

ASSESSMENT POLICY YEAR 12



Assessment Policy & Procedures for Students Year 12 2023

*Creating positive futures for young people
through inclusive partnerships*

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Contents

INTRODUCTION	5
GENERAL INFORMATION	6
Assessment Procedures for Year 12 Courses.....	6
Assessment Programs & Tasks.....	6
Assessment for Public Credentials.....	6
The Higher School Certificate.....	6
Australian Tertiary Admission Rank (ATAR).....	6
ELIGIBILITY REQUIREMENTS FOR THE HSC.....	7
Pattern of Study	7
Satisfactory Course Completion.....	7
Non-Completion of Course Requirements – ‘N’ Determination Warning Letters.....	7
Non-Completion of Course Requirements – ‘N’ Determinations	7
Post-Compulsory Age Students (students 17 years of age and older)	7
ELIGIBILITY REQUIREMENTS FOR THE HSC.....	8
HSC Internal Assessment	8
Non-Completion of Internal Assessment – ‘N’ Determination Warning Letters	8
Non-Completion of HSC Internal Assessment – ‘N’ Determinations	8
ELIGIBILITY REQUIREMENTS FOR THE HSC.....	9
Satisfactory Completion of an HSC Vocational Education Training (VET) Course	9
VET Mandatory Work Placement – ‘N’ Determination Warning Letters.....	9
Non-Completion of Mandatory Work Placement – ‘N’ Determinations	9
RIGHTS & RESPONSIBILITIES	10
School Responsibilities.....	10
Student Responsibilities.....	10
GUIDE TO SATISFACTORY COMPLETION OF YEAR 12 COURSES	11
Non-Serious Student.....	11
‘N’ Determination Warning Letters	11
Attendance.....	12
Use of Technology for Course Work and Assessment Tasks	13
DISABILITY / MEDICAL PROVISIONS	14
Special Provisions.....	14
SENIOR ASSESSMENT POLICY & PROCEDURES.....	15
Submission of Assessment Tasks	15
Absence Due to School Suspension	15
SENIOR ASSE.....	15
SENIOR ASSESSMENT POLICY & PROCEDURES.....	16
Feedback and Reporting of Marks	16
Appeals Related to Marks	16

SENIOR ASSESSMENT POLICY & PROCEDURES	17
Absent the day of an Assessment Task due to Illness/Misadventure	17
Assessment Non-Submission Flow Chart.....	18
SENIOR ASSESSMENT POLICY & PROCEDURES	18
Malpractice in Assessment Tasks or Examinations.....	18
SENIOR ASSESSMENT POLICY & PROCEDURES	19
Non-Attempts and Non-Serious Attempts.....	19
Absence from an Assessment Task or Examination.....	19
SENIOR ASSESSMENT POLICY & PROCEDURES	20
Late submission of an Assessment Task due to be completed on a specific date.....	20
Work Placement or other School Business the day of a scheduled Assessment Task	20
FREQUENTLY ASKED QUESTIONS	21
EXAMINATION RULES & PROCEDURES	22
The school will:.....	22
Special Provisions.....	22
Illness / Misadventure Appeals.....	22
EXAMINATION RULES & PROCEDURES	23
Equipment Checklist for Examinations	23
Mobile Phones and Electronic Devices	23
Conduct during the Examinations.....	23
EXAMINATION RULES & PROCEDURES	24
Examination Room Procedures.....	24
ASSESSMENT SCHEDULES	25
Biology.....	25
ASSESSMENT SCHEDULES	26
Business Studies.....	26
ASSESSMENT SCHEDULES	27
Community & Family Studies.....	27
ASSESSMENT SCHEDULES	28
Design & Technology	28
ASSESSMENT SCHEDULES	29
Drama.....	29
ASSESSMENT SCHEDULES	30
English Advanced	30
ASSESSMENT SCHEDULES	31
English Standard.....	31
ASSESSMENT SCHEDULE	32
English Studies	32
ASSESSMENT SCHEDULES	33
Exploring Early Childhood	33

ASSESSMENT SCHEDULES	34
Geography.....	34
ASSESSMENT SCHEDULES	35
Industrial Technology – Timber	35
ASSESSMENT SCHEDULES	36
Legal Studies	36
ASSESSMENT SCHEDULES	37
Mathematics Advanced	37
ASSESSMENT SCHEDULES	38
Mathematics Standard 2.....	38
ASSESSMENT SCHEDULES	39
Mathematics Standard 1.....	39
ASSESSMENT SCHEDULES	40
Modern History.....	40
ASSESSMENT SCHEDULES	41
Music.....	41
ASSESSMENT SCHEDULES	42
Personal Development, Health and Physical Education	42
ASSESSMENT SCHEDULES	43
Photography, Video & Digital Media (Content Endorsed Course) (2 Unit)	43
ASSESSMENT SCHEDULES	44
Sport, Lifestyle & Recreation (Content Endorsed Course) (2 Unit).....	44
ASSESSMENT SCHEDULES	45
Visual Arts	45
ASSESSMENT SCHEDULES	46
Work Studies (Content Endorsed Course) (2 Unit).....	46
ASSESSMENT SCHEDULES VET	
Entertainment Industry / Entertainment Industry Specialisation	
Hospitality	
ATTACHMENTS	
ATTACHMENT A: Sample Warning Letter – Non-completion of Course Work	
ATTACHMENT B: Sample Warning Letter – Non-completion of Assessment Program	
ATTACHMENT C: Illness / Misadventure Appeals Form	

INTRODUCTION

This handbook has been developed to assist you to successfully complete Year 12 Higher School Certificate at Eagle Vale High School. The School will provide you with support and encouragement to meet your educational needs and goals. Some of the information given is advice and other information relates to **mandatory** requirements.

'Mandatory' means that the condition must be met for you to satisfactorily complete a course. Failing to meet mandatory requirements in a particular course may lead to an 'N' Determination for that course. This has serious consequences and, depending on your pattern of study, may make you ineligible for the Higher School Certificate in that year. You should read the section on **Eligibility Requirements for the HSC** carefully and ensure that you understand the requirements.

GENERAL INFORMATION

Assessment Procedures for Year 12 Courses

Assessment is the broad name for the collection and evaluation of evidence of a student's learning. It is integral to teaching and learning and has multiple purposes. Assessment can enhance student engagement and motivation, particularly when it incorporates interaction with teachers, other students and a range of resources.

Teachers use a variety of assessment strategies that give students multiple opportunities in varying contexts to **demonstrate what they know, understand and can do in relation to syllabus outcomes.**

Assessment Programs & Tasks

The *Assessment Policy & Procedures for Students Year 12 2020* sets out the details of the **common tasks to be completed** during the appropriate assessment period. This will also include **an Assessment Program for each course. Classroom teachers will also assess student achievement on an ongoing basis through classwork, homework and other activities relevant to the course.** Classroom teachers will inform students of details concerning each common assessment task.

Assessment Tasks are developed in accordance with the guidelines provided by NESA (NSW Education Standards Authority). <http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

Teachers will ensure that all students in a course are assessed comparably by using common tasks and/or a standardised marking scale on common assessment occasions.

Assessment for Public Credentials

In the senior years (Years 10, 11 and 12), assessment takes on the special significance of contributing to the award of important public credentials – the **Record of School Achievement** (RoSA) and the **Higher School Certificate** (HSC).

The Higher School Certificate

NESA requires that, before students can progress to the HSC Course in Year 12, they must satisfactorily complete the requirements of the relevant courses in Year 11.

Australian Tertiary Admission Rank (ATAR)

The ATAR is a number between zero and 100 which ranks your overall performance in the HSC. The ATAR is calculated solely for use by university institutions, to rank and select students for courses that they offer. Only those students who indicate that they wish to have an ATAR calculated will receive an ATAR notification.

Only courses developed by NESA – for which there are formal examinations that yield graded assessments – can be included in the calculation of your ATAR. These are called ATAR courses. If you have more than 10 units of ATAR courses, your ATAR will be calculated using your best 2 scaled units of English and the best 8 scaled units from your remaining units. No more than 2 units of Category B courses can be included.

If you wish to be eligible for the ATAR, you must satisfy the following rules:

- Complete 10 units of courses developed by NESA;
- Complete 2 units of English (students who take English Studies and want to receive an ATAR will need to remember that their other 8 units MUST be Category A subjects);
- Your HSC must be completed in a maximum of 5 years of study;
- No more than one Category B subject can be counted for an ATAR;
- If you repeat a course, only the most current attempt will contribute to your ATAR.

For further information on the ATAR speak to the Deputy Principal, read the ATAR Guide available from the Careers Adviser or contact the university where you want to study

ELIGIBILITY REQUIREMENTS FOR THE HSC

Pattern of Study

Students must satisfactorily complete an HSC pattern of study comprising at least 10 units. This must include:

- at least six units of Board Developed Courses- at HSC level
 - at least two units of a Board Developed Course in English*
 - at least three courses of two-unit value or greater (either Board Developed or Board Endorsed Courses)- at Preliminary and HSC level
 - at least four subjects
- ❖ Satisfactory completion of *English Studies* will fulfil English requirements for the HSC. The course will count towards the 6 units of Board Developed Courses required for the award of the HSC.

(Further restrictions may apply in certain subject areas).

Satisfactory Course Completion

You will be considered to have satisfactorily completed a course if, in your principal's view, there is sufficient evidence that you have met the following course completion criteria:

- 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.

Non-Completion of Course Requirements – 'N' Determination Warning Letters

If you are in danger of not meeting course requirements, you will be given written warning in sufficient time to correct any problems regarding your satisfactory completion of course requirements.

See Attachment **Sample Warning Letter: Non-completion of Course Work**

Non-Completion of Course Requirements – 'N' Determinations

This is the decision made by the principal **at the end of the course** that a student has not satisfactorily completed a course. The principal will then apply the 'N' Determination and record it with the NESAs. If you receive an 'N' Determination, the course will not count towards your pattern of study for the award of a Higher School Certificate. You have the right to appeal to the school against a non-completion determination. If unsuccessful, you may appeal to the NESAs. Your principal will advise you of this right and explain the appeal process.

Post-Compulsory Age Students (students 17 years of age and older)

In accordance with the ***Suspension and Expulsion of School Students – Procedures***, a post-compulsory age student may be expelled for unsatisfactory participation in learning. This will generally be where a student has failed to apply themselves with diligence and sustained effort to the set tasks and the lack of application is impacting on the good order of the school and learning of others.

In addition, the attendance of post-compulsory age students is subject to review and the principal may determine an appropriate attendance pattern that will allow each student to achieve the outcomes of each course being studied.

ELIGIBILITY REQUIREMENTS FOR THE HSC

HSC Internal Assessment

In addition to the course completion criteria, students must also complete HSC assessment tasks that contribute in excess of 50% of available marks. Completion of assessment tasks worth exactly 50% is not sufficient.

Non-Completion of Internal Assessment – ‘N’ Determination Warning Letters

A Warning Letter will be issued indicating:

- the percentage weighting of the task that you have lost; and
- the accumulated weighting of tasks not completed satisfactorily; and
- the action to be taken.

See Attachment [Sample Warning Letter: Non-completion of Internal Assessment](#)

Non-Completion of HSC Internal Assessment – ‘N’ Determinations

A student that fails to complete tasks which contribute in excess of 50% of the final assessment marks in that course will be issued an ‘N’ Determination.

ELIGIBILITY REQUIREMENTS FOR THE HSC

Satisfactory Completion of an HSC Vocational Education Training (VET) Course

Students undertaking VET courses may be deemed to have either completed or not completed course requirements based on the course completion criteria.

Where a student has not successfully completed any units of competency, it is a matter for the teacher's professional judgment to determine whether the attempts made by the student to complete the course are genuine.

VET Mandatory Work Placement – 'N' Determination Warning Letters

If a student fails to undertake the **mandatory Work Placement** component, a Warning Letter will be issued indicating:

- the details of the NO SHOW to Work Placement; and
- the action to be taken by the student to correct the problem.

Non-Completion of Mandatory Work Placement – 'N' Determinations

Failure to complete the mandatory Work Placement hours by the date published by NESAs, will result in an automatic 'N' Determination. If you receive an 'N' Determination, the course will not count towards your pattern of study for the award of a Higher School Certificate. You have the right to appeal to the school against a non-completion determination. If unsuccessful, you may appeal to the NESAs. Your principal will advise you of this right and explain the appeal process.

RIGHTS & RESPONSIBILITIES

School Responsibilities

The school has the responsibility for providing:

- guidelines for assessment in each course;
- an assessment schedule and course requirements for each course;
- written notification of a change to a previously notified assessment task;
- prompt feedback on each assessment task;
- advice on procedures to be followed in the event of illness or misadventure preventing you from completing an assessment task or examination;
- advice on the procedures and consequences which flow from failure to maintain satisfactory progress in coursework or assessment;
- VET Course Orientation;
- VET Work Placement Readiness.

Student Responsibilities

As a student, you are responsible for:

- supporting the learning of self and others, and behaving in an appropriate manner;
- reading and understanding the *Assessment Policy & Procedures for Students Year 11 2020*;
- meeting all course requirements;
- applying yourself with diligence and sustained effort to the set tasks and experiences provided in each course;
- making a genuine attempt at all assessment tasks;
- attending all 'in-class' tasks (except in the case of Illness or Misadventure);
- submitting all 'hand-in' tasks on or before the due date (except in cases of Illness or Misadventure);
- resolving areas of concern regarding marks awarded or comments made in a timely manner;
- your personal honesty - work submitted must be your own work and sources consulted or quoted must be acknowledged;
- ensuring you are properly equipped and dressed for VET and practical subjects.

Failure to complete all course **and** assessment requirements could result in an 'N' Determination in that course and possibly, the failure to receive the award of the HSC.

GUIDE TO SATISFACTORY COMPLETION OF YEAR 12 COURSES

The following is a guide to inform you of the requirements needed to satisfactorily complete Year 12 courses at Eagle Vale High School.

The requirements for the completion of a course are that you:

- **complete the Assessment Program**
This means that you must make a serious attempt at all formal tasks as set out in the Assessment Schedule for each course.
- **apply yourself with diligence and sustained effort** to the set tasks and learning experiences provided in all courses studied.
- **strive to meet all course outcomes to the best of your ability.** These are the syllabus outcomes that guide both you and your teachers as to the knowledge and skills you should gain from the course.
- **Class and Coursework**
Indicators of possible failure to demonstrate diligence and sustained effort to meet course requirements include:
 - Excessive absences from school (particularly if these are unexplained).
 - Excessive absences from classes (as fractional, unexplained trancies).
 - A non-serious attempt in class tests, assignments and class tasks due to lack of application.
 - Failure to complete classwork and homework.
 - Proven cases of plagiarism or malpractice

To maximise your performance in your HSC, you should make your best effort in each of the above areas.

Non-Serious Student

The school requires students to make a serious attempt to meet course requirements. A student demonstrates that they have been **unsatisfactory in participation in a course** through:

- A documented pattern of non-satisfactory completion and/or;
- Non-serious attempts to meet course objectives and/or;
- A serious level of non-attendance to scheduled classes.

'N' Determination Warning Letters

Warning letters are designed to inform you that there is a concern about your progress in the course which may lead to an 'N' Determination. There are a number of things you should do if you are issued a Warning Letter:

- Discuss the matter with your teacher and/or the Head Teacher of that subject;
- Seek advice from your teacher(s) and/or House Coordinator/Deputy Principal;
- Complete and submit the task and/or the coursework for which the Warning letter was issued.

Warning Letters indicate that there are issues that need to be addressed. The school will support you in doing this. **Seek help and advice so you can get back on track.**

Students who are raising concern in a subject or subjects may be interviewed by their teacher, head teacher, house coordinator or the Deputy Principal to address these issues.

'N' Determination Warnings give detailed information outlining the issue(s) and the steps you need to take to correct the issue(s).

GUIDE TO SATISFACTORY COMPLETION OF YEAR 12 COURSES

Attendance

It is the school's expectation that you attend all timetabled lessons except if you are ill or if approved leave has been granted by the Principal. Teachers at the school are supportive of students wishing to catch up on missed work, however, the consequences of poor attendance are serious and a pattern of poor attendance will put course completion in jeopardy.

Attendance has significant implications on your ability to meet course requirements. Your teacher and/or Head Teacher will discuss attendance concerns with you. Following such discussions, in order to meet satisfactory requirements the school may:

- interview you to negotiate a course of action;
- require you to catch up on missed tasks;
- make phone contact and/or interview you (with parent/guardians).

As a guide, your attendance must be over 85% in each subject to ensure maximum participation in all course work and class activities. Absences **MUST** be explained in writing; medical certificates are **REQUIRED** when an assessment task is missed due to illness. Exemptions should be sought via the Principal for extended absences.

Following an absence, it is essential for each student to seek work from the teacher to catch up on any tasks and activities missed.

Family holidays and travel are no longer considered under the *Exemption from School – Procedures*. Travel outside of vacation periods is now **counted as an absence** from school. Travel is considered to be domestic or international travel for the purpose of a holiday, family business, bereavement or other reasons, which should be specified on the application.

Please note:

- The Principal will determine if the leave requested is in the best educational interests of the student.
- If the *Application for Extended Leave – Travel* is approved, the student will need to complete and submit an *Illness/Misadventure* form, along with the *Certificate of Extended Leave – Travel* to the Deputy Principal
- If the *Application for Extended Leave – Travel* is declined and the student is absent for an assessment task or examination, the student will be awarded **ZERO MARKS**.

GUIDE TO SATISFACTORY COMPLETION OF YEAR 12 COURSES

Use of Technology for Course Work and Assessment Tasks

Students at Eagle Vale High School are encouraged to make use of computers (school computers and/or home computers) for completing course work and assessments tasks, when appropriate. If a computer is being used to complete a task, the following protocols should be adhered to:

- **SAVE** the document regularly.
- **BACK-UP** regularly. If saving to the hard drive, also save to a storage device, USB, Google classrooms
- **PRINT** draft copies of work and store in a safe location.
- Do not leave the printing of your task until the night before it is due.
- Do not bring work to school on a USB or other cloud storage for printing on the day that the task is due.

Allow a few days if planning to print the task at school.

Generally, technical failures related to computing equipment will not constitute sufficient grounds for illness or misadventure. Students are expected to follow the responsible practices in relation to the use of technologies, listed above.

Students who have difficulty accessing technology or programs need to speak to their classroom teacher as soon as possible so that arrangements can be made to facilitate the student's completion of the task.

NOTE: All assessment tasks (except where otherwise explicitly stated) **MUST** be submitted as a hard copy, on or before, the due date.

Special Provisions

Parents/Carers and Teachers, can make a referral to the Learning Support Team if they think a particular student requires consideration for Disability / Medical Provisions.

Where a student has been identified as requiring Disability / Medical Provisions, these provisions could apply for all tasks, tests and assessments that would reasonably be affected by the student's special needs.

Documentation will need to be provided to confirm a student's eligibility for the provisions. This is essential for the HSC examination.

NESA may approve special examination provisions for the HSC Examinations if a student has a special need that would, in a normal test situation, prevent him/her from:

- Reading and interpreting the test or exam questions, and/or
- Communicating knowledge or understanding to a marker as effectively as a student without that special need.

Applications for Special Provisions for Years 11 and 12 must be made on the official NESA application form and are up to a year prior to the student sitting the external examination. Application forms and assistance in completing the forms can be obtained from Mrs Ralston, the Head Teacher Diverse Learning or the Deputy Principal.

SENIOR ASSESSMENT POLICY & PROCEDURES

Submission of Assessment Tasks

- Assessment tasks must be submitted at the time and place specified on the Assessment Task Notification.
- Assessment tasks not handed in, in the appropriate manner or place specified, will be treated as late.
- If a student arrives late to an assessment task or examination, he/she will not be permitted additional time unless there is a valid reason for the late arrival.
- A student that **signs-in late, or truant(s) any period(s) prior to undertaking a task**, will be regarded as **obtaining an unfair advantage** and **treated as a form of malpractice**. The assessment will be awarded **ZERO MARKS** and a Warning Letter will be issued.
- If a student hands an assessment task in late (without prior approval or under exceptional circumstances), the assessment task will be awarded **ZERO MARKS**.
- All assessment tasks will be marked, and feedback given, regardless of any penalty imposed.
- A student absent from school or classes on the date tasks are due, will be required to submit an **Illness and Misadventure** form to be considered in the relevant manner.
- If a task is not submitted on time due to a period of illness or some other misadventure which has prevented you from completing the Assessment Task, refer to the **Illness/Misadventure** procedure below.
- Technology problems (such as computers not working or inability to print work) will not be considered as exceptional circumstances to hand work in late – students are required to back up their work and deliver it in hard copy or electronically as directed by their teacher. It is also the student's responsibility to retain all drafts.
- If you have concerns about the schedule of tasks you should discuss this situation with your teacher(s) and/or Head Teacher as soon as possible.
- Concerns related to marks should be discussed with your teacher – refer to the **Appeals Related to Marks** procedure below. You can ask your teacher and/or House Coordinator for help with this.
- In accordance with the *All My Own Work* expectation, you will be awarded **ZERO MARKS** for any assessment task which is not your own work, or which involves plagiarism or any other form of malpractice. Further action, such as registering the malpractice on the NESAs register may also be taken.
- A student that fails to complete assessment tasks which contribute in excess of 50% of the final assessment marks in that course will be issued an 'N' Determination. Students have the right to appeal this determination.

Absence Due to School Suspension

If a student is absent due to a suspension **when an assessment task is issued**, the Head Teacher should,

- In the case of a long suspension; ensure that the task is included in the work package provided to the student.
- In the case of a short suspension; where practicable, ring home and advise the parent / carer of the task having being issued.

If a student is on suspension **when a hand-in assessment task is due**, it is the responsibility of the student to ensure that the task is submitted **on the due date and time**. This may be done through the school's Department of Education email address, the class teacher's DoE email address or submitted by a parent at the school office.

In circumstances where the student is **on suspension for an in-class or practical task**, the determination on how the assessment is to be completed will be made by the Principal on a case-by-case basis.

SENIOR ASSESSMENT POLICY & PROCEDURES

Feedback and Reporting of Marks

The marking of tasks **and** written feedback should be returned to students as soon as possible and **no later, than TWO weeks after submission**, where practicable.

Upon returning the task, students will be given **clear feedback on their performance** including attainment relative to outcomes **and relative position in the school group (rank)**.

Appeals Related to Marks

A complaint related to the marking of an assessment task will only be considered within **TWO (2) Days** after the task is returned. If you would like the mark reviewed the process is:

1. Discuss the issue with your teacher – request review of your mark
2. If not satisfied, see the Head Teacher
3. If not satisfied, see DP in charge of Assessment.

SENIOR ASSESSMENT POLICY & PROCEDURES

Absent the day of an Assessment Task due to Illness/Misadventure

You should attend every scheduled assessment task where you are medically fit to do so. The School does not, however, expect you to attend an assessment task or examination against specific medical advice.

If you are absent the day of an assessment task or examination due to Illness/Misadventure, you **MUST lodge an appeal** with DP in charge of Assessment.

HOW TO APPEAL

1. Immediately upon your first day back to school, collect an ***Illness / Misadventure Appeals Form*** available from your teacher, head teacher or DP in charge of Assessment.
2. If an absence occurs during a major examination period the school must be contacted and details of the absence provided. Where an absence is likely to be long term, the school must be notified.
3. Hand the completed form to DP in charge of Assessment immediately following your absence and within **TWO (2) days** of returning. Late appeals will be considered only in exceptional circumstances.
4. Only if a student is incapacitated may an appeal be submitted by a parent/guardian on the student's behalf and no later than TWO (2) days after the assessment task.
5. In each case the incident must be supported by appropriate documentation such as a doctor's certificate. **Doctor Certificates obtained retrospectively will not be accepted.**

Failure to lodge an appeal will result in the task being awarded ZERO MARKS.

A NESA Official Warning Letter will be issued indicating:

- the percentage weighting of the task that you have lost; and
- the accumulated weighting of tasks not completed satisfactorily; and
- The action to be taken.

DP in charge of Assessment will decide and advise you of the outcome of the appeal. If your appeal is upheld, you will be given:

- an opportunity to sit a **substitute task**, OR
- an estimate that will be determined at the end of the assessment process based on your over-all assessment results.

If the appeal is declined, , the assessment task will be awarded **ZERO MARKS**. A NESA Official Warning Letter will be issued indicating:

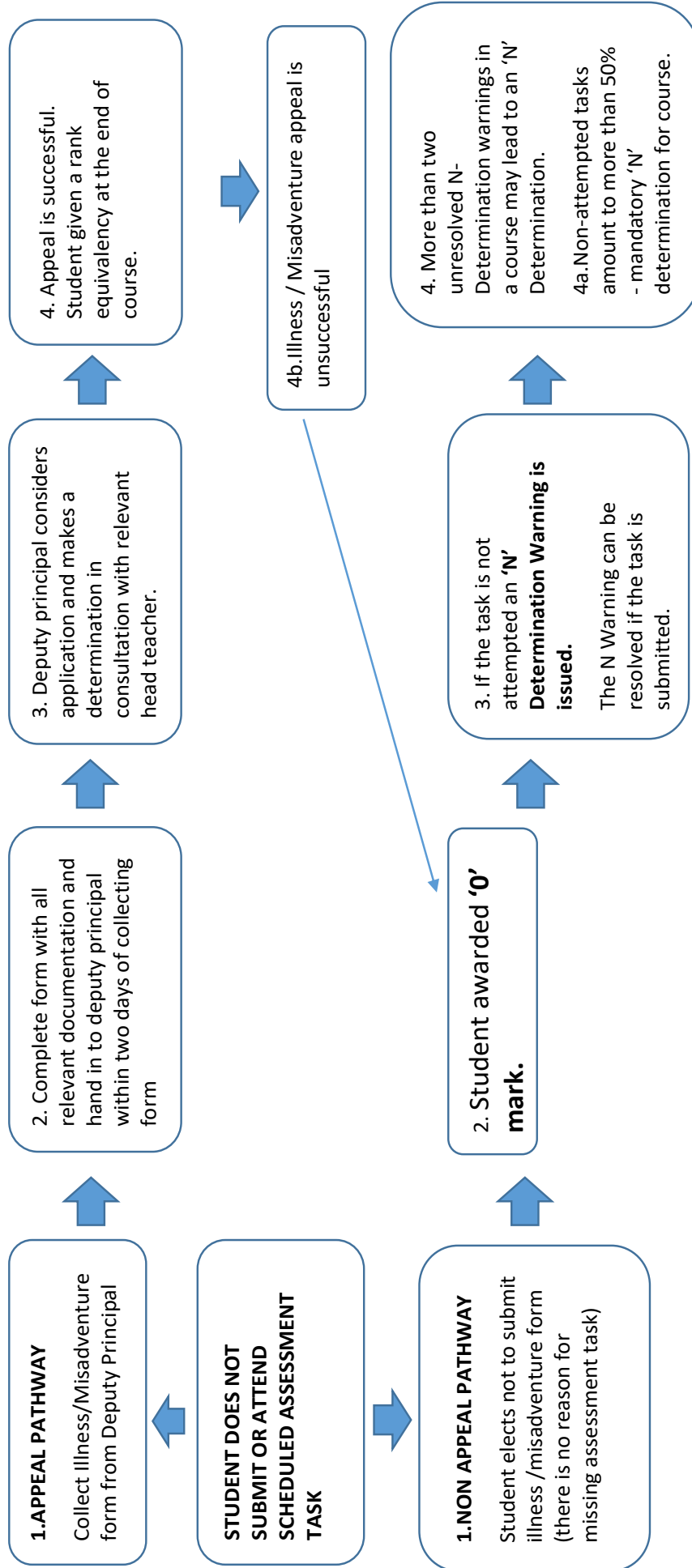
- the percentage weighting of the task that you have lost; and
- the accumulated weighting of tasks not completed satisfactorily; and
- the action to be taken by the student.

The Illness / Misadventure Appeals process does not cover:

- technological issues and/or equipment that fails;
- difficulties in preparation or loss of preparation time;
- alleged deficiencies in teaching;
- misreading of the timetable and/or examination instructions;
- failure to enter for the examination in the correct course;
- long-term illness such as glandular fever, asthma and epilepsy – unless there is evidence of a sudden recurrence during the examination.

If you have been granted special examination provisions such as extra time, you are generally not eligible for an illness/misadventure appeal unless you experience additional difficulties during the examinations.

ASSESSMENT NON-SUBMISSION FLOW CHART



SENIOR ASSESSMENT POLICY & PROCEDURES

Malpractice in Assessment Tasks or Examinations

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals, CDs or the internet without reference to the source
- buying, stealing or borrowing another person's work and presenting it as their own
- submitting work to which another person such as a parent or tutor has helped complete without appropriate acknowledgement
- breaching school examination rules

Academic dishonesty by students in any form is unacceptable. All work that is submitted for assessment purposes must be the independent work of the student concerned (or, where group work is permitted, of the students concerned).

Allegations of:

- Cheating
- Plagiarism
- Unsatisfactory conduct
- Non-serious attempts
- Inappropriate computer use

will be reported to the appropriate HT to investigate the matter and, if proven, reported to the DP.

Cheating in a task may result in the assessment task being awarded **ZERO MARKS**. A NESA Official Warning Letter will be issued indicating:

- the percentage weighting of the task that you have lost; and
- the accumulated weighting of tasks not completed satisfactorily

Plagiarism is a serious offence. Plagiarism is the use of somebody else's ideas or words as if they are your own. The *HSC: All My Own Work* modules outline acceptable and unacceptable practices.

The school reserves the right for all assessment tasks to be subject to tests for plagiarism. Where a teacher suspects a student of plagiarism or other academic dishonesty, the following procedures will apply:

1. The teacher will discuss the matter with the student and then present the details to the Head Teacher who will determine whether to proceed with the matter.
2. The Head Teacher and the teacher together will, if necessary, further interview the student to establish the student's response to the alleged plagiarism.
3. Should the Head Teacher decide to further proceed, the matter will be discussed with DP in charge of Assessment.

Should a case of plagiarism or other academic dishonesty be established, the assessment task may be awarded **ZERO MARKS**. A NESA Official Warning Letter will be issued indicating:

- the percentage weighting of the task that you have lost; and
- the accumulated weighting of tasks not completed satisfactorily; and
- the action to be taken by the student

A student that fails to complete tasks which contribute in excess of 50 percent of the final assessment marks in that course will be issued an 'N' Determination. In all proven cases of malpractice, the incident will be recorded on the NESA Malpractice Register.

NOTE: A student that **signs-in late**, or **truants any period(s) prior to undertaking a task**, will be regarded as **obtaining an unfair advantage** and **treated as a form of malpractice**. The assessment may not be awarded a **Grade** and a Warning Letter will be issued.

SENIOR ASSESSMENT POLICY & PROCEDURES

Non-Attempts and Non-Serious Attempts

The school requires you to make a genuine attempt at assessment tasks. Completion of assessment tasks worthy of exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

Students should complete an assessment task, or enter an examination, knowing they **MUST** make a genuine attempt. Failure to do so is called a **NON-ATTEMPT** or **NON-SERIOUS ATTEMPT**.

A student's assessment task or examination is considered a **NON-ATTEMPT** if there is no evidence of academic engagement with the task or examination. Students are required to attempt a range of question types throughout the examination paper. It is not sufficient to answer multiple-choice questions only. Merely writing the question is **NOT** considered to be an adequate attempt at the paper.

A **NON-SERIOUS ATTEMPT** is where a student writes frivolous or objectionable material in response to the question. For example, responses submitted which contain offensive language or diagrams may be regarded as non-serious.

An assessment task that is recorded as a **NON-ATTEMPT** or **NON-SERIOUS ATTEMPT** will likely result in the task being awarded **ZERO MARKS**. A NESAs Official Warning Letter will be issued indicating:

- the percentage weighting of the task that you have lost; and
- the accumulated weighting of tasks not completed satisfactorily; and
- the action to be taken by the student.

A student who fails to complete tasks which contribute in excess of 50 percent of the final assessment marks in that course will be issued an 'N' Determination.

Absence from an Assessment Task or Examination

Unless a valid reason for your absence is provided using the Illness/Misadventure process (and upheld), the assessment task will be awarded **ZERO MARKS**. A NESAs Official Warning Letter will be issued indicating:

- the percentage weighting of the task that you have lost; and
- the accumulated weighting of tasks not completed satisfactorily; and
- the action to be taken by the student.

A student that fails to complete tasks which contribute in excess of 50 percent of the final assessment marks in that course will be issued an 'N' Determination.

SENIOR ASSESSMENT POLICY & PROCEDURES

Late submission of an Assessment Task due to be completed on a specific date

If you are absent due to illness or misadventure on the day a task is due to be handed in, **you or a parent/carer must make contact with the school (phone/email) so that** all reasonable efforts to have the work delivered can be considered.

Late submissions will result in the assessment task being awarded **ZERO MARKS**. A NESA Official Warning Letter will be issued indicating:

- the percentage weighting of the task that you have lost; and
- the accumulated weighting of tasks not completed satisfactorily; and
- the action to be taken by the student.

A student that fails to complete tasks which contribute in excess of 50 percent of the final assessment marks in that course will be issued an 'N' Determination.

Work Placement or other School Business the day of a scheduled Assessment Task

Year 12 Assessment tasks take priority over school business commitments such as sport, debating and non-compulsory excursions. Students are expected to attend the assessment task in the case of the task being an 'in-class' assessment.

Where a task is due to be submitted on the day of an extra-curricular activity, it is the student's responsibility to ensure that the task is submitted **PRIOR to attending**. **Failure to do so in both cases may result in the assessment task being awarded ZERO MARKS.**

If a student is on Work Placement at the time of an assessment task, it is their responsibility to inform the head teacher of the subject. If it is a hand-in task, the student is expected to make arrangements to submit it on the due date (email, google classroom, etc). If it is an in-class task, the head teacher will consult with DP in charge of assessment in regards to the student attempting an alternative task.

FREQUENTLY ASKED QUESTIONS

- Q: What should I do if I know that I will be absent from classes for an extended period of time (e.g. a week or more)?**
- A:** Seek Approved Leave from the Principal before the absence occurs.
- Q: What should I do if I have an extended period of absence (e.g. three or more days in a row)?**
- A:** Contact the school by phone or email and explain your situation to the Principal, Deputy Principal or your House Coordinator. We strongly recommend that you contact your class teachers regarding work so that you don't fall behind in the course.
- Q: What should I do if I miss an Assessment task?**
- A:**
- * If possible telephone the school or email the teacher
 - * Get an Illness and Misadventure form (Appendix 2a) the first day that you return to the school and follow the appropriate steps.
 - * In the case of illness we strongly recommend that a medical certificate accompany each Illness and Misadventure form.
 - * **Upon returning to the school be prepared to submit/complete the task**
- Q: Who do I see if I am not coping?**
- A:** Don't let yourself get to a stage that you feel that you cannot cope with the workload or a particular problem. Discuss the issue with your teacher, head teacher the Counsellor, Deputy Principal, Principal, Careers Adviser, Learning Assistance Staff or your House Coordinator.
- Q: Are there any subjects that I must study for an HSC?**
- A:** At least 2 Units of English.
- Q: Will a VET course count towards an ATAR?**
- A:** Yes, provided you sit for the HSC examination in that course and this is the only Category B course you are counting. For further information please see the Deputy Principal.
- Q: If I am enrolled in a VET course, how important is attending work placement?**
- A:** Work placement is mandatory for completing all VET courses.
- Q: What is Pathways?**
- A:** A part-time pattern of study in which you can take up to five (5) years (maximum) to complete your HSC courses.
- Q: If I repeat a HSC subject will my best result count towards an ATAR?**
- A:** No, only your **latest** examination result will count towards your ATAR.
- Q: When does the Year 12 Assessment Program conclude?**
- A:** The Year 12 Yearly Examinations (Trial HSC) will be during the middle of Term 3. HSC examinations begin early Term 4.
- Q: When will school reports be issued?**
- A:** The school will issue two reports during Year 12. The HSC Trial marks and rank, as well as the final HSC assessment rank, will appear on the end of course report. Final marks will not appear on the report.
- Q: When will the Senior Assessment Policy be evaluated?**
- A:** This policy is subject to annual review in Term 3, ready for implementation in Term 4 for the commencement of the HSC course.

EXAMINATION RULES & PROCEDURES

The school will:

- distribute the examination timetable a minimum of **one week** prior to the examination period
- publish examination rules which are consistent with the HSC examination
- distribute the rules to students prior to each examination
- display the rules in the hall for the duration of the examination

Special Provisions

Special provisions may be approved if you have a need that would prevent you from:

- reading the examination questions; and/or
- communicating responses.

Special provisions may not be available in situations such as oral/speaking examinations, performances and projects.

Additionally, emergency provisions can be arranged if you have an accident just before the examination. You should immediately notify the school in such a case.

Special provisions are not available:

- as compensation for difficulties in undertaking a course and preparing for the examination;
- for lack of familiarity with the English language;

Illness / Misadventure Appeals

See *Appeals Process*, page 16 for the procedures to follow in such a situation.

EXAMINATION RULES & PROCEDURES

Equipment Checklist for Examinations

- Students may only take equipment listed below into the examination room:
 - ✓ black pens (blue is also acceptable but black is easier for markers to read)
 - ✓ pencils, erasers, sharpener (use pencils where specifically directed), highlighter
 - ✓ a ruler marked in millimetres and centimetres
 - ✓ protractor and other mathematical instruments
 - ✓ approved scientific calculator (a list of approved calculators can be found on the NESA's website)
- No other equipment is allowed.
- The Examination Supervisor is permitted to inspect equipment brought into the examination room.
- **Students are not permitted to borrow equipment during examinations.**
- You cannot lodge an Illness / Misadventure Appeal on the grounds that your equipment did not work correctly. Examination Supervisors will not be responsible for the safekeeping of unauthorised material and equipment that has been confiscated during an examination.

Mobile Phones and Electronic Devices

- Mobile phones and electronic devices such as organisers, laptops, tablets, computers, are NOT PERMITTED in an examination room under any circumstances.
- Devices that are brought into the examination room will be stored in a box to be held with the Examination Supervisor

Examination Supervisors will not be responsible for the safekeeping of unauthorised material and equipment that has been confiscated during an examination.

Conduct during the Examinations

Examination Supervisors are in-charge of students:

- when assembling before an examination;
- during the examination; and
- after the examination until all students have left.

You must follow the supervisors' instructions at all times and must behave in a polite and courteous manner towards the supervisors and other students.

EXAMINATION RULES & PROCEDURES

You must not:

- take a mobile phone or programmable watch or device into the examination room;
- take an electronic device including a digital media player into the examination room, unless approved by the NESA;
- speak to any person other than a supervisor during an examination;
- behave in any way likely to disturb the work of another student;
- bring any equipment other than the equipment listed in the examination timetable;
- eat in the examination room except as approved by the Examination Supervisor, e.g. for diabetic students.

Examination Room Procedures

Students:

- You must remove your watch and place it in clear view on the examination desk.
- It is your responsibility to make sure that the correct examination paper has been provided for the course you have entered. When asked to do so by the supervisor, you must also check examination papers to make sure that there are no pages missing.
- **Stay for the duration of the examination. If you have completed the examination you must remain seated and quiet.**
- Minimise the need to leave the room by going to the bathroom prior to the start of the examination. Toilet breaks are only permitted during the period **one hour after the start** and **15 minutes before the conclusion**.

Reading time for examination papers is as follows:

- 10 mins of reading time for Paper 1 of the examination in all 2 Unit English courses and Mathematics Standard 1 and 2 courses.
- 5 mins reading time for all other written examinations.
- During reading time, you must not write, use any equipment including highlighters, or annotate your examination paper in any way. For examinations where dictionaries are permitted, you may consult your dictionary during reading time.

During written examinations, you must:

- Read the instructions on the examination paper carefully as well as all questions. Examination Supervisors are not permitted to interpret examination questions or instructions relating to questions.
- Write your name on all writing booklets, special answer books and answer sheets.
- Write preferably with black pen but blue pen is also acceptable. Pencil may be used only where specifically directed.
- Make sure that you write your answers in the correct answer booklets. If you write an answer in the wrong booklet, tell the supervisor, and write a note on the front and back of both booklets that an answer has been written in the wrong booklet. Do not rewrite your answers, but ensure you label and hand in all parts of your answers
- Stop writing immediately when told to do so by the supervisor.
- Arrange completed answers per the supervisor's instructions and wait for the supervisor to collect them

You must not:

- Begin writing until instructed to do so by the Examination Supervisor.
- Remove an examination paper from the examination room until the examination is over.

ASSESSMENT SCHEDULES

Biology

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Depth Study Module 7: Infectious Disease Microbe growth and the importance of food testing	Data Analysis Report Module 8: Non-infectious Disease Prevalence and mortality rates of non-infectious diseases in Australia	Model & Scientific Report Module 5: Heredity Proving diversity and conservation	Trial HSC Examination	
When	Term 4, Week 10	Term 1, Week 10	Term 2, Week 10	Term 3, Week 3	
Outcomes	BIO12-14 BIO12-1 BIO12-2 BIO12-3 BIO12-7	BIO12-15 BIO12-4 BIO12-5 BIO12-6 BIO12-7	BIO12-12 BIO12-4 BIO12-5 BIO12-6	BIO12-1 to BIO12-7 and BIO12-12 to BIO12-15	
Component					Weighting
Skills in Working Scientifically	20	10	15	15	60
Knowledge & understanding	15	10	5	10	40
Total	35	20	20	25	100

ASSESSMENT SCHEDULES

Business Studies

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Business Investigation Report Operations	Financial Statement Analysis Finance	Marketing Plan Marketing	Trial HSC Examination	
When	Term 4, Week 9	Term 1, Week 8	Term 2, Week 6	Term 3, Week 3	
Outcomes	H2, H6, H9,	H3, H5, H10	H7, H8, H9	H1 - H10 may be assessed	
Component					Weighting
Knowledge and Understanding of course content	5	15	10	10	40
Stimulus-based skills		5	5	10	20
Inquiry and Research	20				20
Communication of business information, ideas and issues in appropriate forms			10	10	20
Total	25	20	25	30	100

ASSESSMENT SCHEDULES

Community & Family Studies

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Research Research Methodology	Presentation Groups in Context	Extended Response Parenting and Caring	Trial HSC Examination	
When	Term 4 Week 9	Term 1 Week 8	Term 2 Week 5	Term 3 Examination Week	
Outcomes	H4.1, H4.2	H2.2, H3.1, H5.1, H6.2	H1.1, H2.2, H3.2, H3.4	H1.1 to H6.2 May be assessed	
Component					Weighting
Knowledge and understanding of course content	5	10	10	15	40
Skills in critical thinking, research methodology, analysing and communicating	15	15	15	15	60
Total	20	25	25	30	100

H1.1 analyses the effect of resource management on the wellbeing of individuals, groups, families and communities

H2.1 analyses different approaches to parenting and caring relationships

H2.2 evaluates strategies to contribute to positive relationships and the wellbeing of individuals, groups, families and communities

H2.3 critically examines how individual rights and responsibilities in various environments contribute to wellbeing

H3.1 analyses the sociocultural factors that lead to special needs of individuals in groups

H3.2 evaluates networks available to individuals, groups and families within communities

H3.3 critically analyses the role of policy and community structures in supporting diversity

H3.4 critically evaluates the impact of social, legal and technological change on individuals, groups, families and communities

H4.1 justifies and applies appropriate research methodologies

H4.2 communicates ideas, debates issues and justifies opinions

H5.1 proposes management strategies to enable individuals and groups to satisfy their specific needs and to ensure equitable access to resources

H5.2 develops strategies for managing multiple roles and demands of family, work and other environments

H6.1 analyses how the empowerment of women and men influences the way they function within society

H6.2 formulates strategic plans that preserve rights, promote responsibilities and establish roles leading to the creation of positive social environments

ASSESSMENT SCHEDULES

Design & Technology

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Proposal and Management	Innovation and Emerging Technology Case Study	Project Development and Management	Trial HSC Exam	
When	Term 4: Week 9	Term 1: Week 8	Term 2: Week 9	Term 3: Week 3	
Outcomes	H1.1, H3.2, H4.1, H4.3, H5.1 H5.2	H1.2, H2.1, H2.2, H3.1 H5.2, H6.2	H3.2, H4.2, H4.3, H5.1, H5.2	H1.1, H1.2, H2.1, H2.2, H3.1, H5.2, H6.2	
Component					Weighting
Knowledge and understanding of course content		20		20	40
Knowledge and skills in designing, managing, producing and evaluating design projects	20		30	10	60
Total	20	20	30	30	100

ASSESSMENT SCHEDULES

Drama

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Australian Drama & Theatre: Australian Contemporary Theatre Extended response & Workshop Performance Texts: Stolen and Neighbourhood Watch	Studies in Drama & Theatre: <i>Verbatim</i> Extended response & <i>Verbatim</i> Performance Texts: Beyond the Neck & Parramatta Girls	Individual Project Oral Presentation & Logbook: Submission/ performance of draft work(s) in progress, logbook recording process including clarification and evaluation of intentions & preliminary ideas	Trial HSC Examination Written & Practical Presentation of Group Performance under development and formal interview Submission/ Performance of Individual Project with rationale	
When	Term 4, Week 8	Term 1, Week 9	Term 2, Week 7	Trial HSC period	
Outcomes	H1.2, H1.7, H2.3, H3.1	H1.5, H1.6, H2.3	H1.3, H3.3	H1.1, H1.4, H2.1, H3.2	
Component					Weighting
Making	10	10	10	10	40
Performing	10	10		10	30
Critically Studying	10		10	10	30
Total	30	20	20	30	100

* Teachers will select the appropriate outcomes based on the Individual Project option selected by each student.

ASSESSMENT SCHEDULES

English Advanced

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Common Module: Texts and Human Experiences Analytical Response	Module A – Textual Conversations Multimodal Presentation	Module C: The Craft of Writing Writing Portfolio	Trial HSC Examination Two papers under examination conditions	
When	Term 4, Week 8	Term 1, Week 8	Term 2, Week 4	Term 3, Week 3	
Outcomes	EA12-4, EA12-5, EA12-6, EA12-7	EA12-2, EA12-5, EA12-7, EA12-8	EA12-1, EA12-3, EA12-4, EA12-9	EA12-3, EA12-4, EA12-5, EA12-6, EA12-7, EA12-9	
Component					Weighting
Knowledge and understanding of course content	10	10	15	15	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10	15	10	15	50
Total	20	25	25	30	100

ASSESSMENT SCHEDULES

English Standard

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Common Module: Texts and Human Experiences Analytical Response	Module A: Language, Identity & Culture Multimodal Presentation	Module C: The Craft of Writing Writing Portfolio	Trial HSC Examination Two papers under examination conditions	
When	Term 4, Week 8	Term 1, Week 6	Term 2, Week 4	Term 3, Week 3	
Outcomes	EN12-4, EN12-5, EN12-6, EN12-7	EN12-2, EN12-5, EN12-7, EN12-8	EN12-1, EN12-3, EN12-4, EN12-9	EN12-3, EN12-4, EN12-5, EN12-6, EN12, 7, EN12-9	
Component					Weighting
Knowledge and understanding of course content	10	10	15	15	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10	15	10	15	50
Total	20	25	25	30	100

ASSESSMENT SCHEDULE

English Studies

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Common Module: Texts and Human Experiences Analytical Response	Module C: On the Road – English and the experience of travel Multimodal Presentation	Trial HSC Examination Examinations covering all modules	All Modules Collection of classwork across all modules	
When	Term 4, Week 8	Term 1, Week 5	Term 3, Week 3	Term 3, Week 5	
Outcomes	ES12-1, ES12-5, ES12-7, ES12-8	ES12-2, ES12-3, ES12-6, ES12-10	ES12-3, ES12-4, ES12-5, ES12-6, ES12-7, ES12-8, ES12-9	ES12-1, ES12-2, ES12-3, ES12-5, ES12-6, ES12-7, ES12-10	
Component					Weighting
Knowledge and understanding of course content	15	10	15	15	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10	15	15	10	50
Total	25	25	30	20	100

ASSESSMENT SCHEDULES

Exploring Early Childhood

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Extended Response	Activity Portfolio	Research	Examination	
When	Term 4 Week 7	Term 1 Week 8	Term 2 Week 9	Examination Week	
Outcomes	1.2, 1.3, 2.4, 2.5, 6.1	1.3, 2.3, 2.4, 6.2	1.4, 2.2, 2.3	1.1-1.5 2.1-2.5 4.1-4.2 6.1-6.2 (May be assessed)	
Component					Weighting
Knowledge & Understanding	10	15	10	15	50
Skills	10	15	10	15	50
Total	20	30	20	30	100

- 1.1 analyses prenatal issues that have an impact on development
- 1.2 examines physical, social-emotional, behavioural, cognitive and language development of young children
- 1.3 examines the nature of different periods in childhood: infant, toddler, preschool and the early school years
- 1.4 examines the ways in which family, community and culture influence the growth and development of young children
- 1.5 examines implications for growth and development when a child has special needs
- 2.1 analyses issues relating to the appropriateness of a range of services for different families
- 2.2 critically examines factors that influence the social world of young children
- 2.3 explains the importance of diversity as a positive issue for children and their families
- 2.4 analyses the role of a range of environmental factors that have an impact on the lives of young children
- 2.5 examines strategies that promote safe environments
- 3.1 evaluates strategies that encourage positive behaviour in young children
- 4.1 demonstrates appropriate communication skills with children and/or adults
- 4.2 interacts appropriately with children and adults from a wide range of cultural backgrounds
- 4.3 demonstrates appropriate strategies to resolve group conflict
- 5.1 analyses and compares information from a variety of sources to develop an understanding of child growth and development
- 6.1 demonstrates an understanding of decision-making processes
- 6.2 critically examines all issues including beliefs and values that may influence interactions with others

ASSESSMENT SCHEDULES

Geography

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Urban Places Field Work Case Study	Ecosystems at Risk Geographical Inquiry	People and Economic Activity Geographical Investigation	Trial HSC Examination	
When	Term 4, Week 9	Term 1, Week 8	Term 2, Week 4	Term 3, Week 3	
Outcomes	H1, H8, H10 H11	H2, H5, H6, H13	H1, H4, H10, H12	H1 – H13 may be assessed	
Component					Weighting
Knowledge and understanding of course content	5	5	10	20	40
Geographical tools and skills	5	5	5	5	20
Geographical Inquiry, research and fieldwork	10	5	5		20
Communication of geographical information, ideas and issues in appropriate forms	5	5	5	5	20
Total	25	20	25	30	100

ASSESSMENT SCHEDULES

Industrial Technology – Timber

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Statement of Intent	Industry Study	Project Development and Management	Trial HSC Examination	
When	Term 4, Week 8	Term 1, Week 9	Term 2, Week 9	Term 3, Week 3	
Outcomes	H3.1, H3.2, H3.3H4.1, H5.1, H5.2	H1.1, H1.3, H7.1 H7.2	H3.3, H4.1, H5.1H5.2, H6.2, H6.2	H1.1, H1.2, H1.3 H4.3, H6.1, H7.1 H7.2	
Component					Weighting
Knowledge & understanding of course content		20		20	40
Knowledge & skills in the design, management, communication and production of a major project	20		30	10	60
Total	20	20	30	30	100

ASSESSMENT SCHEDULES

Legal Studies

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Shelter Extended Response in class	Human Rights Case Study Investigation	Crime Court Case Analysis	Trial HSC Examination	
When	Term 4, Week 7	Term 1, Week 4	Term 2, Week 9	Term 3, Week 3	
Outcomes	H3, H4, H9,	H2, H3, H4, H5	H1, H7, H8	All outcomes may be assessed	
Component					Weighting
Knowledge and Understanding	15	10	10	25	60%
Research		10	10		20%
Communication	5	5	5	5	20%
Total	20	25	25	30	100

ASSESSMENT SCHEDULES

Mathematics Advanced

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Assignment Graphing & Differential Calculus	In-class Test Integral Calculus	In-class Test Financial Applications	HSC Trial Examination	
When	Term 4, Week 7	Term 1, week 7	Term 2, Week 8	Term 3, Week 3	
Outcomes	MA12-1 MA12-3 MA12-5 MA12-6	MA12-6 MA12-7 MA12-9 MA12-10	MA12-2 MA12-4 MA12-6 MA12-8	MA12-1 to MA12-10	
Component					Weighting
Understanding, Fluency and Communicating	10	15	10	15	50
Problem Solving, Reasoning and Justification	15	10	10	15	50
Total	25	25	20	30	100

ASSESSMENT SCHEDULES

Mathematics Standard 2

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Test Trigonometry	Assignment Statistical Analysis	Test Financial Mathematics	Trial HSC Examination	
When	Term 4, Week 7	Term 1, Week 6	Term 2, Week 7	Term 3, Week 3	
Outcomes	MS2-12-3 MS2-12-4 MS2-12-9 MS2-12-10	MS2-12-2 MS2-12-7 MS2-12-9 MS2-12-10	MS2-12-5 MS2-12-9 MS2-12-10	MS2-12-1 to MS2-12-10	
Component					Weighting
Understanding fluency and communication	10	10	15	15	50
Problem solving, reasoning and justification	10	15	10	15	50
Total	20	25	25	30	100

ASSESSMENT SCHEDULES

Mathematics Standard 1

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Test Trigonometry	Assignment Statistical Analysis	Test Financial Mathematics	Trial HSC Examination	
When	Term 4, Week 7	Term 1, Week 6	Term 2, Week 7	Term 3, Week 3	
Outcomes	MS1-12-3 MS1-12-4 MS1-12-9 MS1-12-10	MS1-12-2 MS1-12-7 MS1-12-9 MS1-12-10	MS1-12-5 MS1-12-9 MS1-12-10	MS1-12-1 to MS1-12-10	
Component					Weighting
Understanding fluency and communication	10	10	15	15	50
Problem solving, reasoning and justification	10	15	10	15	50
Total	20	25	25	30	100

ASSESSMENT SCHEDULES

Modern History

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Case Study Historical Analysis - Russia and the Soviet Union	Source Analysis Power and Authority	Research Task Peace and Conflict	Trial HSC Examination	
When	Term 4, Week 9	Term 1, Week	Term 2, Week 5	Term 3, Week 3	
Outcomes	MH12-5, MH12-6, MH12-7,	MH12-1, MH12-4, MH12-6,	MH12-2, MH12-3, MH12-8,	All outcomes may be assessed	
Component					Weighting
Knowledge & understanding of course content	10	5	10	15	40
Historical skills in the analysis and evaluation of sources and interpretations		10	5	5	20
Historical inquiry and research	10	5	5		20
Communication of historical understanding in appropriate forms	5		5	10	20
Total	25	20	25	30	100

ASSESSMENT SCHEDULES

Music

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Viva Voce and Aural Analysis Topic 1 Presentation of in-class Viva Voce based on musical material from the topic, with reference to the concepts of music.	Composition and Performance Topic 2 Submission of a composition/arrangement and performance demonstrating an understanding of compositional and performance techniques relevant to the topic.	Presentation or Submission: Elective Option for Topics 1 and 2 Presentation of performance and/or composition portfolio and/or musicology outline and viva voce.	Trial HSC Examination Aural Skills Examination Presentation of elective performance or elective composition portfolio or elective musicology outline and viva voce based on Topic 3.	
When	Term 4, Week 8	Term 1, Week 6	Term 2, Week 6	Trial HSC period	
Outcomes	H2, H4, H5, H6, H8	H1, H3, H7, H9	H1 – 8*	H1 – 8*	
Component					Weighting
Performance Core		10			10
Composition Core		10			10
Musicology Core	10				10
Aural Core	10			15	25
Electives			30	15	45
Total %	20	20	30	30	100

*The teacher will select appropriate outcomes based on Elective options selected by each student.

ASSESSMENT SCHEDULES

Personal Development, Health and Physical Education

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Research Task Sports Medicine	Presentation Health Priorities in Australia	Written Response Factors Affecting Performance	Trial HSC Examination	
When	Term 4, Week 8	Term 1, Week 7	Term 2, Week 9	Examination Week	
Outcomes	H8, H13, H16, H17	H1,H2,H3,H4, H5	H7, H8, H10, H11	H1- H17 may be assessed	
Component					Weighting
Knowledge and Understanding	10	10	10	10	40
Skills	10	15	15	20	60
Total	20	25	25	30	100

H1 describes the nature and justifies the choice of Australia's health priorities

H2 analyses and explains the health status of Australians in terms of current trends and groups most at risk

H3 analyses the determinants of health and health inequities

H4 argues the case for health promotion based on the Ottawa Charter

H5 explains the different roles and responsibilities of individuals, communities and governments in addressing Australia's health priorities

H6 demonstrates a range of personal health skills that enables them to promote and maintain health

H7 explains the relationship between physiology and movement potential

H8 explains how a variety of training approaches and other interventions enhance performance and safety in physical activity

H9 explains how movement skill is acquired and appraised

H10 designs and implements training plans to improve performance

H11 designs psychological strategies and nutritional plans in response to individual performance needs

H12 analyses the influence of sociocultural factors on the way people participate in and value physical activity and sport

H13 selects and applies strategies for the management of injuries and the promotion of safety in sport and physical activity

H14 argues the benefits of health-promoting actions and choices that promote social justice

H15 critically analyses key issues affecting the health of Australians and proposes ways of working towards better health for all

H16 devises methods of gathering, interpreting and communicating information about health and physical activity concepts.

H17 selects appropriate options and formulates strategies based on a critical analysis of the factors that affect performance and safe participation.

ASSESSMENT SCHEDULES

Photography, Video & Digital Media (Content Endorsed Course) (2 Unit)

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Sweet Life Digital Photography	Slinkachu Digital Photography	Time Out Written Response	Levitation Digital Photography	
When	Term 4, Week 9	Term 1, Week 8	Term 2, Week 9	Trial HSC period	
Outcomes	M4, M5	M2, M3, M6, CH1, CH3	CH2, CH4, CH5	M1, M4	
Component					Weighting
Making	30	20		20	70
Critical & Historical Studies		10	20		30
Total	30	30	20	20	100

*Teachers will select appropriate outcomes based on Elective options selected by each student.

ASSESSMENT SCHEDULES

Sport, Lifestyle & Recreation (Content Endorsed Course) (2 Unit)

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Research Social Perspectives of games and sports	Video Presentation Resistance Training	Ongoing practical task Games and Sports applications I	Examination	
When	Week 8 Term 4	Week 9 Term 1	To be completed by the end of Term 2	Examination Week Term 3	
Outcomes	2.4, 3.7, 4.5	1.3, 2.5, 4.4	1.1, 2.1, 3.1, 4.1, 4.4	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.7, 4.1, 4.4, 4.5 (may be assessed)	
Component					Weighting
Knowledge and understanding	10	15	15	10	50
Skills	10	15	15	10	50
Total	20	30	30	20	100

- 1.1 applies the rules and conventions that relate to participation in a range of physical activities
- 1.3 demonstrates ways to enhance safety in physical activity
- 1.6 describes administrative procedures that support successful performance outcomes
- 2.1 explains the principles of skill development and training
- 2.2 analyses the fitness requirements of specific activities
- 2.3 selects and participates in physical activities that meet individual needs, interests and abilities
- 2.5 describes the relationship between anatomy, physiology and performance
- 3.1 selects appropriate strategies and tactics for success in a range of movement contexts
- 3.2 designs programs that respond to performance needs
- 3.3 measures and evaluates physical performance capacity
- 4.1 plans strategies to achieve performance goals
- 4.2 demonstrates leadership skills and a capacity to work cooperatively in movement contexts
- 4.4 demonstrates competence and confidence in movement contexts.
- 4.5 recognises the skills and abilities required to adopt roles that support health, safety and physical activity.

ASSESSMENT SCHEDULES

Visual Arts

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	<p>Body of Work proposal and progress</p> <p>Body of Work progress, with VAPD.</p> <p>Written proposal</p>	<p>Postmodernism</p> <p>Essay response.</p>	<p>Body of Work</p> <p>Development of Body of Work with VAPD.</p> <p>Statement of intention</p>	<p>Trial HSC Examination</p> <p>Written examination.</p>	
When	Term 4, Week 10	Term 1, Week 10	Term 3, Week 1	Trial HSC period	
Outcomes	H1, H2, H3, H8, H9	H7, H8, H9, H10,	H4, H5, H6,	H7, H8, H9, H10	
Component					Weighting
Artmaking	20		30		50
Art Criticism and Art History	10	20		20	50
Total	30	20	30	20	100

ASSESSMENT SCHEDULES

Work Studies (Content Endorsed Course) (2 Unit)

TASK NUMBER	Task 1	Task 2	Task 3	Task 4	
Nature of tasks	Workplace Communication Portfolio	Managing Work Life commitments Vodcast	Team work and enterprise skills project Groupwork Project	Trial examination	
When	Term 4 Week 9	Term 1 Week 10	Term 2 Week 9	Term 3 Week 3	
Outcomes	2, 5, 7	5, 8, 9	6, 7	All outcomes may be assessed	
Component					Weighting
Knowledge and Understanding	15	15	10	25	65
Skills	10	10	10	5	35
Total	25	25	20	30	100

ULTIMO RTO 90072 VET COURSE ASSESSMENT SCHEDULES

Preliminary 2022 – HSC 2023

Attention: Deputy Principals in charge of Curriculum

The following assessment schedules are to be used in assessment booklets for all VET courses delivered by Ultimo RTO 90072:

Assistant Dance Teaching	Information & Digital Technology
Business Services	Manufacturing and Engineering - Introduction
Construction	Primary Industries
Entertainment Industry	Retail Services
Entertainment Industry- Specialisation Study	Screen and Media
Financial Services	Skills for Work and Vocational Pathways
Hospitality (Food and Beverage)	Sport Coaching - Certificate III
Hospitality (Kitchen Operations)	

It is the Principal's responsibility to confirm the qualification is listed on the school's Authority to Deliver on the Quality Management System (QMS). Principals sign these digitally on QMS in Term 4 for the following year. Classes should only be established if a fully qualified VET trainer is available to deliver the course 100% of the time and the school commits for resourcing the course according to the Course Information Guide (CIG).

The following items shown in red font should be modified prior to printing and distribution to students:

- Introductory information – modify for cohorts that include Stage 5 students studying as early commencement of Stage 6. Also modify if you school does not deliver any Board Endorsed Courses.
- First 2 digits in the LMBR UI Codes should reflect the year group.
- For each Industry Curriculum Framework, insert the % weighting for each exam in the right hand column of the assessment schedule. Either one or two exams should be used to determine the final estimate exam mark for the HSC. The final estimate exam mark will only be used in the case of accident or misadventure for the HSC exam.
- Where elective options are available in red font (e.g. Sports Coaching), select the option that will be delivered and assessed and delete the other one prior to printing and distribution to students.
- Schools may choose to include the dates or weeks when assessment is scheduled. This would be indicated in the left hand column.

Attention: VET Schools Online Coordinator

Entering Preliminary Units of Competency (UOCs) and Outcomes

- The following assessment schedules indicate the UOCs to be entered for each VET course. Only enter UOCs which will be studied in the Preliminary year as identified in the TAS, do not enter all UOCs for the 240 Hour course.
- Students must have a verified Unique Student Identifier (USI) stored in Schools Online to be issued a credential. Process to be completed through QMS not direct entry onto Schools Online.
- Throughout the course outcomes should be updated in Schools Online progressively following assessment according to the table below. Outcomes which indicate a student is competent (e.g. “Achieved, Credit Transfer, Recognition of Prior Learning”) will be listed on the VET Statement of Attainment students receive at the end of the Preliminary year. If no competent outcomes are entered, no VET credential will be issued.
- All units of competency are to be given an outcome at the end of the Preliminary course in order for students to receive the appropriate VET credential. NB: If a student completed assessment but did not achieve a Preliminary unit of competency, select **CONTINUING** rather than “Not Achieved” as students will have further opportunities to be reassessed in the final year of study.
- All outcomes that signify achievement (i.e. ACHIEVED, RPL, Credit Transfer etc.) stay in the Schools Online system and do not have to be re-entered in the HSC course.
- These outcomes will be listed on the VET Statement of Attainment students receive with the Record of Achievement at the end of Year 11. It is essential that when a student exits a school before the course is completed the assessment records are updated by the staff member responsible (e.g. Deputy Principal or Head Teacher Administration). Check the accuracy of the outcomes with the VET teacher and make sure the entries accurately reflect those in the Electronic Competency Record. The VET credential is useful to students exiting the course or leaving school.
- Generate and save a report from My Files, VET Student Course Competencies, to have a record of all student competency outcomes.

Use the following table as a guide to the appropriate outcome to record for each student:

NESAs Outcome	NCVER Outcome	Explanation <i>(source: AVETMISS Data Elements definitions, Edition 2.2 April 2013)</i>
Achieved	Competency achieved / pass	Student has been assessed and satisfies all the requirements for the unit of competency
Not Achieved	Competency not achieved / fail	Student has attempted all requirements for the assessment and has been assessed as not competent in one or more of the requirements of the competency
Continuing	Continuing enrolment	The student has engaged in learning activity, but has not completed all the training and assessment criteria by the end of the collection period
Withdrawn	Withdrawn / discontinued	(a) The student has engaged in some learning activity, then notified the RTO of their withdrawal before completing all of the assessment criteria (b) The student has engaged in some learning activity then stopped attending or submitting assessments without notifying the RTO
RPL	Recognition of Prior Learning Granted	The student has been assessed and RPL has been granted
Credit Transfer	Credit transfer / National Recognition	The student can supply evidence of the same or an equivalent competency, and credit transfer is awarded. This is used where there is no delivery of training or assessment of the student's knowledge.
Did Not Start	NIL	Student was enrolled in the unit of competency, but no training or assessment occurred. WILL NOT BE REPORTED OR APPEAR ON THE USI

Vocational Education and Training (VET) Courses (to be included in assessment booklets with relevant assessment schedules)

Vocational Education and Training (VET) courses are offered as part of the Higher School Certificate (HSC) or Record of School Achievement (RoSA). VET courses are designed to deliver workplace-specific skills and knowledge and cover a wide range of careers and industries. VET courses for secondary students are developed by NSW Educational Standards Authority (NESA) and are based on national training packages.

VET courses allow students to gain both HSC or RoSA qualifications and a national qualification or a statement of attainment recognised throughout Australia as part of the Australian Qualification Framework (AQF). These qualifications are widely recognised by industry, employers, tertiary training providers and universities and will assist students to progress to various education and training sectors and employment.

Public Schools NSW, Ultimo is accredited as a Registered Training Organisation (RTO 90072) to deliver and assess VET qualifications to secondary school students.

It is mandatory for all students studying a VET course to create a Unique Student Identifier (USI) upon enrolment. Students will require a form of identification for the creation of the USI. Examples include a Medicare Card, Australian Birth Certificate, Driver's License or a valid Passport.

Competency-based training is based on performance standards that have been set by industry. Assessment in all VET courses is competency based. The student is assessed on what they can do (the skills) and what they know (the knowledge), these skills and knowledge will equip them in the workplace. Students are either deemed "competent" or "not yet competent" by the teacher. Students who have successfully achieved competency will have the skills and knowledge to complete workplace activities in a range of different situations and environments, to an industry standard of performance expected in the workplace.

Competency-based assessment materials are designed to ensure each learner has achieved all the outcomes (skills and knowledge) to the level expected in the qualification. Students in VET courses must be able to demonstrate competence regardless of disability. Students will receive documentation showing any competencies achieved for the VET course undertaken.

If the student has already completed part of the course elsewhere, or have previous life or work experience in the relevant industry, he/ she may be eligible for Recognition of Prior Learning (RPL) for part of the course, or for 35 Hours work placement in the HSC course. The student does not have to repeat the training or assessment but must produce evidence of competence (which may be demonstrated during a skills and knowledge assessment). The VET committee consisting of the VET teacher, VET Coordinator and a member of the senior executive will determine if the student is eligible.

If a student has completed a unit of competency with another RTO and the student can supply evidence of the same or an equivalent competency, credit transfer is awarded (common examples include a white card course, first aid certificate or a barista course).

[NB Delete information not relevant to the cohort and make black prior to printing]

Include for Stage 5 only:

Students in Years 9 and 10 (Stage 5) may access VET courses through two curriculum pathways:

- **Stage 5 VET Board Endorsed courses (included in this booklet) – are all classified by NESA as Board Endorsed Courses and contribute 100 hours to the student's pattern of study. Work placement is not compulsory for these courses.**
- **Early commencement of Stage 6 VET courses - Students completing Early Commencement of Stage 6 courses in Year 10 will need to complete course requirements in addition to addressing all requirements for the RoSA, including 400 hours of elective study. The principles of HSC: All My Own Work apply to all Stage 6 VET courses, including early commencement in Stage 5. (NB Early commencement of Stage 6 is recommended for Year 10 students only, please refer to the Preliminary and HSC Assessment booklets for additional information.)**

Include for Stage 6 (including early commencement of Stage 6):

Board Developed VET courses (also known as Industry Curriculum Frameworks) are classified as Category B subjects and ONLY ONE can contribute to the calculation of the Australian Tertiary Admission Rank (ATAR). These courses have an optional HSC examination. Students wishing to include a VET course in the ATAR calculation must sit the HSC examination after they have completed a minimum of 4 Preliminary and/or HSC units.

Board Developed VET courses have specified workplace requirements and include 70 hours of industry specific mandatory work placement or simulated workplace hours as determined by NESAs.

Stage 6 Board Endorsed VET Courses count towards the HSC or RoSA but do not have HSC examinations therefore do not count in the calculation of the ATAR. Board Endorsed VET Courses have mandatory or recommended industry specific work placement.

Due to the specific requirements of a VET course it is recommended students speak to the VET Coordinator or Careers Adviser before choosing the course to ensure they are fully aware of the requirements and the course is suitable for their individual needs, knowledge and skills.

TERM	Unit Code	Units Of Competency	2D CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs	Assessment Task Cluster & Method of Assessment	HSC requirements Exam estimate mark & weighting to total 100%	
Term 1	CPCCWHS1001	6 PRELIMINARY UOCs Prepare to work safely in the construction industry Apply WHS requirements, policies, and procedures in the construction industry	CP-E	M		Cluster 1 – GIT (White Card)	240 Indicative Hours over 2 years	
Term 1/2	CPCCWHS2001		CP-C	M	20	Cluster 2 – Work Safe Stay Safe		
Term 2/3	CPCCCM1001 CPCCCOM1015	Undertake basic estimation and costing Carry out measurements and calculations	CP-C CP-C	M M	35	Cluster 3 – TITLE TBA	% Preliminary Exam 35 hrs. Work placement	
Term 2/3	CPCCCOM2001 CPCCPM1013		C-C CP-C	M M	35	Cluster 4 - TITLE TBA		
Terms 4/5 Option 1	CPCCBL20001 CPCCBL2002	12 HSC UOCs Handle prepare bricklaying and blocklaying materials Use bricklaying and blocklaying tools and equipment	CP-E C-E	E E	30	Cluster 5 - TITLE TBA	35 hrs. Work placement	
Terms 4/5 Option 2	CPCCWF2002 CPCCCM2013		CP-E C-E	E E	35	Cluster 5 - TITLE TBA		
Terms 4/5 Option 3	CPCCJN2001 CPCCJN3004	Assemble components Manufacture and assemble joinery components Apply basic levelling procedures Use carpentry tools and equipment Use construction tools and equipment Handle carpentry materials Undertake a basic construction project Work effectively and sustainably in the Construction Industry	CP C-E	E E	40	Cluster 5 - TITLE TBA	% Trial HSC Exam The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.	
Terms 5/6/7	CPCCCM2006 CPCCCA2002 CPCCCM2005 CPCCCA2011 CPCCVE1011 CPCCOM1012		CP-E CP-E C CP-E C CP-C	E E M E M M	15 50 55	Cluster 6 – TITLE TBA Cluster 7 – TITLE TBA Cluster 8 - TITLE TBA		
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.							Total hours	235-240-245
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.							Units of competency from the HSC focus areas will be included in the optional HSC examination.	

TERM	Unit Code	Units Of Competency	APR CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
Term 1	CPCCWHS1001	6 PRELIMINARY UOCs Prepare to work safely in the construction industry	E	M	10	Cluster 1 – White Card Credit transfer for this unit when delivered by another RTO. Please insert name of RTO who delivered.....	240 Indicative Hours over 2 years
Term 1/2	CUA VHS312 CUA SOU331	Apply work health and safety practices Undertake live audio operations	E E	M M	15 25	Cluster 2 – Safe and Sound Written Questioning, Direct Observation, Product based methods, portfolio	35 hrs Work placement
Term 2/3	CUALGT311 CUASTA212	Operate basic lighting Assist with bump in and bump out of shows	E E	M E	25 20	Cluster 3 – Bump in the Light Written Questioning, Practical documentation, Direct Observation of Practical Work	% Preliminary Exam
Term 3	CUAIND311	Work effectively in the creative arts industry	C	M	20	Cluster 4 – Working in the Industry TBC	
6 HSC UOCs							
Term 4/5	SITXCCS006 CUASOU306 CUAVSS312	Provide services to customers Operate sound reinforcement systems Operate vision systems	E E E	M E M	20 20 25	Cluster 5 – To Project and Serve Direct observation of simulated project-based activity, Research and response, Quiz, Case studies, Direct observation of role play	35 hrs Work placement % Trial HSC Exam
Term 6/7	CUASTA311 CUASMT311 CUAIND314	Assist with production operations for live performances Work effectively backstage during performances Plan a career in the creative arts industry	E E C	M E E	25 20 20	Cluster 6 – Showtime! Knowledge Questions, Product based methods, Portfolio of Evidence, Direct Observation, Career Research and Resume Writing	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
OPTIONAL Unit delivered in Term X	HLTAID011 (optional)	Provide first aid (optional) (to be delivered by an external RTO) Please ensure school retains the Statement of Attainment from the external RTO for each student	E	E	20	Credit transfer for this unit when delivered by another RTO. Please insert name of RTO who delivered.....	
Total Hours 265					<i>Units of competency from the HSC focus areas will be included in the optional HSC examination.</i>		

TERM	Unit Code	Units Of Competency	AQF	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements
			CORE / ELECTIVE				
Term XX	3 HSC UOCs						
	CUALGT314	Install and operate follow spots	E	E	20	Cluster 7: The Event Practical Observation, Son Et Lumière, Written Questioning, Evaluations and Portfolio	Students enrolled in the 60 hour specialisation course must also be enrolled in the 240 hour course. The HSC examination is based on content from the 240 hour course No additional work placement is required.
	CUAPPR314	Participate in collaborative creative projects	C	E	20		
	BSBBEF301	Organise personal work priorities and development	C	E	20		
NESA requires students to study a minimum of 60 hours to meet HSC requirements.			Total Hours 60		No Units of Competency from the 60 hour specialisation study are examinable in the HSC exam. The HSC examination will be based on the 240 hour course only.		

Term	Unit Code	Units Of Competency	AP CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE	Assessment Task Cluster & Method of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
9 PRELIMINARY UOCs							
Term 1	SITXFA001 SITXWHS001 SITHCCC003	Use hygienic practices for food safety Participate in safe work practices Prepare and present sandwiches	E C E	M M E	10 15 10	Cluster A: Getting Ready for Work (as a Sandwich Artist) Scenario, written task, case study, observation of practical work	240 Indicative Hours over 2 years 35 hrs Work placement % Prelim Yearly Exam
Term 2 & 3	SITXFA002 SITHCCC002 BSBSUS201	Participate in safe food handling practices Prepare and present simple dishes Participate in environmentally sustainable work practices	E E E	E E E	15 20 15	Cluster B: Sustainable Kitchen Practices Scenario, written task, case study, observation of practical work	
Term 3	SITHFAB004 SITXCOM002 SITXCOM001	Prepare and serve non-alcoholic beverages Show social and cultural sensitivity Source and present information	E C E	S E E	15 10 10	Cluster C: Working Relationships Scenario, written task, case study, role play, observation of practical work NOTE: person with THREE years' Industry Experience must be involved in assessment.	
6 HSC UOCs							
Term 4 – 6	SITXCCS003 SITHFAB005 SITHFAB007 SITHIND003	Interact with customers Prepare and serve espresso coffee* Serve food and beverage Use hospitality skills effectively	C E E C	S S S E	15 15 40 20	Cluster D: Café Culture Role play, written questioning, observation of practical work, student reflection, portfolio of evidence NOTE: person with THREE years' Industry Experience must be involved in assessment. *Final assessment is to occur during term 4 as per the assessment schedule. Training can be undertaken from term 1 onwards to develop student skills and collect evidence to contribute to assessment.	35 hrs Work placement % HSC Trial Exam The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Term 7	BSBWOR203 SITHIND002	Work effectively with others Source and use information on the hospitality industry	C C	M M	15 20	Cluster E: Working in the Hospitality Industry Written questioning, student reflection	
NESEA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.					Total Hours 245	Units of competency from the HSC focus areas will be included in the optional HSC examination.	



Eagle Vale High School

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Mr & Mrs Mickey Mouse
CAMPBELLTOWN NSW 2560

ATTACHMENT A

Tuesday, 28th February 2017

SAMPLE OFFICIAL WARNING - Non-Completion of a HSC Course - Mickey Mouse

Dear Mr and Mrs Mouse

I am writing to advise that Mickey is in danger of not meeting the Course Completion Criteria for the HSC course English Studies.

The NSW Education Standards Authority (NESA) requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as **official warning letter number 2** we have issued concerning English Studies.

A minimum of two course specific warnings must be issued prior to a final non-completion of course determination ('N' 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 ('N' Determination). An 'N' Determination 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.

To date Mickey has not satisfactorily met the above Course Completion Criteria.

The table overleaf 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 Mickey to satisfy the Course Completion Criteria, the tasks, requirements or outcomes listed overleaf need to be satisfactorily completed and/or achieved.

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

Yours sincerely,

Mrs Kerrie Leon
Deputy Principal Years 11 - 12

Head Teacher English Mr
William Shakespeare

OPPORTUNITY TO CORRECT THE PROBLEM

The following tasks or requirements need to be completed by Mickey to correct the problem.

Task Name/Course Requirement/Course Outcome	Date Task Initially Due	Action Required by Student
English Interview	14/12/2016	Complete in Class
Course Work - Weeks 1-3 - Digital Worlds	14/2/2017	Complete and Submit

DETACH AND RETURN THIS SECTION TO SCHOOL

Requirements for the Satisfactory Completion of a HSC Course - Mickey Mouse

I have received the letter dated Tuesday, 28th February 2017 indicating that Mickey is in danger of not having satisfactorily completing English Studies.

I am aware that this course may not appear on his Record of Achievement

I am also aware that the determination of non-completion of course requirements may make him ineligible for the award of the Higher School Certificate.

Parent/Carer's Signature _____ Date _____

Student's Signature _____ Date _____



Eagle Vale High School

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ATTACHMENT B

Mr & Mrs Mouse
Disney Land

Wednesday, 1st March 2017

SAMPLE OFFICIAL WARNING - Non-Completion of Internal Assessment for a HSC Course

Dear Mr & Mrs Mouse

I am writing to advise that Mickey is in danger of not completing the mandatory Internal Assessment Program for the Higher School Certificate course Music.

In addition to any other set tasks and experiences in a Higher School Certificate course, it is a mandatory requirement of the NSW Education Standards Authority (NESA) that a student 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.

Where a student has not completed in excess of 50% of available marks they will receive an 'N' determination. An 'N' determination 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.

The table overleaf lists the assessment task or examination in which a genuine attempt has not been made. The task has been recorded as a Non-Attempt (U) and zero marks will be awarded. The percentage weighting of the task will accumulate with all other non-attempts.

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

Yours sincerely,

Mrs Kerrie Leon
Deputy Principal Years 11 - 12

Head Teacher Creative & Performing Arts
Mr Wolfgang Mozart

THE FOLLOWING ASSESSMENT TASK HAS BEEN RECORDED AS A NON-ATTEMPT (U)

* Zero marks will be awarded

* The percentage weighting will accumulate with all other non-attempts

Task Name/Course Requirement/Course Outcome	Percentage Weighting	Date Task Initially Due	Action Required by Student
In class Soundation task	25%	14/11/2016	Submit for feedback

DETACH AND RETURN THIS SECTION TO CLASS TEACHER

Requirements for the Satisfactory Completion of a Higher Certificate Course - Mickey Mouse

I have received the letter dated Wednesday, 1st March 2017 indicating that Mickey is in danger of not having satisfactorily completing Music.

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

I am also aware that the determination of non-completion of course requirements may make him ineligible for the award of the Higher School Certificate.

Parent/Carer's Signature _____ Date _____

Student's Signature _____ Date _____



Appeals Due to Illness & Misadventure Form

Student Details

Student Name

Year

Assessment Details

Date of Task:

IMPORTANT A SEPARATE FORM MUST BE SUBMITTED FOR EACH ASSESSMENT THAT YOU ARE APPEALING

Describe how illness or unforeseen misadventure affected your performance or prevented your attendance. Attach any documentation that you might have to support your appeal.

ATTACH A SEPARATE PAGE IF REQUIRED

Student declaration:

I have carefully read the *Senior Assessment Policy & Procedures* detailing the Appeals Process (page 10).

I have completed each item on this form and included appropriate documentation to support my appeal.

I declare that all the information I have supplied is true.

Signature

Date

3 copies:

Original to Applicant

DP Monitoring Folder

Teacher

Student File

To be completed by DP Zielinski

Appeal upheld?

YES

NO

Further Comments

ATTACH A SEPARATE PAGE IF REQUIRED

Signature

Date