ASSESSMENT 2015
HIGHER SCHOOL CERTIFICATE
INFORMATION, POLICY AND PROCEDURES
FOR YEAR 12 STUDENTS AND PARENTS

This information also applies to accelerated students undertaking HSC courses.
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1 Board of Studies Requirements
To be eligible for the award of the Higher School Certificate students must have satisfactorily completed a Preliminary pattern of study in Year 11 which comprises at least 12 units and, into Year 12, an HSC pattern of study comprising at least 10 units.

Both patterns must include:

- at least six units from Board Developed courses,
- at least two units of a Board Developed course in English,
- at least three courses of two unit value or greater, and
- at least four subjects.

In addition, the Board of Studies provides us with Course Completion Criteria for HSC students:

“A student will be considered to have satisfactorily completed a course if there is sufficient evidence that the student has:

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

The school follows the assessment guidelines as recorded in the Assessment Certification and Examination (ACE) manual, issued by the Board of Studies (ace.bos.nsw.edu.au).

2 Unit selection for Year 12
In Year 12 students are allowed to reduce to 11 or 10 units of study. Students in the top two thirds of the cohort are advised to study 11 or 12 units. If you decide to only study 10 units it is strongly advised that you make an appointment with the Careers Advisor/Year 12 Coordinator and/or the Director of Studies to discuss your intentions. Additionally, a student may pick up extra Extension units in Year 12. These courses are not ‘more of the same’; they have philosophic underpinnings and require conceptual higher-order thinking.

At KWS the following Extension courses are offered:

- Extension 1 English
- Extension 2 English (in Year 12 only with Extension 1 English as a pre-requisite)
- Extension 1 Mathematics
- Extension 2 Mathematics (in Year 12 only with Extension 1 Mathematics as a pre-requisite)
- Extension History (in Year 12 only with Ancient or Modern History as a pre-requisite)
- Extension French (in Year 12 only with Continuers French as a pre-requisite)
- Extension Music (in Year 12 only with Music 2 as a pre-requisite)

Notes:

- English is compulsory for the HSC and also compulsorily counts for 2 units in the calculation of the ATAR if a student studies more than 10 units.
- In addition to the subjects offered at the school, Kinross Wolaroi School uses external agencies to provide some courses of study for the HSC. These courses comprise a minority of any given student’s pattern of study. A minority is defined as no more than four units for the HSC.
3 Assessment

Assessment is the process of identifying, gathering and interpreting information about student achievement. Assessment can be used for a number of key purposes, including to:

- assist student learning
- evaluate and improve teaching and learning programs
- provide information on student learning and progress in a course in relation to syllabus outcomes
- provide evidence of satisfactory completion of a course
- report on the achievement by each student at the end of the course.

In the context of the HSC a major requirement of the internal assessment program is to provide a summative measure of a student’s achievement in each course based on:

- a wider range of syllabus outcomes than may be measured by the HSC examination alone.
- multiple measures and observations made throughout the HSC course rather than a single assessment event.

Assessment tasks take a variety of forms, including for example, the measurement of practical skills, research ability, oral presentation, group work and field work, as well as knowledge tests and essay work. The skills to be assessed vary from subject to subject and are specified by the Board. (Information about Assessment regulations for every subject can be found on the Board of Studies website: boardofstudies@nsw.edu.au)

Assessment results are calculated as a mark out of 100 in a cumulative way throughout the HSC year. After each task students can find out their ranking in that subject. When all Assessment tasks are completed a mark out of 100 (or 50 for one unit courses) is submitted to the Board of Studies to be later moderated against the student’s performance in the HSC examination. A student’s final HSC mark in a course is the average of their HSC exam mark and this moderated assessment mark. The marks for each student in each course are then used in the calculation of the Australian Tertiary Admission Rank (ATAR). Assessment results are also used to calculate Academic Excellence awards and subject specific awards at Speech Day.

4 Assessment Policy & Procedures

The following procedures have been designed to ensure that each and every student at Kinross Wolaroi School is dealt with in a fair and reasonable way:

4.1 Assessment Timetables

At the beginning of Term 4 in Year 11 (when HSC work commences), students will be issued with an Assessment Timetable for the HSC. This timetable will give students an overview of the formal assessment tasks they need to complete for the year and enable them to plan their work. It will provide students with the assessment weightings of each task and the approximate timing of tasks. It will include an Assessment Planner for the year. Students will be required to sign to indicate their receipt of this information. Precise dates of tasks will be provided at the beginning of Term 1, along with an updated Assessment Planner. Generally, at least 14 calendar days’ notice of the details of a task and the criteria being used to assess that task will be provided. Students will be required to sign to indicate their receipt of each task notification.
4.2 Submission of tasks

The time of day and place for submission of each task should be specified on the ‘assessment notification’. Generally, tasks are due at the beginning of the period on the date due. Should the class period not occur for some reason (e.g., evacuation drill, timetable change, etc), it is the student’s responsibility to submit the task before the end of the school day by 3:30pm. Furthermore, students who are off-site for some reason (e.g., TAFE, representative sport, etc), must make arrangements to submit the task on time.

The class teacher will collect the task and issue a receipt to the student (alternatively, the student will sign the teacher’s notification class list).

Additionally:
- The majority of HSC Practical Projects are to be assembled, constructed and examined on site at Kinross Wolaroi School.
- All written research work is to be submitted in hard copy (unless otherwise specified on the task notification), not email, USB drive or CD (although these may be additional to the hard copy). In cases of illness, misadventure or extenuating circumstances, the Director of Studies may grant permission for submission by email.

4.2.1 Failure to complete/submit a hand-in task on time

Students who fail to submit a task by the required time and date will score a zero mark in accordance with section 8078 of the ACE Manual. In this circumstance, the class teacher must notify the Head of Department immediately and the Parent/Head of House will be contacted by the teacher or HOD ASAP (within one school day if possible). If a student is unable to complete the work on time for good reason (owing to illness, misadventure, or other circumstances outside their control e.g., family tragedy, representative sport involving extended leave) then application should be made in writing to the Director of Studies, prior to the submission date if at all possible. Computer malfunction does not generally fit into this category. Students are expected to take steps to safeguard against this situation (e.g., regularly email work to own school email account, print and keep drafts, save work regularly, back up work to an external hard drive, etc).

In the case of illness, a medical certificate will be required. This certificate should be submitted to the DOS (along with details of the task affected). An alternative submission date will be set unless the circumstances are exceptional. This submission date will be no greater than 7 days after the initial date. The zero mark penalty will then apply after this alternative date. Please note that a member of the concerned student’s family is ineligible to submit a doctor’s certificate on their behalf. Furthermore, it is expected that the doctor’s certificate should specifically state that the student is unable to work on the particular task. See also section 4.3.4 (affected tasks and estimates).

If a genuine attempt has not been made, then an N-Award warning letter should be issued by the HOD. This is the case whether or not a zero mark has been recorded.
4.3 Absences

4.3.1 Absence prior to an Assessment task
If a student is absent the day before an Assessment task, or for class periods preceding an Assessment task, and without the express prior permission of the Head of Senior School or the Director of Studies, a 50% penalty will apply to the mark awarded for that task. In the case of illness prior to an Assessment task a doctor’s certificate will be required. This certificate should be submitted to the DOS (along with details of the task affected) the first day the student is back at school, or sooner, if possible.

4.3.2 Absence on the day of an Assessment task
Absence from an Assessment task will result in a zero mark being recorded. In this circumstance, the class teacher must notify the Head of Department immediately and the Parent/Head of House will be contacted by the teacher or HOD ASAP (within one school day if possible). If an absence is owing to illness or misadventure, however, the student should obtain a doctor’s certificate, immediately submit this doctor’s certificate to the Director of Studies upon return to school and make alternative arrangements to sit the task as soon as possible. It is expected that the doctor’s certificate will specifically state that the student is unable to attend the task.

If the absence is owing to reasons other than illness or misadventure, leave must be applied for in writing to the Head of Senior School prior to the day the task is due (the leave application must include any details of assessment tasks affected by the intended leave). Taking of school holidays in school terms is not accepted by Kinross Wolaroi School as valid grounds for an extension or special consideration of a formal assessment task. Finally, students who know in advance that they will be absent for any reason, including a school-related reason (eg: TAFE, representative sport, etc), must alert the DOS so that other arrangements can be made. See also section 4.3.4 (affected tasks and estimates).

4.3.3 Absence during the Half-Yearly Examinations or the Trial HSC Examinations
If a student is absent during one of the examination periods owing to illness, a doctor’s certificate must be presented to the Director of Studies or the Examination Presiding Officer, and if feasible an alternative time for the missed examination will be organised. All half-yearly examinations, and/or Trial HSC exams should be completed. It is expected that the doctor’s certificate will specifically state that the student is unable to attend the exam. See also section 4.3.4 (affected tasks and estimates).

4.3.4 Tasks affected by (or missed completely due to) situations outlined in this policy.
If the Director of Studies deems that there is a valid reason why a task could not be completed and the relevant documentation has been received (doctor’s certificate(s), police report, etc) the following points should be considered in determining an estimate for the assessment task:

- An estimate must be based on appropriate evidence by the teacher in consultation with their Head of Department and (if necessary) the DOS.
- Appropriate evidence may be:
  - Other formal assessment tasks
  - Tasks other than formal assessment tasks
  - Based on one or many tasks depending on the type of task that was missed.
• The estimate will not necessarily maintain the rank of the student who misses the task. This will depend on the type of task missed and the other appropriate evidence available.
• If there is insufficient appropriate evidence (as deemed by the HOD in consultation with the DOS) the student may be required to do a substitute task to allow an estimate to be given.
• Sometimes the estimate cannot be given until later in the course when further appropriate evidence has been collected. (an interim estimate may be given)

These considerations highlight the importance for all students to complete all tasks (formal and informal) to the best of their ability, so that, in the case of an estimate being required, the evidence held by the teacher is a true reflection of the student’s ability and potential.

When the estimate has been finalised (in consultation with the HOD) the student should be notified of the outcome (students are entitled to know their rank for each task). See also section 4.5 (Appeals)

4.3.5 Absence during an examination period and co-curricular activities
If a student is too ill to sit for an examination, that student is to be considered too ill to attend co-curricular training. If a student misses an exam on a Friday, that student is to be considered too ill to play Sport on the following Saturday as this may exacerbate the illness and cause other exams to be missed in the following week. Any appeal to this must be taken to the Head of Senior School prior to the fixed game.

4.4 Malpractice
Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. Engaging in malpractice will result in loss of marks and heavy penalties (normally a zero mark and disciplinary action). The Board of Studies, as of the commencement of the 2014 HSC program, has implemented a Malpractice Register into which any incidents of malpractice are registered.

Malpractice includes, but is not limited to:
• taking time off school prior to a task’s due date
• copying someone else’s work in part or in whole, and presenting it as their own (that is, plagiarism)
• using material (printed or otherwise) without reference to the source (also plagiarism)
• building on the ideas of another person without acknowledgement
• buying, stealing or borrowing any portion of another’s work and presenting it as their own
• submitting work to which another person such as a parent, coach or subject expert has contributed substantially
• using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
• paying someone to write or prepare material
• breaching school examination rules (that is, cheating in exams)
• using non-approved aides during an assessment task
• contriving false explanations to explain work not handed in by the due date
• assisting another student to engage in malpractice, for example lending your work to another
Additionally:

- Graphics calculators are not permitted to be used in any task
- Mobile Phones are not permitted in examination rooms
- Translators are not permitted to be used by overseas students in an exam for an HSC task but may be used during a Preliminary course task if permission has been granted by the DOS
- Mono-lingual and bi-lingual print dictionaries are allowed to be used in French examinations

### 4.5 Appeals

If a student wishes to lodge an appeal about the nature of a task, the marking of a task, or his or her ranking he or she must do so within three days of receiving the task or ranking in question with the relevant Head of Department. The HOD will consider the appeal and review the marking process with the marker(s). Any decision to alter a mark must maintain fairness to all students (not just the student lodging the appeal). If the student is still dissatisfied, he or she has the right to lodge an appeal with the Director of Studies; this must be done in writing within a week of having gone to the HOD. The appeal will be considered by the Assessment Review Panel, consisting of the Head of Senior School, the DOS and the HOD for the relevant subject, who will make a recommendation to the Principal. The decision made will then be communicated to the student. If a student is not satisfied with this process, he or she can appeal to the Board of Studies.

In the event of an appeal, the Board will be in contact with the Principal and will consider the nature and administration of the task. The Board will not enter into any argument about the student's actual mark.

### 4.6 Invalid tasks

A task may be deemed invalid if it does not function as required. For example, it may not adequately discriminate between the students or there may have been problems with the administration of the task that affected the candidature (as a whole or in part) or the task (completely or in part). In all cases, issues of administration must be managed to ensure that fairness is maintained for all students.

If for some reason a task or part of a task proves to be invalid, the following options may be considered:

- The task could be rescheduled (with sufficient notice) if the security of the task is not compromised
- the task may need to be discarded, either partially or in its entirety
- a new task may need to be considered with weightings adjusted as appropriate
- the weighting of the task may be reduced and an additional task may be added (with sufficient notice). The additional task would be weighted accordingly
- if a task is partially discarded (and an additional task is not added as mentioned above), consideration must be given to the weighting of the remaining section compared with the other assessment tasks. The remaining section may have its weighting reduced, with the additional weighting being included in a future task, or distributed onto a previous task or previous tasks. This decision will depend on the nature of the affected task and the other scheduled tasks.

In order to decide which option to use, a panel should be convened similar to that of the Assessment Review Panel, and a recommendation made to the Principal as to how to proceed. Advice from the Board of Studies may also be taken. Students will be notified as to the outcome. See also Section 4.5 (Appeals).
4.7 Feedback on assessments

4.7.1 Marking
The majority of Assessment tasks will generally be returned to students within a week of submission. Sometimes, however, the size of the candidature and the type of task may mean that longer than this is necessary. Nevertheless, it is policy at KWS that ALL tasks be returned to students within a fortnight.

Should a student be uncertain of the reasons for a mark being awarded despite having the marking criteria and/or the marking guidelines, he or she should speak to the teacher involved with the marking on the day the task is returned. Should the student still be unsure of the reasons for the mark awarded he or she should make an appointment with the Head of Department within three days of the task being returned. See also section 4.5 (Appeals).

Assessment marks are recorded centrally (on the school database), as well as in individual faculties. This should be done within a week of returning the task to students.

4.7.2 Student Ranks
Although the new HSC is standards-referenced, ‘ranking’ within a subject is still important for the moderation of assessment marks and the calculation of the ATAR. After each task is completed, marks are recorded within each faculty and also entered into the school database. These marks are then processed, weighted accordingly and students are given an update on their ranking. Students will be kept abreast of their course ranking and their current rank will be included on each school report.

Additionally, students need to be aware of the fact that they can collect their Rank Order Advice from the school at the end of their external exams.

4.8 Requirements not being met
Students must make a genuine effort to satisfy Course requirements. Students who do not make a genuine attempt will receive a warning letter (see appendix A) from the relevant Head of Department and given the opportunity to rectify the situation. If the situation is not rectified, the student will receive a second warning letter from the Director of Studies. If the situation persists and no effort is made by the student to address the situation, the student may be granted an 'N' award. This means the course in question cannot contribute to the HSC and the student may be in danger of not being awarded an HSC.

5 Disability Provisions
Students with a disability (evidenced-based) may be allowed certain provisions (range of adjustments) in the sitting of tasks and examinations, including the actual HSC examination. To be granted Disability Provisions for the external HSC examinations, a submission to BOSTES is required by the end of Term 1 in the HSC year. The school recommends that submissions requiring medical/allied-health documentation/s be submitted in Term 4 of the previous year, as soon as students commence their HSC curriculum. Once an application is made, BOSTES assesses the documentation and makes a decision, a process that may take several months. However, the School may grant provisions in the meantime. Disability Provisions are granted to students who are impaired by their disability and require adjustments to perform on the same basis as other students. The BOSTES categories are learning, sensory (hearing/vision), physical and medical (including socio-emotional) disabilities. The range of adjustments are
dependent on the disability, the degree of impairment, functional evidence and current levels of performance. For consideration for Disability Provisions, students/parents are directed to make an appointment with the Student Academic Services department. For more information, please read the BOSTES guidelines at [http://www.boardofstudies.nsw.edu.au/disability-provisions/](http://www.boardofstudies.nsw.edu.au/disability-provisions/).

**Conclusion**

The above procedures have been designed to create a 'level playing field' for all students and to allow all students to achieve to the best of their ability. Should a student have genuine concerns regarding a course being studied and an Assessment task, he or she is urged to see their classroom teacher immediately. If a student or parent has any query about assessment policy and procedures at Kinross Wolaroi School then please feel free to contact me on 6392 0306 or [pmirrington@kws.nsw.edu.au](mailto:pmirrington@kws.nsw.edu.au)

Paul Mirrington
Director of Studies
### Preliminary and HSC Subject Co-ordinators for 2015

Subject co-ordinators are available on the following numbers should you wish to discuss your son’s or daughter’s progress, or seek clarification on an assessment issue.

<table>
<thead>
<tr>
<th>Department</th>
<th>Subjects</th>
<th>Head of Department</th>
<th>Contact #</th>
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<tbody>
<tr>
<td>English</td>
<td>Standard English</td>
<td>Miss Amanda Sheahan</td>
<td>6392 0388</td>
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<td>Advanced English</td>
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<td>English Extension 1 &amp; 2</td>
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<td>Mathematics</td>
<td>General Mathematics</td>
<td>Mrs Michelle Hill</td>
<td>6392 0331</td>
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<td>Science</td>
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<td>Mr Matthew Healey</td>
<td>6392 0368</td>
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<td>Mrs Sue-Ann Gavin</td>
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<td>Ancient History</td>
<td>Ms Dianne Chappel</td>
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<td>Agriculture</td>
<td>Mr Simon Lun</td>
<td>6392 0348</td>
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<td>Software, Design &amp; Development</td>
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<td>Mrs Toni Bilton</td>
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<td>Hospitality</td>
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<td>Textiles &amp; Design</td>
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<td>Mr Chris Oldham</td>
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<td>Mr Huon Barrett</td>
<td>6392 0344</td>
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<td>Drama</td>
<td>Mrs Anneliese Alloway</td>
<td>6392 0364</td>
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<td>Music 1 &amp; 2</td>
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<td>External Providers</td>
<td>Orange TAFE</td>
<td>Mr Paul Mirrington</td>
<td>6392 0306</td>
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<td>Distance Education</td>
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### Other contacts

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<tr>
<th>Position</th>
<th>Name</th>
<th>Contact number</th>
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<tbody>
<tr>
<td>Year 12 Co-ordinator/Careers Advisor</td>
<td>Mrs Emma Bylsma</td>
<td>02 6392 0346</td>
</tr>
<tr>
<td>Director of Studies</td>
<td>Mr Paul Mirrington</td>
<td>02 6392 0306</td>
</tr>
<tr>
<td>Head of Student Academic Services</td>
<td>Mr Yooie Choi</td>
<td>02 6392 0436</td>
</tr>
<tr>
<td>Head of Senior School</td>
<td>Mrs Bev West</td>
<td>02 6392 0302</td>
</tr>
</tbody>
</table>
Appendix A – Official warning letter for requirements not being met

Dear <Parent/Guardian>  

Re: OFFICIAL WARNING - Non-completion of a Higher School Certificate Course

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

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the <warning number eg 1st> official warning we have issued concerning <Course Name>. A minimum of two course-specific warnings must be issued prior to a final non-completion of course determination being made for a course.

Course Completion Criteria

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:
(a) followed the course developed or endorsed by the Board; and  
(b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and  
(c) achieved some or all of the course outcomes.

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving a determination of non-completion of course requirements. This will mean that the course will not be listed on the student’s Record of Achievement and may affect the student’s eligibility for the Higher School Certificate. In Year 12, students must make a genuine attempt at assessment tasks 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, <Student Name> has not satisfactorily met part <section a,b or c> of the Course Completion Criteria. The table below 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 <Student Name> to satisfy the Course Completion Criteria, the tasks, requirements or outcomes listed below need to be satisfactorily completed and/or achieved.

<table>
<thead>
<tr>
<th>Task Name or Course Requirement(s) or Course Outcome(s)</th>
<th>Percentage weighting</th>
<th>Original Due date</th>
<th>Action required by student</th>
<th>Revised date to be completed by</th>
</tr>
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</table>

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

Yours sincerely

<HOD Name>  
Head Teacher - <Department>

<Principal Name>  
Principal – Kinross Wolaroi School

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Please detach this section and return to the school

Requirements for the Satisfactory Completion of a Higher School Certificate Course

- I have received the letter dated <date of this letter> indicating that <Student Name> is in danger of not having satisfactorily completed the requirements for the course: <Course Name>.
- I am aware that this course may not appear on his/her Higher School Certificate Record of Achievement.
- I am also aware that the determination of non-completion of course requirements may make him/her ineligible for the award of the Higher School Certificate.

Parent/Guardian’s signature: ____________________________ Date: ____________

Student’s signature: ____________________________ Date: ____________