ASSESSMENT 2013
HIGHER SCHOOL CERTIFICATE
INFORMATION, POLICY AND PROCEDURES
FOR YEAR 12 STUDENTS AND PARENTS

THIS INFORMATION ALSO APPLIES TO ACCELERATED STUDENTS UNDERTAKING HSC COURSES.
Contents

1 Board of Studies Unit Requirements 3
2 Unit selection Year 12 3
3 Assessment 4
4 Assessment Policy & Procedures 4
   4.1 Assessment Timetables 4
   4.2 Submission of tasks 5
      4.2.1 Failure to complete/submit a hand-in task on time 5
   4.3 Absences 5
      4.3.1 Absence prior to an Assessment task 5
      4.3.2 Absence on the day of an Assessment task 5
      4.3.3 Absence during the Half-Yearly Examinations or the Trial HSC Examinations 6
      4.3.4 Tasks affected by (or missed completely due to) illness or misadventure. 6
      4.3.5 Absence during an examination period and co-curricular activities 6
   4.4 Malpractice 7
   4.5 Appeals 7
   4.6 Invalid tasks 8
   4.7 Feedback on assessments 8
      4.7.1 Marking 8
      4.7.2 Student Ranks 8
   4.8 Requirements not being met 8
5 Disability Provisions 9
Conclusion 9

Preliminary and HSC Subject Co-ordinators for 2013 10

Other contacts 11

Appendix A – Official warning letter for requirements not being met

Attachments

1 Assessment Timetable
2 Assessment Planner
3 Assessment Grids
1 Board of Studies Unit 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 Year 12

In Year 11, students are enrolled in 12 units. In Year 12 a student may delete to 11 or 10 units if they wish. If you decide to do this, it is strongly advised that you make an appointment with the Careers Advisor/Year 12 Coordinator and/or the Director of Teaching and Learning 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 web site: 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 (eg: 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 (eg: 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).

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 or Head of Department will contact the Parent/Head of House within 24 hours. If a student is unable to complete the work on time for good reason (owing to accident, illness or misadventure) then application must be made in writing to the Director of Teaching and Learning prior to the submission date.

In the case of illness, a medical certificate will be required. 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. See also section 4.3.4 (illness or misadventure).

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 Teaching and Learning, 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 DTL 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. 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 Teaching and Learning 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 or the DTL prior to the day the task is due. 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. See also section 4.3.4 (illness or misadventure). Finally, students who know in advance that they will be absent for a school-related reason (eg: TAFE, representative sport etc) must alert the DTL so that other arrangements can be made.

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 Teaching and Learning 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. See also section 4.3.4 (illness or misadventure).

4.3.4 Tasks affected by (or missed completely due to) illness or misadventure.
If the Director of Teaching and Learning 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 DTL.
- 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 DTL) 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.

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. 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). 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)
- 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, other than in General Mathematics
- 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 DTL
- 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. If the student is still dissatisfied, he or she has the right to lodge an appeal with the Director of Teaching and Learning; 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 DTL 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

If for some reason a task or part of a task proves to be invalid, the task may need to be discarded, either partially or in its entirety, or a new task may be needed to be considered with weightings adjusted as appropriate. If this should occur, a panel shall 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 in writing as to the outcome.

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 the marking criteria which was given before the task, 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 database/spreadsheet), as well as in individual faculties.

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 submitted to the Database Coordinator, who controls data entry. 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 an official letter of warning from the Director of Teaching and Learning that they may receive an 'N' award, which means 'Not satisfactory'. If the situation persists and no effort is made by the student to achieve some of the course outcomes, 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

From time to time students may be allowed certain provisions in the sitting of tasks and examinations, including the actual HSC examination. Disability provisions may be awarded to students with reading problems, processing problems, writing problems, or on-going medical problems. Disability provisions include being given five minutes extra per hour to sit for tests and examinations and being examined separately from the other students in the group. For consideration of disability provisions, students are directed to make an appointment with the Director of Learning Enrichment as soon as possible. Disability Provisions for 2013 must be finalised, with supporting medical documentation, by the end of March.

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

Paul Mirrington
Director of Teaching and Learning
## Preliminary and HSC Subject Co-ordinators for 2013

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>Mrs Trin Graham</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>
<td>Biology</td>
<td>Mr Matthew Healey</td>
<td>6392 0368</td>
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<td>Chemistry</td>
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<td>Business Studies</td>
<td>Mrs Sue-Ann Gavin</td>
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<td>Ancient History</td>
<td>Ms Dianne Chappel</td>
<td>6392 0409</td>
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<td>History Extension</td>
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<td>Studies of Religion (1 &amp; 2 units)</td>
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<td>Technical and Applied Science (TAS)</td>
<td>Agriculture</td>
<td>Mr Simon Lun</td>
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<td>Software, Design &amp; Development</td>
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<td>Creative Arts</td>
<td>Visual Arts</td>
<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>PDHPE</td>
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<td>Performing Arts</td>
<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>Orange TAFE</td>
<td>Mr Paul Mirrington</td>
<td>6392 0306</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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</thead>
<tbody>
<tr>
<td>Year 12 Co-ordinator/Careers Advisor</td>
<td>Mrs Cherie Byrnes</td>
<td>02 6392 0346</td>
</tr>
<tr>
<td>Director of Teaching and Learning</td>
<td>Mr Paul Mirrington</td>
<td>02 6392 0306</td>
</tr>
<tr>
<td>Director of Learning Enrichment</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>
Dear <Parent/Guardian> <Date>

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

<Principal Name>
Principal – Kinross Wolaroi 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: ____________