CHATHAM HIGH SCHOOL

STAGE 6

PRELIMINARY / HSC ASSESSMENT POLICY

Year 11 Preliminary 2013
Year 12 HSC 2012-2013
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N.B. italicised sections are revisions to the previous policy version.

Stage 6: Preliminary/HSC Assessment Policy 2012 – 2013 Contents & Welcome pages
Welcome to Years 11 and 12 at Chatham High School.

This booklet has been developed to inform you about the Chatham High School’s assessment policies and practice for the Preliminary Course and Higher School Certificate (HSC).

Preliminary courses and assessment take place in Terms 1-3 of Year 11, whilst the HSC courses and assessment commence in Term 4 of that year and continue until Term 3 of Year 12 followed by the HSC external exams in Term 4.

Assessment in Years 11 and 12 is continuous. The standards for your assessment in each subject are set out in the NSW Board of Studies (BOS) syllabus for that subject. They relate to your achievement of outcomes and the knowledge, skills and understanding expected for each subject. It is important that you understand clearly what is expected when attempting assessment tasks before doing them so you can maximise your marks for each task.

As well as information in this booklet, individual subject course details are available from your teachers. You may also access the school’s intranet site for additional information and support which allows access to Moodle, CSU Online, Board of Studies and the Department of Education and Communities sites.

Parent/Teacher interviews are held regularly and it is recommended you attend with your parents to gain further insight into how to achieve their best in your HSC studies. You will receive a report after each period of examinations in the Preliminary and HSC courses.

Other support available for students include: consulting your teacher and the subject’s head teacher, effective use of study periods in school time, participating in a Senior Student Study Support Group, study skills training, specific subject tutoring and HSC study days.

Throughout your senior years, it is vital that you communicate with staff at school. If you are uncertain about subject work, assessment tasks; are experiencing learning difficulties or need study help, support is available via classroom teachers, subject Head Teachers, Stage Deputy, Year Adviser, STLA, Head Teacher Welfare and the Careers Adviser.

Feedback is a vital part of the assessment cycle. Ensure you read, and/or seek, feedback from teachers, who can evaluate your relative performance and explain where, how and why you need to improve. We urge you to use this as an invaluable tool in the revision process of study.

Keep this booklet handy as you will need to consult it during your course. It includes valuable information, your rights and responsibilities regarding assessment tasks and examinations, a glossary of key words and other valuable information to support success in your studies.

Best wishes in the HSC subjects/courses you have chosen. Remember to make a consistent, diligent and sustained effort from the beginning of your studies, so the workload does not become overwhelming and you achieve your personal best towards your desired goals.

Mr W Holvast
Principal
PRELIMINARY/HSC ASSESSMENT POLICY

Introduction

This information is provided to ensure that both students and parents are:

- aware that the school is implementing the requirements of the NSW Board of Studies (BOS).
- informed about the Stage 6 assessment requirements, particularly the school’s internal assessment program.
- aware of the importance of this assessment process in both the Preliminary course (terms 1, 2 & 3 2013) and the HSC course (term 4 2012 and terms 1, 2 & 3 2013).
- clear that this gives students the opportunity to meet outcomes through a variety of assessment task types not just examinations.
- clear about meeting the Preliminary/HSC course requirements.
- able to review the requirements.
- aware that they must meet the Preliminary course requirements in all 12 units they choose in order to progress into the HSC course.
- aware that regular and consistent attendance provides the basis for effective learning to occur. Where this falls below 85% it will have an obvious impact on the satisfactory completion of work and assessment tasks. This may provide the Principal with grounds to issue a ‘N’ (Non-completion) award for the course.
- aware that they are participating and competing in a state wide program. Your individual performance is very important not only for yourself but for your peers doing the same course.

Internal Assessment

- Schools prepare and administer an assessment program in accordance with the specifications provided by the Board of Studies. These specifications identify the components of the course to be assessed, the timing and weighting of tasks.
- Each faculty at Chatham High has prepared an assessment plan for its Preliminary/HSC courses. These are found in the separate schedule & calendar document. Each plan indicates:
  - the assessment components (usually syllabus objectives such as knowledge, skills)
  - the outcomes to be assessed
  - the weight of each of the tasks in the total assessment
  - the type of tasks which you will be required to complete
  - the task due date by term and week
- This information is provided in the separate School Preliminary and HSC Assessment Schedule
and Calendar documents. Additionally, individual subject/courses notify you of the complete details for each task, including task description/nature of the task, the exact due date, what is going to be assessed and marking guidelines/criteria. All tasks are issued on a gold coloured paper.

- Preliminary and HSC assessment in each course will be of a continuous type and will end with the Final Preliminary examination in term 3, 2013 and the Trial HSC examinations in Term 3, 2013 respectively. The length of examinations will be advised later.

- Every student is expected to attempt, complete and submit all assessment tasks at the time required. Assessment tasks take precedence over all other school activities, including excursions, competitions or sporting events. Students must apply for consideration of the absence or seek an extension using the appropriate form (Appendix 4). The Principal may grant exemptions in special circumstances. The task must still be completed and submitted.

- Absence on the day before an assessment task is due to be submitted must be covered by a medical certificate or by another appropriate and acceptable reason.

- ‘Hand in’ tasks must be submitted in ‘hard copy’ (unless specified otherwise by the teacher) to the teacher personally by 9am Monday (due date) (unless specified otherwise by the teacher). If the teacher is absent they must be given to the head teacher personally. Tasks must not be left under staffroom doors, placed on teachers’ desks or left anywhere else. If your teacher or the relevant head teacher cannot be located to receive it the task must be handed in to the front office or stage deputy. The date, time and person receiving the task will be recorded directly on the task. You will be given a receipt. It will be delivered to your teacher.

- All work done outside of school supervision must be all your own work.

- Students are assessed according to their satisfactory completion of outcomes. They will be required to complete a series of tasks to demonstrate their knowledge and understanding of the prescribed outcomes of the course.

- The determination of whether a student is eligible for a satisfactory completion of the course is determined through internal assessment. This happens at the end of the Preliminary and the HSC course. If you have been given zero marks for assessment tasks totalling 50% or more of the final course assessment marks you will be certified as not having satisfactorily completed the course. You will receive a Principal’s ‘N’ (Non-completion) determination.

- At the conclusion of the HSC assessment program, the school will submit an internal assessment mark to the board for each of your courses. The assessment mark will be based on the tasks outlined in our school’s assessment program and in line with syllabus component weightings for internal assessment.

- The school assessment marks for each course will be moderated by the Board of Studies according to the performance of the students in our school in the HSC examination of that course. Your rank in the course assessment rank order will not be altered by this moderation process.

- You do not receive an assessment mark for VET framework courses.
Type and notification of tasks

- Some tasks will be done in class time. Others will require you to work outside of class and to submit them by a set due date.

- For all official assessment tasks you must be given at least two weeks written notice of:
  - the assessment components (usually syllabus objectives such as knowledge, skills)
  - the outcomes to be assessed
  - the weight of each of the tasks in the total assessment
  - the type of tasks which you will be required to complete
  - the task due date (tasks not to be scheduled for handing in on Friday; ‘hand in’ tasks to be submitted by 9am Monday unless specified otherwise by the teacher)
  - what you will be assessed on
  - how to complete the task
  - marking guidelines/criteria

- You will sign a task register sheet (Appendix 2) to show you have received this notice.

- When tasks are handed in, your class teacher will date, time and sign the register sheet.

- When tasks are returned, you will initial the register sheet to indicate you have received the task back and seen the mark and rank recorded. You will also be given appropriate feedback.

- If a change of schedule is required, you will be given written notification of this.

- No tasks will be scheduled one week before the Year 12 ‘Half-Yearly’ examination or two weeks before the Trial HSC and Preliminary Final examination. This is referred to as a ‘moratorium’.

Late presentation of tasks

- In general, any task which is presented after 9am on the due date or at the time on the due date specified by the teacher, without prior approval from the head teacher (the student has applied for consideration using the appropriate form; see appendix 3 or 4) will lose marks. This includes weekends.

- You have a responsibility if you know you will be absent on the day of a task to apply at least one week in advance of the set due date for consideration (use the form in Appendix 4). This must be given to the head teacher of the subject/course.

- You have a responsibility if you are experiencing difficulty in meeting the set due date to apply for an extension to complete the task. The application must be received at least one week in advance of the set due date. This must be done on the form provided (use the form in Appendix 4). This must be given to the head teacher of the subject/course.

- Tasks handed in after 9am or after the time specified by your teacher will be considered to be one day late and will lose 20% of marks gained unless there is an illness/misadventure (use the form in Appendix 3) substantiated by documentation.
Zero will be awarded after the second day unless there is an illness/misadventure (use the form in Appendix 3) substantiated by documentation.

An ‘Official warning – non-completion of an HSC course’ letter (see Appendix 5) will be sent home.

**The BOS requires that two warning letters are sent for each task not completed.**

To ensure students have still covered the necessary content and met course requirements tasks must be handed in. You will be advised officially about the award of a zero by letter (see Appendix 5).

When you submit the task after a zero has been awarded you will have the non-completion removed from your record. *This ensures that you have met course requirements. You will be advised that this has occurred.*

A technology malfunction is not a valid excuse for the late presentation of a task. *It is vital that ‘back up’ copies of tasks are kept.*

**Failure to complete/submit/attend a set task**

- Every effort must be made to ensure the task is submitted by the due date. If you are unable to submit your task it is essential that a family member or another student delivers your task to the school. If it is an in class task and you cannot attend then your parent/carer must contact the school by phone. *It is your responsibility to communicate with the school.*

- If you fail to complete/submit/attend a set task and you have a valid reason you may be given the opportunity to do the task at an alternative time or given a substitute task. You must apply for illness/misadventure and must provide documentary evidence of illness/misadventure (for example, a Doctor’s certificate) for consideration by the class teacher and head teacher. An application form must be submitted (use the form Appendix 3) for each task missed.

- If there is a task clash with another school excursion, competition or sporting event then you must apply to the Principal for an exemption. *Students must apply for consideration of the absence or seek an extension using the appropriate form (Appendix 4).* The task must still be completed and submitted.

**Non-serious attempt**

- You must make a serious attempt at all tasks.

- Non-serious attempts receive a zero mark. A non-serious attempt includes irrelevant work or offensive or inappropriate language or material.

- You should be aware that a non-serious attempt in any part of any subject/course in any Preliminary/HSC task will affect the result you ultimately earn.
- Non-completion of VET competencies results in no formal transcript of competencies achieved toward the AQF VET qualification.

- A letter warning you of a potential ‘N’ (Non-Completion) award will be issued and you will be expected to redo the task in a satisfactory manner to satisfy course requirements. (See Appendices 1, 5 and 6).

**Prolonged absences**

- You must be satisfactory in your overall attendance and application in order to qualify for the Preliminary/HSC.

- If prolonged absence casts a doubt on you meeting the Board requirements, you will be advised in writing. You need to provide medical or other accredited documentation to support your absences.

**Proven dishonesty**

- Assessment tasks must be all your own work.

- In cases of proven dishonesty, for example, copying other students’ work or plagiarism, a zero will be awarded and Parent/Carers informed by letter (see Appendix 5)

**Feedback**

- *Written, and perhaps oral, feedback will be provided. This will focus on what you can do and what you need to do to improve your performance. It will be provided usually on the return of the task, if not then as soon as possible but no later than two weeks after the return of results. This will be dated and signed by your teacher.*

**Application for consideration of an illness/misadventure immediately before or during an examination/in class task**

- In exceptional circumstances such as illness, family trauma or other misadventure immediately before or during Half Yearly, Preliminary Finals or Trial HSC examinations or a class task, you may apply for special consideration, using the form provided (Appendix 3). If you do not apply for consideration, and fail to submit a task on the due date, the policy on late presentation of tasks will apply.

  The procedures below must be followed:

  - You or your parent/caregiver must inform the school of your illness/misadventure before or on the day of the examination/assessment task. You may still be asked to complete the assessment task on your return to school or be given a substitute task or a Principal’s estimate. You must report to the head teacher of that subject/course on your return to school.
- Applications for illness/misadventure need to be completed on the task date or on the next day of school and given to the faculty head teacher for consideration.

- Documentary evidence must be included with your application. For example, this could be, a current Doctor’s Certificate, a funeral notice of a relative.

- The head teacher, in consultation with the class teacher, will determine what is required of the student to then meet the task’s outcomes. The head teacher passes the application to the Stage 6 Deputy Principal for review.

- Your application will be forwarded to a review panel for consideration. This panel will be made up of the Stage 6 Deputy Principal alone in most cases and in some cases one of the other Deputy Principals. This panel will decide further action. The Principal will be consulted if necessary or if any other issues arise. You will be advised of its decision.

Student rank in the courses you study

- You will be given your rank in the course on that task after each task has been marked.

- Your progressive rank will also be updated so you know how you are performing in your course overall.

- You will receive a progressive or final assessment rank on each of your reports which will give an indication of your overall rank at that point in time.

- At the end of Term 3 in your HSC course, you will be given your final rank in the course. After you have completed your HSC examinations, you will collect information from the Board of Studies which has your rank in the courses you have studied and should be checked against your final report to ensure this is correct.

- You have the right of appeal against this if you believe it is incorrect (see ‘Review’ page 11).

- It is important that you understand that the school is not allowed to give you the final assessment mark. This is submitted to the Board of Studies who uses it in their data moderation processing for the HSC. You are only entitled to the rank in the course.

Satisfactory course completion

Course Completion Criteria

- Students studying a Preliminary/HSC course must make a genuine attempt to complete course requirements.

- You will be considered to have satisfactorily completed a course if in the Principal’s view, there is sufficient evidence that you have:
  a. followed the course developed or endorsed by the Board; and
b. applied yourself 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.

d. studied a Preliminary/HSC course and made a genuine attempt at assessment tasks which contribute in excess of 50% of the available marks.

- Regular and consistent attendance provides the basis for effective learning to occur. Where this falls below 85% it will have an obvious impact on the satisfactory completion of work and assessment tasks. This may provide the Principal with grounds to issue an unsatisfactory award for the course.

- Until a student presenting for a Higher School Certificate has satisfactorily completed courses totalling at least 12 units of Preliminary courses and 10 units of HSC courses which satisfy the Board’s pattern of study requirements, the student will not be eligible to receive the award of a Higher School Certificate.

**Warnings**

- If at any time it appears that you are at risk of not satisfactorily completing any course, you will be warned in time for you to correct the problem. If you are under 18 or you are living with a parent or carer, a letter will be sent to your parent or carer.

- Warnings are given if:
  - You receive a zero for any assessment task because of failure to do it, dishonesty or failure to make a genuine attempt or plagiarism.
  - Your absences or lack of application begin to result in course outcomes not being met or satisfactory progress not being made.

- If, despite warnings, you fail to meet the criteria, you will be judged to have not satisfactorily completed the course. You will receive the Principal’s ‘N’ (non-completion) determination. You have the right to appeal to the Principal against this decision.

- A copy of the warning letter is attached (Appendix 5). See also Preliminary/HSC ‘N’ (non-completion) determinations flow chart (Appendix 6).

**Plagiarism**

- Plagiarism is using the words or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft. It can take many forms, from:
  - deliberate cheating to accidentally copying from a source without acknowledgement.
  - downloading an assignment from an online source and submitting it as your own work.
  - buying, stealing or borrowing an assignment and submitting it as your own work.
  - copying a section of a book or an article and submitting it as your own work. Quoting from a source ‘word for word’, without using quotation marks and acknowledging it is plagiarism.
  - copying, cutting and pasting text from an electronic source and submitting it as your own work.
- using the words of someone else and presenting them as your own without proper acknowledgement.
- using significant ideas and / or written expressions from someone else and presenting them as your own without proper acknowledgement.

- Relying too much on other people’s material - Avoid repeated use of long quotations. Too many direct quotations (even with quotation marks and with proper acknowledgement) result in your sources speaking for you, meaning your own contribution is minimal. Use your own words more and rely less on quotations. If quoting, check faculty requirements for referencing standards.

- The internet can be a great source of information and an effective research tool. However, just because electronic information is easily available does not mean it is ‘free’. Remember that the information you find online should be referenced, just like any other source. Online sources should be used with care, fully acknowledged and evaluated in the same way you would any print-based source of information.

- Resist the temptation to ‘cut and paste’ text directly from an electronic resource into your assignment. You should rewrite any information in your own words. When using the internet, cite the source of anything that you borrow, including material from web pages, email, and newsgroups. For referencing purposes, always make a note of the ‘address’ or URL of web pages and the date you accessed the material.

- How to avoid plagiarism - Be aware of what constitutes plagiarism. Plagiarism is using the words or ideas of others and presenting them as your own. Many students plagiarise unintentionally. Unintentional plagiarism can result from not knowing how to acknowledge or incorporate sources of information, or from careless note-taking or ‘cutting and pasting’ of electronic sources. Both intentional and unintentional plagiarism is in breach of our HSC policy.

- Plan your work - Plan ahead and begin writing your assignments well before they are due. Leaving work until the last minute doesn’t give you enough time to read, digest, form your own ideas and write information in your own words. When students rush to meet a tight deadline they are more likely to plagiarise unintentionally or succumb to the temptation to ‘cut and paste’ information directly from electronic resources.

- Learn how to acknowledge your sources of information – ‘The Golden Rule’: make sure your assignments are referenced correctly as per faculty guidelines. The best way to make sure you reference accurately is to keep a record of all the sources you used when reading and researching for an assignment.

- Make sure you list all references read or used in a bibliography.

‘HSC: All my own work’

- All students undertaking the HSC must complete the Board of Studies ‘HSC: All My Own Work’ program. This is designed to help Higher School Certificate students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their HSC studies.
The program has been developed as part of the NSW Government’s ‘Respect and Responsibility’ strategy and complements other approaches for teachers, students, parents, and strengthened student and teacher declarations for the HSC.

- The ‘HSC: All My Own Work’ program is integrated with other NSW syllabuses and programs. The program is designed to be delivered flexibly as self-paced learning modules. The program’s content is divided into five modules:
  1. Scholarship principles and practises
  2. Acknowledging sources
  3. Plagiarism
  4. Copyright
  5. Working with others

- Each module contains: information and advice on the module focus questions; quiz questions a summary; FAQs; a link to a glossary; links to relevant websites.

- Students must complete these modules before the end of February in the Preliminary year. Students who have not completed this will not be eligible to sit HSC exams.

- Students should refer to it whenever they need to in order to avoid disadvantaging themselves.

**School examinations**

- To help you focus on examination preparation no assessment tasks will be scheduled one week before the Year 12 ‘Half-Yearly’ examinations or two weeks before the ‘Trial’ HSC and Preliminary Final examinations. This is referred to as the ‘moratorium’.

- These examinations will be similar to HSC examinations.

- *Preliminary* students will sit for:
  - Half Yearly examinations scheduled in Term 2
  - Preliminary Final examinations scheduled in Term 3.

- *HSC* students will sit for:
  - Half Yearly examinations scheduled in Term 1
  - Trial HSC examinations scheduled in Term 3.

**Examination rules**

1. It is your responsibility to read your examination timetable correctly. If you miss an examination simply because you make a mistake, you will receive a mark of zero for that examination.

2. You should be at the examination room no later than 10 minutes before the start of each examination. Once the examination has commenced you are not permitted to leave until the examination has ended.
3. No student will be given permission to go the toilet in the first hour of any examination unless you have notified the Stage 6 Deputy Principal of a medical reason for doing so and he has authorised this.

4. You must sit for all your examinations unless prevented by illness/misadventure. If you cannot attend an examination because of illness/misadventure you should notify the school immediately and complete an illness/misadventure form as soon as possible. You need to re-read the Illness/Misadventure section of this policy above.

5. If illness/misadventure occurs at the time of the examination but you are still able to attend, you should notify the faculty and complete an illness/misadventure form. You will need to do this for each examination for which you wish to claim consideration for illness/misadventure. If a problem occurs during an examination, you should notify a supervising teacher at once.

6. It is important to attend the examination where possible. The school will not accept an illness/misadventure appeal if the reason for the absence is not considered sufficiently serious. You should consult the Head Teacher Administration or the Deputy Principal Stage 6 before deciding not to attend an examination. Professional advice/evidence, for example, from a doctor, must also be provided with your appeal, indicating why you were unfit to attend the examination.

Equipment for the examinations

1. You may take into the examination room only pens, pencils, rulers, eraser, and approved Calculators and any other equipment specifically approved for particular subjects. It is your responsibility to know what approved equipment you need to take and that your equipment is in working order. You cannot appeal on the grounds that your examination equipment did not work properly.

2. You cannot take any paper into the examination room. You must use only the paper supplied.

3. You are not permitted to borrow equipment during examinations.

Examination room procedures

1. You are expected to be in school uniform for each examination.

2. You must sit where you are directed to in alphabetical order in each course/subject.

3. It is your responsibility to ensure that the correct examination paper has been provided for the course you entered. You must also check question papers to make sure there are no pages missing.

4. All papers allow some reading time. You must not begin writing until instructed to do so.

5. You must sign the attendance sheet for each examination session you attend.
6. When answering examination papers you must:
   a. read the instructions on the front page carefully.
   b. write your name on each answer page.
   c. write with blue or black ink or ballpoint pen. Pencil may be used only where specifically directed.
   d. stop writing immediately when told to do so by the supervisor.
   e. arrange completed answers according to the instructions printed on the paper and wait for the supervisor to collect them.
   f. remain seated and quiet when you have completed your examination.

7. You must not:
   a. commence writing until instructed to do so by a supervisor.
   b. eat in the examination room except as approved by supervisor. You may take water only to drink in a clear bottle.
   c. speak to any person other than the supervisor during an examination.
   d. behave in any way likely to disturb the work of any other student or upset the conduct of the examination.
   e. attend an examination while under the influence of alcohol or drugs.
   f. take into the examination room any books, notes, the examination timetable, any paper or any equipment other than specifically approved.
   g. take a mobile phone, ipod, digital watch or any other unapproved electronic device into the examination room.
   h. take any writing paper, whether used or not, from the examination room.
   i. take the question paper from the exam room.

8. If you have completed the examination you must remain seated and quiet.

9. If you do not follow these rules, or if you try to cheat in the examination in any way, you may be removed from the examination room. The penalty may be the cancellation of your paper.

10. If you do not make a serious attempt at an examination, you may be in danger of not fulfilling requirements for that course, which may make you ineligible for the award of the Preliminary/HSC. Answers that contain frivolous or objectionable material may be judged to constitute a non-serious attempt.

Reports

- Reports will be issued after all examinations.

- Reports will provide examination mark and rank, the number of tasks completed, overall rank in the course and teacher’s comment for each course.

Review

- At the Time of Return of Work and During Formal Reporting Periods
  There is no provision by the Board for an appeal by a student against the teacher’s professional judgement of the worth of a student’s performance against the standards – referenced criteria.
Any dissatisfaction of this nature will be dealt with by the student discussing the matter with the teacher and head teacher. It is your responsibility to ensure that there have been no miscalculations. Any such problem must be referred to your teacher at the time the task is returned to you. A check will be made of the assessments to ensure that correct procedures have been followed. Most importantly, ensure you take notice of the feedback you are given by the teacher.

- **Review of an HSC Assessment decision**
  If you have a major concern with a decision about the assessment process you may ask for a review of that decision. This review request must be in writing, in letter from, setting out the reasons clearly. This review request will need to be lodged with the Stage 6 Deputy Principal within 48 hours of the completion of the assessment task. A review will be conducted by the Stage 6 Deputy Principal with one of the Stage 5/4 Deputy Principals.

- **On Receipt of Final Ranking**
  If you consider that your position in the course is not correct, you may apply to the school for a review. This review request must be in writing, in letter form. This review request must be within four days or at the discretion of the Principal after the rank has been released by the Board of Studies. The review panel will consist of the Stage 6 Deputy Principal, one of the Stage 5/4 Deputy Principals and the subject/course head teacher concerned.
  If you are dissatisfied with this you may then apply for a review from the Board of Studies.

**Stage 6 Students’ assessment rights and responsibilities**

All senior students have the following rights and responsibilities while working towards the HSC. Please read this very carefully. Please review the rest of this document for the details.

**Rights:**

- to know what will be assessed.
- to know how you will be assessed.
- to be given your assessment tasks in writing.
- to be issued with a calendar telling when you will be assessed.
- to be given adequate notice of any changes to the assessment calendar. These changes will be notified in writing.
- to have tasks scheduled throughout the course.
- to be given a rank in the course on each task completed.
- to receive feedback on your performance.
- to ask for progressive cumulative ranks in the course to show your progress.
- to be given an alternative task when you have been absent through illness or another major circumstance, for example, death of a relative.
- to be heard by the relevant subject head teacher and Stage 6 Deputy Principal if you think your rights have been infringed.
- to apply for consideration of an illness/misadventure immediately before or during an examination/in class task.
- to have a review of the final assessment position in the course if it is significantly different from expectations.
Responsibilities:

- investigating how a task should be completed.
- acquiring the knowledge and/or skills required to complete each task.
- completing set tasks, including non-assessable tasks.
- presenting assessable tasks by the due date.
- seeking extensions of time (in exceptional circumstances only) before the tasks due date.
- providing evidence of illness or other circumstances when tasks are missed and you are seeking alternative tasks.
- negotiating with teachers mutually suitable dates /times for completion of tasks/alternative tasks.
- keeping track of individual progress.
- making application for and consideration of illness/misadventure immediately before or during an examination/in class task, assessment reviews, including immediate notification of any miscalculation, or any other concerns at the time of the return of any assessment task.
- satisfactory completing courses and meeting attendance requirements.
- collecting your final assessment rank in the course after completing the Preliminary course and HSC examination.
- seeking advice from your classroom teacher, head teacher, Careers Adviser, Year Adviser or Deputy Principal Stage 6 where appropriate.

A GLOSSARY OF KEY WORDS

- Syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do.
- A Glossary of key words has been developed to help provide a common language and consistent meaning in the Higher School Certificate documents.
- Using the glossary will help teachers and students understand what is expected in response to examinations and assessment tasks.

**Account**  
Account for; state reasons for, report on. Give an account of: narrate a series of events or transactions

**Analyse**  
Identify components and the relationship between them; draw out & relate implications

**Apply**  
Use, utilise, and employ in a particular situation

**Appreciate**  
Make a judgement about the value of

**Assess**  
Make a judgement of value, quality, outcomes, results or size

**Calculate**  
Ascertain / determine from given facts, figures or information

**Clarify**  
Make clean or plain

**Classify**  
Arrange or include in classes / categories

**Compare**  
Show how things are similar or different

**Construct**  
Make; build; put together items or arguments

**Contrast**  
Show how things are different or opposite
Critically (analyse/ evaluate) Questioning, reflection and quality to (analysis / evaluation)
Add a degree or level of accuracy depth, knowledge and understanding, logic

Deduce Draw conclusions

Define State meaning and identify essential qualities

Demonstrate Show by example

Describe Provide characteristics and features

Discuss Identify issues and provide points for and / or against

Distinguish Recognise or note / indicate as being distinct or different from; to note differences between

Evaluate Make a judgement based on criteria; determined the value of

Examine Inquire into

Explain Relate cause and effect; make the relationships between things evident; provide why and /or how

Extract Choose relevant and/or appropriate details

Extrapolate Infer from what is known

Identify Recognise and name

Interpret Draw meaning from

Investigate Plan, inquire into and draw conclusions about

Justify Support an argument or conclusion

Outline Sketch in general terms; indicate the main features of

Predict Suggest what may happen based on available information

Plagiarism Plagiarism is using the words or ideas of others and presenting them as your own

Propose Put forward (for example, a point of view, idea, argument, suggestion) for consideration or action

Recall Present remembered ideas, facts or experiences

Recommend Provide reason in favour

Recount Retell a series of events

Summaries Express, concisely, the relevant details

Synthesise Putting together various elements to make a whole
APPENDICES
(1 to 6)
APPENDIX 1

PROCEDURES FOR STUDENTS WHO DO NOT COMPLETE PRELIMINARY/HSC ASSESSMENT TASKS

STEP 1

When a student fails to do an assessment task, we send home an official warning letter:

**ZERO MARKS in a Preliminary/HSC ASSESSMENT TASK**

This letter explains:
- what is required to fix the non-completion and by when
- the task involved
- the weighting of this task
- the consequences of not doing tasks
- the importance of doing all subsequent tasks on time

STEP 2

If a student fails to do a second task, we send home an official warning letter:

**ZERO MARKS in a Preliminary/HSC ASSESSMENT TASK**

**NON-COMPLETION OF A Preliminary / HSC COURSE**

This letter will:
- list all assessment tasks not done
- give the weightings of these tasks
- warn of the danger of not qualifying for a Preliminary / HSC
- set out what needs to be done to avoid this

This may be a final warning

STEP 3

If satisfactory action is not taken or if another task is not done, a final official, warning letter may be sent:

**NON-COMPLETION of a Preliminary/HSC COURSE**

If this letter is sent it will:
- list all tasks not done
- give the weightings of these tasks
- give a final indication of what needs to be done and by when.

Failure to comply will result in a recommendation for an N award.
PROCEDURES FOR STUDENTS WHO ARE IN DANGER OF NON-COMPLETION BECAUSE OF

a. irregular attendance
b. lack of effort in class work/homework
c. disruption of the learning of others

STEP 1

Warning from teacher and head teacher
Documentation of these warnings

STEP 2

Official warning letter:
NON-COMPLETION of a Preliminary/HSC COURSE

Setting out:
- the nature of the problem
- the remedial action required

STEP 3

Second official warning letter:
NON-COMPLETION of a Preliminary/HSC COURSE

Final notice setting out:
- the nature of the problem as it now stands
- the immediate actions needed to fix the problem

STEP 4

Interview with Principal re continuation of study at Chatham High School
### Chatham High School Task Register

**Teacher:** 
**Task:** 
**Date:** 
**Term:**

<table>
<thead>
<tr>
<th>Class</th>
<th>TASK Received</th>
<th>TASK COMPLETE/HANDED IN</th>
<th>TASK RETURNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
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**SAMPLE**
APPLICATION FOR CONSIDERATION OF ILLNESS / MISADVENTURE
Immediately prior to or during the Preliminary Final or HSC Half Yearly
or Trial HSC examination or in class task (highlight the one)

*Student Name: .......................................................... *Subject/Course: .....................................................

*Your teacher: .......................................................... *Task type: ...........................................................

*Due date/time of the examination/assessment task: ..................................................................................

*Reason/s for illness/misadventure consideration: ....................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................

*The school was contacted by phone: YES on the.......................................................................... or NO

*Attach the relevant supporting evidence to this application

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

Signature of Student                   Date                 Signature of Parent/Carer                   Date
---------------------------------------------------------------------------------------------------------------------------

FOR FACULTY USE:
The student’s actual performance in this task was Mark =            Rank =
Class teacher explains if this performance is atypical of this student’s previous performance. ..............
......................................................................................................................................................................
......................................................................................................................................................................

Class Teacher name & signature: ...............................................................................................................

Head Teacher comment/s: ............................................................................................................................

Head Teacher name & signature: ................................................................................................................

FOR SCHOOL REVIEW PANEL USE:
Decision: ........................................................................................................................................................
......................................................................................................................................................................
Panel names & signatures: ............................................................................................................................

Date: .........................................................................................................................................................
Date received: .......................................................... Subject/Course: .......................................................... Your teacher: .......................................................... Task type: ..............................................................

Due date/time of the assessment task: ........................................................... Reason/s for absences: School policy states that evidence must be presented (for example, Doctor's Certificate, permission note for another scheduled school activity) Note: for a clash with another scheduled activity this form is to be handed to the classroom teacher of the scheduled assessment task one week in advance. Circumstances beyond your control should be notified ASAP to the class teacher.

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

or Reason/s for extension:

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

Student's signature: ........................................ Parent/Carer signature: ..........................................................

FOR FACULTY USE:

Teacher's recommendation and action taken: ...........................................................

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

Alternative exam/assessment task date due on: ..............................................................

Parent/Carer and student informed: YES – orally / by phone / in writing or ..................................

Advise Deputy Principal Stage 6: ..............................................................

Teacher’s name & signature: ........................................................................ Date: ........................................

Head Teacher's name & signature: ........................................................................ Date: ........................................
Date ..............................................
Dear ........................................................

PARENT/GUARDIAN

OFFICIAL WARNING – Non-completion of an HSC Course

I am writing to advise that your son / daughter ....................................................... is in danger of not meeting the Course Completion Criteria for the Higher School Certificate in, 

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

COURSE

The Board of Studies requires school to issue students with official warnings in order to give them the opportunity to correct the problem. Please regard this letter as the.............. (eg 1st, 2nd) official warning we have issued concerning .......................................................... .

COURSE NAME

A minimum of two course-specific warnings must be issued prior to a final ‘N’ (non-completion) determination being made for a course.

Course Completion Criteria

- Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an ‘N’ (non-completion of course) determination.
- An ‘N’ determination will mean that the course will not be listed on the Student’s Record of Achievement.
- In Year 12, students must make a genuine attempt at assessment task that contribute in excess of 50% of available marks. Completion of tasks worth exactly 50% is not sufficient. Tasks worth in excess of 50% must be completed.

To date, ......................... has not satisfactorily met the Course Completion Criteria because:

☐ he / she has not followed the course developed or endorsed by the Board
☐ he / she has not applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
☐ he / she has not achieved some or all of the course outcomes.
The following table lists those tasks, requirements or outcomes not yet completed or achieved, and / or for which a genuine attempt has not been made. In order for ............................................................. to satisfy the Course Completion Criteria the following tasks, requirements or outcomes need to be satisfactorily completed:

<table>
<thead>
<tr>
<th>Task name, Task weight</th>
<th>Date task initially due (if applicable)</th>
<th>Action required by student</th>
<th>Date to be completed by (if applicable)</th>
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The cumulative percentage of assessment not done now totals: %

Please discuss this matter with ............................................................. and contact the school if further information or clarification is needed.

Yours sincerely,

CLASS TEACHER/HEAD TEACHER

PRINCIPAL

PLEASE DETACH THIS SECTION AND RETURN TO THE SCHOOL

**For the required satisfactory completion of an HSC Course**

- I have received the letter dated …………… Indicating that ………………………………………

  STUDENT NAME

  is in danger of not having satisfactorily completed………………………………………………

- I am aware that this course may not appear on his/her Higher School Certificate Record of Achievement.

- I am also aware that the ‘N’ (non-completion of course) determination may make him / her ineligible for the award of the Higher School Certificate.

Parent/Guardian’s signature: …………………………………………… Date: …………………

Student’s signature: ………………………………………………………… Date: …………………
HIGHER SCHOOL CERTIFICATE ‘N’ DETERMINATIONS

Principal warns student in writing in time for problem to be corrected and issues follow-up warning letters

If student has not met the Board of Studies Course Completion Requirements …

Principal makes ‘N’ determination and completes Principal’s Determination Form by mid August

Principal advises student and notifies Board of Studies on Assessment Collection Schedule or via Schools Online. Student and Parent / Guardian (if student under 18) signs Principal’s Determination Form. Principal provides the student with a copy of Principal’s Determination Form and with Student Appeal Form.

Student makes no appeal.
All related documentation kept at school until 1 March of the following year.

No further action.

Principal considers student’s appeal and reviews determination

Principal declines student appeal and makes comments on School Review Principal’s Report Form

Principal advises student by late August and student signs appropriate student declarations/s on School Review Principal’s Report Form
ie. No further appeal or Board of Studies Review requested

Student makes no further appeal to the Board of Studies.
All related documentation kept at school until 1 March of the following year.

No further action

Principal upholds student appeal and makes comments on School Review Principal’s Report Form

Principal advises student and notifies Office of the Board of Studies to remove ‘N’ determination by completing the Student Appeal Upheld at School Review Form by early September. Alternatively, school removes ‘N’ determination via Schools Online. No other documentation is forwarded to the Office of the Board of Studies.

No further action.

Student requests Board of Studies review of appeal.
School submits following documentation to the Office of the Board of Studies by first week in September.

- Principal’s Determination Form
- Student Appeal Form
- School Review Principal’s Report Form
- Copies of all warning letters
- Any other evidence eg. Teacher reports, record of interviews

Board of Studies conducts review of Student appeal

Board of Studies makes final decision

Board of Studies notifies student

Board of Studies notifies Principal

APPENDIX 6