program would find it difficult to satisfactorily meet the requirements of a module. In that event the module may not count towards the required number of hours for a RoSA course.

2.08 *Attendance*

Students must have a satisfactory record of attendance and application up to and including the final date of attendance for Year 10 students, unless an exemption from attendance or leave is granted by the Principal.

Students who have a record and/or pattern of attendance to class which in the Principal's judgement warrants the withholding of a RoSA will be required to justify the award of a RoSA to the Principal's satisfaction.

Where a Principal considers that a student's record of attendance could result in an 'N' determination of a RoSA, the **student must be warned and the parents or guardian immediately advised in writing.**

Parents should contact the school if any of the following situations apply to their child:

- Absence through illness and/or physical injury.
- Absence as an exchange student.
- Absence on holidays.

The Principal will determine if such an absence will affect the student's satisfactory completion of a course.

As a general rule, a student who leaves school before the last day of Year 10 will not be issued with a RoSA. Under some circumstances it is possible to gain exemption through application to the Principal.

2.09 *Warnings to students*

If at any time it appears that a student is at risk of being deemed unsatisfactory in attendance or application, or receiving an 'N' determination in any course, the Principal must:

- Advise the student in time for the problem to be corrected.
- Advise the parent or guardian in writing.
- Request from the student/parent a written acknowledgment of the warning.
- Retain copies of relevant documentation.

2.10 Literacy and numeracy tests

Optional tests in literacy and numeracy are available for students who intend to leave high school before completing their HSC. The test reports give an overview of a student's level of achievement in literacy and numeracy, focusing on the skills required by school-leavers for employment and further education.

There is one test for literacy and one test for numeracy, with concepts drawn from the Australian Core Skills Framework (ACSF).

A computer adaptive testing (CAT) model is used to deliver the tests. CAT allows students to receive questions aimed at their level of ability; this is based on their responses to previous questions. The CAT system identifies the best questions to give the student.

A student can sit for the literacy and numeracy tests at their school under a teacher's supervision during normal school hours. An appointment must be made. NESA recommends that students sit for the tests as close as possible to the date that they are leaving school. If a student sits for the tests in anticipation of leaving school for work or further training and they return to school for further study later, then they may re-sit the tests.

CAT tests require a minimum number of questions to calculate a result. Students who do not answer sufficient questions will be advised to contact their teacher. If their test was interrupted due to illness or misadventure, they will be able to re-sit the test.

As the level of difficulty of the questions presented to each student is based on their responses to previous questions, students cannot go back and change their answers. When a student completes each test, they will immediately see how they performed.

A Test Report and Diagnostic Report is automatically sent to a student's Students Online account and their school's Schools Online account. Test results are reported separately from the RoSA and are not a requirement for its award.

2.11 Assessment tasks

At Mudgee High School every student studies a minimum of 8 modules each semester. Assessment in the junior years may take a variety of forms, both formal and informal, and will be conducted throughout the semester. **Note this does not include regular homework, which must be completed if the student is to satisfactorily study the module.**

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

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

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

2.12 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&8), but students in Stage 5 (Years 9&10) should complete and Application for Special Consideration to avoid a late penalty.

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

Examples:

- For Stage 4 (Years 7 and 8), if your mark for a task is 16/20 and you submitted the task one day late, your recorded mark will be 14/20.
- For Stage 5 (Years 9 and 10), if your mark for a task is 16/20 and you submitted the task one day late, your 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 considerations* form. Documentary evidence may be required. An N determination warning maybe generated.

It is the 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

2.13 *How to apply for Special Consideration*

If you are unable to hand in an assessment on time and you have a good reason, you can apply for special consideration. If you are successful, you will not be penalized.

Go to your teacher or the Head Teacher of the faculty concerned and say that you need a yellow Special Consideration form. Fill in your details, including your reason for not handing the work in, sign it and take it home for your parent/carer to sign. Attach any supporting evidence – such as a doctor's certificate, THEN take it to your class teacher. Your teacher will take the form to the Head Teacher who may wish to speak to you about it. It is normal practice for Head Teachers to ask questions before making the decision, it is not a reflection on you. The decision will be communicated to you.

2.14 *Non-serious attempt*

Where it is judged that a student has not made a serious attempt in an assessment task, despite the fact that all other requirements are met, a zero grade will be given. The initial decision as to whether the task is a non-serious attempt should 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.

2.15 *Malpractice*

If a student is caught cheating or copying another student's work, 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.

2.16 *Parallel classes*

Where parallel classes do the same work the same formal assessment tasks will be given to each class where possible.

Where students within one course are undertaking different options, or presenting work in a variety of mediums (eg. Art, English, and Industrial Technology) a consistent standard will be applied to the setting and marking of tasks to allow a valid ranking of students.

2.17 *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.

For RoSA grades, the Principal will send such appeals, together with the school's comments and supporting evidence to NESAs by the date stipulated. It is unlikely that students will succeed in such appeals where they are unable to substantiate that the results awarded were inconsistent with the progressive reporting from the school.

3.01 Application for special consideration

**JUNIOR ASSESSMENT
APPLICATION FOR SPECIAL CONSIDERATION**

This form is to be completed by a student who:

- a. Fails to submit an assessment task on time.
- b. 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.

DATE OF ISSUE OF FORM: _____ **DATE OF RETURN OF FORM:** _____

STUDENT NAME: _____ **ACADEMIC YEAR:** _____

COURSE: _____ **CLASS TEACHER:** _____

ORIGINAL DUE DATE: _____

REASON FOR SPECIAL CONSIDERATION: _____

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’S SIGNATURE: _____ **DATE:** _____

APPEAL DECISION:

- Extension without penalty until _____
- Set a substitute task or time for exam due _____
- Give an estimate of _____
- Other (specify) _____
- Appeal denied

HEAD TEACHER SIGNATURE: _____ **DATE:** _____

Note: It is expected that any student requiring extension because of printer or computer failure will bring a draft copy along with a note from their guardian on or before the due date to verify that they have made some effort to complete the task.

Mudgee High School Junior Assessment Notification of task



TASK TITLE:

MODULE:

DATE TASK ISSUED:

DATE TASK DUE:

WEIGHTING OF TASK:

OUTCOMES TO BE ASSESSED / ASSESSMENT CRITERIA

TASK DESCRIPTION

SPECIAL REQUIREMENTS FOR THIS TASK