

Faith Wisdom Character Service



SHOALHAVEN ANGLICAN SCHOOL

**HSC
COURSE
ASSESSMENT
BOOKLET**

2008 - 2009



1. PRELIMINARY AND HSC COURSE ASSESSMENT

It is the responsibility of the school to implement responsible assessment procedures for all students from K – 12. An HSC assessment program has been devised which satisfies Board of Studies requirements and is manageable for staff, and fair and equitable for students. The main features of the assessment system are set out below:

1.1 The Student's Higher School Certificate (HSC) will contain for each subject, two marks of equal weighting. One will be their actual HSC Examination mark for that course. The second mark will be the Assessment provided by the school which will be moderated by the Board of Studies to bring the results from different schools to a common scale.

1.2 The school based assessment mark will be compiled from each student's work during the actual HSC course. The range of activities and skills assessed will allow a much broader and fairer evaluation of a student's performance than a single, narrow final examination. The relative importance of different components and Assessment procedures will vary from course to course, depending on guidelines from the Board of Studies.

2. IMPLEMENTATION

2.1 ASSESSMENT PROCEDURES

a) Assessment tasks may include:

- * Formal Examinations
- * Unit Tests
- * Class Tests
- * Aural Tests
- * Oral Tasks / Presentations
- * Research Projects
- * Practical Tasks
- * Essays
- * Reports

b) Students will be told of the Assessment procedures for each and every course, including what will be assessed, how it will be assessed, when it will be assessed, and the relative value of each task.

c) An individual task will not normally be worth less than 10% or more than 40% of the total School Assessment mark for each course.



2.2 ASSESSMENT DATES

Formal Assessment of the HSC Course will commence when the Preliminary Course in a particular course is completed. The last Assessment task in the Preliminary Course will usually be the Preliminary Course Final Examination of Term 3. Teachers will commence the HSC course during Term 4 of Year 11, once outcomes have been satisfactorily completed.

Teachers will list specific tasks and the times when assessments will be held. An Assessment Task Schedule will be produced which will show indicative Assessment Tasks dates. In each instance, the **PROPOSED ASSESSMENT TASK SCHEDULE** may be subject to variation due to other school activities, both within and outside of the school.

2.3 MINIMUM REQUIREMENTS

Each Assessment task that the students are asked to perform must be submitted on or before the due date and must demonstrate due effort.

2.4 FAILURE TO SUBMIT INTERNAL ASSESSMENT TASKS

If a student fails to submit a task specified in the assessment program and the teacher considers the student has a valid reason (e.g. illness or School endorsed leave) an extension may be granted or a mark may be awarded based on a substitute task. In exceptional circumstances (e.g. where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate) the use of an estimate based on other appropriate evidence will be used. The decision about which course of action is taken will be decided by the Head of Department in conjunction with the subject teacher. This will then be communicated to the Deputy Head.

If the student is absent for an assessment task and believes he/she has a valid reason, a letter signed by their parent / guardian must be presented immediately upon their return. In the case of illness, a doctor's certificate is also required.

If a student feels disadvantaged by illness or personal circumstances in performing an HSC Assessment Task, they may discuss the matter with the teacher concerned. However, in line with Board of Studies policy, marks awarded for Assessment Tasks will not be altered because of illness or personal circumstances.

2.5 LATE SUBMISSION OF ASSESSMENT TASKS

Assessment tasks must be ready to be handed in at school by 9.15 a.m. on the due date which will usually be the Monday or Tuesday if this is the start of term. Subject



teachers will decide upon exact collection details. A zero mark will be awarded for all Assessment Tasks not submitted by the due date.

Students who believe that they have personal circumstances which will affect their ability to complete an Assessment Task by the date must apply in writing to the Head of Department or Deputy Head for an extension of time. The application should be submitted as soon as difficulties with deadlines are identified. If an extension is granted, the task must be completed by the new date or a zero mark will be awarded.

2.6 MALPRACTICE

In any instances of significant malpractice such as plagiarism, cheating, non-serious attempts or not observing specified guidelines for Examination and / or other Assessment Tasks, students may be penalised commensurate with the seriousness of the offence, including the possible award of a zero mark. This penalty will be at the discretion of the Subject Head or Deputy Head.

2.7 NUMBER OF TASKS

a) Each student will undertake a range of Assessment tasks in line with the Board of Studies requirements, including all formal examinations in each course. The number of Assessment Tasks for each course will vary. However, there will normally be no fewer than 3 tasks and no more than 6 tasks per course.

b) As well as Formal Assessment Tasks, each student will also be expected to complete other ongoing homework, assignments and coursework involved with each course. This work should be viewed as an integral part of the course, and therefore should be taken seriously. Students who fail to do so will be deemed as not completing the course requirements.

2.8 SCHEDULE OF TASKS

a) Students will be issued with a timetable which indicates the range of assessment tasks and the appropriate timings.

b) The Deputy Head will endeavor to ensure that Assessment Tasks are distributed as evenly as possible over the whole Assessment period, in line with the indicative dates given in the Schedule of Assessment Tasks.

c) Teachers will issue each student with the Schedule of Assessment Tasks, which will give the indicative assessment dates for assessment tasks. Teachers will confirm the actual dates for assessments task by giving reasonable notice in writing.



This notice in writing will detail the nature of the assessment task, its relative worth in the assessment schedule, the date and time of the task, and any other relevant details.

d) Students returning from absence should check that they have not missed notification of any Assessment Task.

2.9 METHODS OF RECORDING MARKS

Comprehensive records of all Assessment marks will be kept:

- i. By the teacher and
- ii. In the appropriate Faculty file.

This forms the official school record.

2.10 METHODS OF REPORTING

a) Individual Assessment Tasks

Students will be given their results on each individual Assessment Task following completion of the task. Teachers will indicate the mark and the student's rank on that task. Teachers will also give meaningful feedback concerning student performance in assessment tasks.

b) Formal Reports

Two official reports will be issued by the school during both the Preliminary Course and HSC Course. The information on each of these reports will usually include results of formal examinations and the student's rank for the formal examinations.

c) Board of Studies Notification of Student Ranking

After completion of HSC Examinations, the Board of Studies will issue an official Rank Order Sheet which will specify each student's ranking for every subject. These will be made available to all students for collection after the last HSC examination for candidates at Shoalhaven Anglican School has been completed.

2.11 APPEALS AND REVIEWS

If a student considers a mistake has been made in the calculation of their ranking in a particular subject as indicated on any official school report, then he / she should discuss the matter with the teacher of that course. If a student considers that a mistake has been made when the final rankings are published by the Board of



Studies, he / she should inform the Deputy Headmaster, who will arrange a School Appeals Committee to consider the matter.

If, after this, a student remains convinced that an error has been made, then he / she has the right to appeal to the Appeals Committee of the Board of Studies.

The assessment review will focus upon the school's procedures for determining the final assessment mark. The marks awarded for individual Assessment Tasks **will not** be subject to review.

2.12 PASTORAL CARE

If at any stage of Year 11 – 12 studies, a student has a concern or problems coping with Assessment requirements, he / she should immediately seek the counsel of the appropriate teacher(s), and if necessary, Director of Senior School or the Deputy Head.

3.0 THE UNIVERSITY ADMISSIONS INDEX

The Universities will calculate a University Admissions Index, based on performance in the New South Wales Higher School Certificate, in order to determine the admission of candidates to degree and diploma programs. From the Higher School Certificate, a candidate's University Admissions Index will be based on the scaled aggregate of the marks in 2 units of English and the next best eight in Higher School Certificate courses, with the exception of Board endorsed courses (eg: Photography) and VET courses (eg: Hospitality).



EXAMPLE OF STANDARD WARNING LETTER

Dear [Parent/Guardian]

Re: OFFICIAL WARNING

Non-completion of a Higher School Certificate Course

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

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the 1st official warning we have issued concerning (course name).

A minimum of two course-specific warnings must be issued prior to a final 'N' determination being made for a course.

Course Completion Criteria

The satisfactory completion of a course requires Headmasters 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 an 'N' (non-completion of course) determination. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement. In Year 12, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of available marks. Completion of tasks worth exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

To date, (student name) has not satisfactorily met (indicate a, b or c) of the 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 (student name) to satisfy Course Completion. Criteria, the tasks, requirements or outcomes listed overleaf need to be satisfactorily completed/achieved. Please discuss this matter with (student name) and contact the School if further information or clarification is needed.

Yours sincerely

Class Teacher

Head of Senior School

Deputy Headmaster

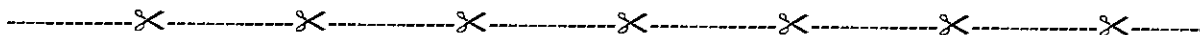
Date:



To satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed by

_____ (student name)

<i>Task Name/Course Requirement/Course Outcome</i>	<i>Date/s Task/s Course Requirement/s Initially Due (if applicable)</i>	<i>Action Required by student</i>	<i>Date to be completed by (if applicable)</i>



PLEASE DETACH THIS SECTION AND RETURN TO THE SCHOOL

Requirements for the satisfactory completion of a Higher School Certificate Course

- I have received the letter dated _____ indicating that _____ (student name) is in danger of not having satisfactorily completed _____ (course name).

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

- I am also aware that the 'N' determination may make him/her ineligible for the award of the Higher School Certificate.

Parent/Guardian's signature: _____ Date: _____

Student's signature: _____ Date: _____

ASSESSMENT SCHEDULE - HSC - 2009



SUBJECT	DATE	TASK NO	TERM	WEEK	TITLE	WEIGHTING
Anc Hist	3-Dec-08	1	4	8	Ancient Societies (Sparta)	15
Anc Hist	2-Mar-09	2	1	6	Historical Period (Greek World) - Due	15
Anc Hist	23-Mar-09	3	1	9	First semester examination	10
Anc Hist	9-Jun-09	4	2	7	Cities of Vesuvius (Core)	20
Anc Hist	17-Aug-09	6	3	4	Trial examination	20
Anc Hist	8-Sep-09	5	3	7	Hatshepsut (personality)	20
Biology	4-Dec-08	1	4	8	Practical Investigation	20
Biology	4-Mar-09	2	1	6	Research Report - Due	20
Biology	23-Mar-09	3	1	9	First semester examination	20
Biology	1-Jun-09	4	2	6	Meiosis Model - Due	10
Biology	17-Aug-09	5	3	4	Trial examination	30
Bus Stud	2-Feb-09	1	1	2	Report - Case Study - Due	20
Bus Stud	23-Mar-09	2	1	9	First semester examination	15
Bus Stud	8-May-09	3	2	2	Marketing Exercise	20
Bus Stud	3-Aug-09	4	3	2	Global Business Essay - Due	20
Bus Stud	17-Aug-09	5	3	4	Trial examination	25
Chemistry	8-Dec-08	1	4	8	Research and Essay - Due	10
Chemistry	2-Mar-09	2	1	6	Practical Task	20
Chemistry	23-Mar-09	3	1	9	First semester examination	20
Chemistry	22-Jun-09	4	2	9	Practical task and Problem Solving	20
Chemistry	17-Aug-09	5	3	4	Trial examination	30
D&T	9-Feb-09	1	1	3	Direction of Major Design Project - Oral & Written Presentation	20
D&T	16-Feb-09	2	1	4	Case study of an innovation - Due	20
D&T	23-Mar-09	3	1	9	First semester examination	20
D&T	25-May-09	4	2	5	Comparing comm. & indust. settings with MDProject - Due	20
D&T	17-Aug-09	5	3	4	Trial examination	20
D&T	7-Sep-09		3	7	Major Design Project and Design Folio due for BOS	

Drama	3-Dec-08	1	4	8	Topic 1 - Core	20
Drama	5-Mar-09	2	1	6	Topic 2	20
Drama	23-Mar-09	3	1	9	First semester examination	10
Drama	25-Jun-09	4	2	9	Individual Project	20
Drama	6-Aug-09	5	3	2	Group Devised Performances	20
Drama	17-Aug-09	6	3	4	Trial examination - Written	10
Drama	31-Aug-09		4	6	Projects submitted for BOS	
Eng Ext 1	19-Nov-08	1	4	6	Presentations - Due	15
Eng Ext 1	9-Mar-09	2	1	7	Creative Composition - Due	15
Eng Ext 1	18-May-09	3	2	4	Essay - Due	10
Eng Ext 1	17-Aug-09	4	3	4	Trial Examination	10
Eng Ext 2	8-Dec-08	1	4	9	Proposal - Due	10
Eng Ext 2	3-Jun-09	2	2	6	Viva Voce	20
Eng Ext 2	27-Jul-09	3	3	1	Report - Due	20
Eng Ext 2	28-Aug-09		3	5	Major Works submitted for BOS	
Eng. Adv.	1-Dec-08	1	4	8	Scrapbook/Creative Composition - Due	30
Eng. Adv.	16-Mar-09	2	1	8	Extended Composition - Due	15
Eng. Adv.	18-May-09	3	2	4	Visual Representation - Due	15
Eng. Adv.	10-Aug-09	4	3	3	Essay - Due	15
Eng. Adv.	17-Aug-09	5	3	4	Trial examination	25
Eng. Sta.	8-Dec-08	1	4	9	Area of Study - Belonging - Due	25
Eng. Sta.	16-Mar-09	2	1	8	Module C - Tom Brennan Talk - Due	15
Eng. Sta.	23-Mar-09	3	1	9	First semester examination	10
Eng. Sta.	18-May-09	4	2	4	Module A - Shoehorn Sonata - Talk/Visual Representation - Due	15
Eng. Sta.	10-Aug-09	5	3	3	Module B - Witness - Essay - Due	15
Eng. Sta.	17-Aug-09	6	3	4	Trial examination	20
Geo	2-Feb-09	1	1	2	Research Project - Due	20
Geo	23-Mar-09	2	1	9	First semester examination	15
Geo	4-May-09	3	2	2	Report - Due	20
Geo	3-Aug-09	4	3	2	Essay - Due	20
Geo	17-Aug-09	5	3	4	Trial examination	25

Gen Math	16-Feb-09	1	1	3	Assignment: Finance and trigonometry - Due	10
Gen Math	23-Mar-09	2	1	9	First semester examination	25
Gen Math	18-Jun-09	3	2	8	Test: Data interpretation and analysis	15
Gen Math	17-Aug-09	4	3	4	Trial examination	40
Gen Math	18-Sep-09	5	3	8	Test: algebraic modelling	10
Hist Ext	23-Mar-09	1	1	9	First semester examination	5
Hist Ext	10-Aug-09	2	3	3	Major Works - Due	5
Hist Ext	17-Aug-09	3	3	4	Trial examination	40
IPT	8-Dec-08	1	4	9	Written Test	10
IPT	23-Mar-09	2	1	9	First semester examination	15
IPT	4-May-09	3	2	2	Project Management Construction	20
IPT	22-Jun-09	4	2	9	Multimedia Project - Due	15
IPT	17-Aug-09	5	3	4	Trial examination	25
IPT	7-Sep-09	6	3	7	Excursion Report - Due	15
Math Ext 1	5-Dec-08	1	4	8	Open Book Test	7½
Math Ext 1	23-Mar-09	2	1	9	First semester examination	15
Math Ext 1	26-Jun-09	3	2	9	Test	7½
Math Ext 1	17-Aug-09	4	3	4	Trial examination	20
Math Ext 2	4-Dec-08	1	4	8	Test	15
Math Ext 2	23-Mar-09	2	1	9	First semester examination	25
Math Ext 2	24-Jun-09	3	2	9	Test	20
Math Ext 2	17-Aug-09	4	3	4	Trial examination	40
Maths	25-Nov-08	1	4	7	Test	15
Maths	23-Mar-09	2	1	9	First semester examination	25
Maths	19-Jun-09	3	2	8	Open Book Test	20
Maths	17-Aug-09	4	3	4	Trial examination	40
Mod Hist	25-Nov-08	1	4	7	Source Analysis	25
Mod Hist	9-Mar-09	2	1	7	Oral Test - presentations	25
Mod Hist	23-Mar-09	3	1	9	First semester examination	20
Mod Hist	22-Jun-09	4	2	9	Research task - Due	10
Mod Hist	17-Aug-09	5	3	4	Trial examination	20

Music 1	2-Dec-08	1	4	8	Elective 1 - Performance, Viva Voce or Composition	15
Music 1	18-Feb-09	2	1	4	Core: Musicology, Composition, Performance	30
Music 1	23-Mar-09	3	1	9	First semester examination	25
Music 1	19-May-09	4	2	4	Elective 2: Performance, Viva Voce or Composition	15
Music 1	30-Jun-09	5	2	10	Elective 3: Performance, Viva Voce or Composition	15
Music 1	14-Sep-09				Submitted works for BOS	
PDHPE	2-Mar-09	1	1	6	Factors Affecting Performance Research - Due	15
PDHPE	23-Mar-09	2	1	9	First semester examination	20
PDHPE	8-Jun-09	3	2	7	Health of Young People Internet Response - Due	15
PDHPE	3-Aug-09	4	3	2	Design and Coach a Training Session - Due	15
PDHPE	17-Aug-09	5	3	4	Trial examination	35
Physics	4-Dec-08	1	4	8	Practical Test	10
Physics	9-Mar-09	2	1	7	Practical test	10
Physics	23-Mar-09	3	1	9	First semester examination	10
Physics	12-Jun-09	4	2	7	Practical test	15
Physics	3-Aug-09	5	3	2	Assignment - Due	15
Physics	17-Aug-09	6	3	4	Trial examination	40
Vis Art	23-Mar-09	1	1	9	First semester examination	10
Vis Art	7-Apr-09	2	1	11	VAPD and Body of Work Progression	15
Vis Art	3-Aug-09	3	3	2	Case Study Folio Completion - Due	20
Vis Art	10-Aug-09	4	3	2	Body Of Work	35
Vis Art	17-Aug-09	5	3	4	Trial examination	20
Vis Art	7-Sep-09		3	7	Body Of Work submitted for BOS	
Vet Hosp					Numerous competency standards to be completed by set date, as well as other formal assessment tasks.	
					All issued on a separate schedule	
As At 3/2/09						