

MUDGEES HIGH SCHOOL



*“Providing high quality education in a stimulating
and caring environment.”*

SENIOR ASSESSMENT HSC booklet 2017 – 2018

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INTRODUCTION

The following HSC Assessment booklet should be read in conjunction with the Senior Assessment HSC policy document issued to students earlier this year. Both documents have been formulated to comply with the New South Wales Education Standards Authority's (NESA) requirements and guidelines. It is intended that the policy be consistently applied by all faculties presenting students for the Higher School Certificate (HSC). The assessment process has been designed to:

- allow students to demonstrate their ability to achieve a wider range of outcomes than could be shown in a single exam at the end of the course
- give students direct credit for consistent work in both the Preliminary and HSC Courses rather than having to rely on one final exam
- improve the accuracy of the judgements made about student ability by using an increased number and wider variety of measuring instruments

This policy statement aims to assist teachers to meet their responsibility of treating students fairly, consistently and by the rules.

1 Higher School Certificate Requirements – Pattern of Study

The following is a summary of the key requirements for Higher School Certificate Study:

- at least 12 units are required in the Preliminary Course pattern of study, and at least 10 units in the HSC Course pattern of study
- in both patterns of study, at least 6 units must consist of NESA-developed courses
- in both patterns of study, HSC candidates must undertake at least three courses of 2 unit value or greater. These may include NESA-endorsed courses
- in both Preliminary and HSC Courses a minimum of 4 different courses must be studied
- the award of a HSC may be accumulated over a period of 5 years. In that case all the rules prescribed above must be met, but not all in the one year
- students wishing to accumulate their HSC and/or repeat subjects should seek the assistance of their Year Adviser and the Senior Assessment Coordinator to ensure that all NSW Education Standards Authority requirements are fulfilled

2 Notice of Tasks

Students will find an *Assessment Schedule* for each subject they study in this booklet. This schedule will contain for each subject:

- Components and weightings to be assessed across the whole assessment program
- Approximate date for each task (i.e. in which term it will occur)
- Weighting of each task
- Nature of each task.

At least two weeks prior to the assessment date, students will be informed of:

- The syllabus outcomes being assessed by that task
- Mark value relative to the total number of marks for the course
- Nature of the task
- Date and time of task. It is suggested that, if possible the assessment task will be due/completed on the day that the teacher has that subject.

Students should receive the above details on a green *Notification of Senior Assessment Task* proforma.

3 Timing of Tasks

Heads of Department have the responsibility to ensure that syllabus requirements are met and that the correct amount of assessment occurs for each year.

No tasks are to fall due in the two week period prior to examinations. No tasks are to be scheduled after the Trial HSC examination.

Each faculty is responsible for formulating its own assessment policy (within the guidelines of this school policy) and for determining the timing of assessment tasks.

Staff and students will operate an *Assessment Planner* with subjects allocated particular weeks in which to conduct their assessment tasks. Variations to these allocated weeks can only occur with the consent of the Principal. The *Assessment Planner* for Term 4 this year forms an appendix to this overall policy.

Students are required to carry their *Assessment Planner* with them each day. Students should be encouraged to maintain a diary and to record all tasks on their *Assessment Planner*.

If unforeseen circumstances require an assessment task to be moved from the allocated week, it requires approval from the Executive. After gaining approval students must be notified in writing at least two weeks prior to the due date

4 Lateness

Students must notify the school if they will be absent when a task/exam is due. Zero marks will apply unless adequate reason is furnished to the Deputy Principal. Assessment tasks will be deemed late if they are not submitted during the relevant period or lesson time on that day.

Students cannot work on assessment tasks during other classes and they cannot absent themselves from classes to complete tasks. Students who are absent for any part of the day when a task is due will need to complete a pink *Application for Special Consideration* form which can be obtained from the Deputy Principal.

During the Preliminary and HSC Courses students who submit tasks or sit for exams late will be required to make an application for special consideration by completing the pink proforma available from the Deputy Principal. This application must be made either:

- As soon as a student knows they will be unable to complete a task/exam. This applies to situations where an unavoidable clash is known in advance
- As soon as the student returns to school after an unplanned absence.

PLEASE NOTE: Failure to complete this process correctly will result in zero marks for the task. Extensions of time are not granted automatically. Students will require very good reasons for not completing tasks on the due date. Medical Certificates or other documentary evidence should always be supplied where it is available.

5 Non-serious Attempts

Where, in the judgement of a Head Teacher, a student has not made a serious attempt in an assessment task/exam, despite the fact that all other requirements are met, a 'N' Determination Warning will be given. In the case of any appeal, the Principal will make the final decision after referral from the Deputy Principal responsible for Senior Welfare.

A student whose work is deemed to be a non-serious attempt may be required to resubmit the task showing an adequate attempt to meet the minimum requirements. No marks will be awarded for resubmitted work.

6 Non-completion of Tasks/Exams

All assessment tasks/exams must be completed. If a student fails to complete a task/exam they will be allocated a 'N' Determination Warning for that task unless adequate reason is supplied to the Deputy Principal responsible for Year 12. This reason must be supplied to the Deputy Principal before the task/exam if at all possible or **immediately** on return to school after the task/exam.

It is the student's responsibility to notify the school of their absence that day (or earlier if they know) if an assessment task/exam is due and they will be unable to attend. It is the responsibility of the student to approach their teacher **on the day of their return to school** regarding their absence, and to make arrangements for the completion of the missed task/exam. At this time they will need to collect a pink *Application for Special Consideration* form from a Deputy Principal; complete the application and return it in the stipulated time.

In the case of any appeal, the Principal will make the final decision after referral from the Deputy Principal responsible for Year 12.

7 'N' Determination Warnings

While it is true that a student who is given a 'N' Determination Warning will receive no marks for a particular task/exam, students who follow all the correct procedures and make a serious attempt at the task/exam may still receive no marks if their work is of a very poor standard. In such cases the student is not regarded as having received a 'N' Determination Warning. 'N' Determination Warnings will be allocated if:

- A task/exam scores no marks under the lateness provisions (see 6 above)
- A task/exam is not completed and no adequate reason is provided
- A student is involved in malpractice
- A non-serious attempt is made at a task/exam.

If a student receives a 'N' Determination Warning in assessment tasks/exams which total 50% or more of the total available assessment marks for that course or has 2 or more unredeemed 'N' Determination Warnings in a specific course, the Principal must indicate to the NSW Education Standards Authority that the course has not been satisfactorily completed. The student may not be allowed to sit for the HSC exam in that subject. In this event a result will not appear on the HSC for the subject.

8 Malpractice

Malpractice refers to "any activity that allows a student to gain an unfair advantage over other students". (Board of Studies, Assessment Certification and Examination Manual, 2005). NESA requires all students to complete the 'All My Own Work' program before enrolling in a Preliminary or HSC course. This program informs students about the issues involved in malpractice. **The New South Wales Education Standards Authority's (NESA) rules about malpractice apply to all students completing Preliminary and HSC Courses at this school.** Please refer to Page 158 of the Assessment Certification and Examination Manual, 2005, section 9.4 for specific details. This document can be viewed on the NESA website.

If a student is caught cheating, copying or plagiarising in any way during any assessment task or exam they will be given a 'N' Determination Warning for that particular task. Students are advised that any salacious, offensive or derogatory comments written on their task will constitute malpractice. As in the case of the HSC examinations these may result in a 'N' Determination.

Any student who deliberately disrupts an assessment may be warned once. If such disruptive behaviour continues the student will be excluded from the task and a 'N' Determination Warning will be given.

In the case of any appeal relating to malpractice, the Principal will make the final decision after referral from

the Deputy Principal responsible for Senior Welfare and a malpractice notification will be made to NESAs.

9. The Record of School Achievement (RoSA)

The Record of School Achievement (RoSA) is the credential available for students who leave school after Year 10 and before they receive their Higher School Certificate (HSC). It is designed to record a student's secondary results for courses completed before leaving school. To be eligible students will need to have completed the mandatory curriculum requirements for Years 7 to 10.

Students who leave school before they get their HSC have the option to undertake the Literacy and Numeracy tests provided by NESAs. These are available by request and students need to notify the Coordinator so they can be entered for these tests.

The RoSA credential will show the grades/results achieved in Year 10 and, if applicable, in Year 11. It will also list any Year 11 or 12 courses the student has participated in but did not complete before leaving school and results for the optional Literacy and Numeracy tests if undertaken.

Sitting for Literacy and Numeracy tests

Employers have said that they rate evidence of literacy and numeracy skills very highly. With this in mind, NESAs developed Literacy and Numeracy tests which you can take at your school before you leave. It is important you let Ms Robinson know as soon as possible if you are thinking about leaving school and would like to do the tests, as she will need to enrol you.

A Self Analysis Exercise

You are now starting your HSC course and approximately 50% of your senior schooling is behind you.

Your success at the end of this year will obviously be dependent on your natural ability. However, to a large extent your results will be determined by the amount of time and effort that you commit to your studies over what is really a fairly short period of time.

Now is the time to reflect on the first 50% of your senior schooling so that the next 50% can be more productive. If your results in these exams were below your best then it only becomes a problem if you do not identify the causes and do something about them. Have a think about these questions?

- ✓ What have your exam and assessment tasks taught you?
- ✓ What things are you doing that are working well?
- ✓ What are the areas of weakness that you need to work on?

The following are areas that you may like to consider to improve your results. Make your own notes or ask for some help.

Amount of Study vs Amount of Homework

Exam Techniques

Organisation of Time / Daily Routine

Social Life, Sport, Work vs School & Study

Organisation of Notes / Folder – both at school & at home

Time Spent Memorising Work

Subject Selection

My Performance in Lessons / Influence of Who I Sit With

Development of Short Term & Long Term Goals

Specific Skills That I Need Help With