

Faith    Wisdom    Character    Service



**SHOALHAVEN ANGLICAN SCHOOL**

**PRELIMINARY HSC  
ASSESSMENT  
BOOKLET**

**2009**



## 1. PRELIMINARY AND HSC COURSE ASSESSMENT

It is the responsibility of the school to implement a Preliminary and HSC assessment program 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 course, 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 HSC examiners to bring the results from different schools to a common scale, and in line with the "ability in the performance" range of the student group.

**1.2 The school based assessment mark** will be compiled from each student's work during the actual HSC course (i.e. Term 4 – Year 11 to Term 3 – Year 12). 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 Preliminary Course will commence in Term 1 – Year 11. Formal Assessment of the HSC Course component will commence when the Preliminary Course in a particular course is completed.

An Assessment Task Schedule outlines the dates tasks are due or to be held in class. Tasks which are undertaken at home will usually be due for submission by 8:50 a.m. to the old canteen window on a Monday or the first day term commences. Students must bring their school diary so receipt of the task can be signed by the member of staff. 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 LATE SUBMISSION OF ASSESSMENT TASKS

Assessment tasks must be ready to be handed in at school by 8:50 a.m. on the due date. If a student is late due to transport break-down, the task must then be submitted to the office by 9:15 a.m. A zero mark will be awarded for all Assessment Tasks not submitted by the due date. Parents will be notified immediately if a zero mark is awarded.

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 Headmaster for an extension of time. The application should be submitted as soon as difficulties with deadlines are identified and ideally well before the task is due. If an extension is granted, the task must be completed by the new date or a zero mark will be awarded.

## 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 Headmaster 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 Headmaster.

If the student is absent for an assessment task and believes they have a valid reason, a letter signed by their parent / guardian must be presented immediately upon their



return to the Deputy Headmaster's office. 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 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 and Deputy Headmaster.

## **2.6 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. Students undertaking the Hospitality VET course are required to pass numerous competency standards, as well as other assessment tasks.

## **2.7 SCHEDULE OF TASKS**

- a) The Deputy Headmaster 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 confirm the actual dates for assessment tasks 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.

## **2.8 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 in half yearly and yearly reports. 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 the 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 (in 2010), the Board of Studies will issue an official Rank Order Sheet which will specify each student's ranking for every subject based on results in the HSC component course (Year 12). These will be made available to all students for collection after the last HSC examination for candidates at Shoalhaven Anglican School has been completed.

d) To be eligible to attain the HSC, each student is expected to attend lessons, show diligence and effort in class and in homework in all courses, and undertake all assessment tasks appropriately. If a student falls down in any one of these three point he/she will receive an official warning letter and the chance to redeem the issue. Usually three warning letters leads to an "N" award for that course and the student cannot proceed to the HSC.

## **2.9 APPEALS AND REVIEWS**

If a student considers a mistake has been made in the calculation of his/her 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 Headmaster, who will through the Deputy Headmaster, 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.

## 2.10 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, the Deputy Headmaster or the Headmaster.

## 2.11

Guidelines set out in this document are common across all schools accredited to deliver the NSW HSC. The purpose is to ensure that assessment is fair and equitable for senior students undertaking the HSC under the Education Act 1990 (amended) and administered by the NSW Board of Studies.



## 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>

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**PLEASE DETACH THIS SECTION AND RETURN TO THE SCHOOL**

**Requirements for the satisfactory completion of a Higher School Certificate Course**

• I have received the letter dated \_\_\_\_\_ 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 - PRELIMINARY - 2009



TASK NO.	DATE	TERM	WEEK	TITLE	WEIGHTING
<b>COURSE: Business Studies</b>					
1	9-Mar-09	1	7	Stimulus based skills - written report - Due	10
2	11-May-09	2	3	First semester examination	10
3	18-Aug-09	3	4	Group seminar - oral	20
4	31-Aug-09	3	6	Business research major - Due	30
5	21-Sep-09	3	9	Preliminary HSC examination	30
<b>COURSE: Chemistry</b>					
1	13-Mar-09	1	7	Gravimetric separation	10
2	11-May-09	2	3	First semester examination	20
3	4-Sep-09	3	6	Problem solving	20
4	21-Sep-09	3	9	Preliminary HSC examination	30
5	30-Oct-09	4	2	Practical and problems	20
<b>COURSE: Design &amp; Technology</b>					
1	23-Mar-09	1	9	Design project 1: Product and Design Folio - Due	15
2	28-Apr-09	2	1	Research: Australian and International Designer - Due	10
3	8-Jun-09	2	7	Oral presentation	5
4	14-Sep-09	3	8	Design Project II: Product and Design Folio - Due	30
5	21-Sep-09	3	9	Preliminary HSC examination	40
<b>COURSE: Drama</b>					
1	9-Mar-09	1	7	Acting/Improv task & research - Due	15
2	11-May-09	2	3	Playbuilding - Due	20
3	11-May-09	2	3	First semester examination	10
4	15-Jun-09	2	8	Theatrical traditions and styles	10
5	7-Sep-09	3	7	Elements of production & theatrical styles	30
6	21-Sep-09	3	9	Preliminary HSC examination	15
<b>COURSE: English Standard</b>					
1	30-Mar-09	1	10	Area of Study - Folio & Essay - Due	20
2	11-May-09	2	3	First semester examination	30
3	10-Aug-09	3	2	The language of film - Oral - Due	15
4	21-Sep-09	3	9	Preliminary HSC examination	20
5	26-Oct-09	4	2	Language of Drama - Representation - Due	15
<b>COURSE: English Advanced</b>					
1	16-Mar-09	1	8	Oral Task	25
2	25-May-09	2	5	Essay - Due	15
3	29-Jun-09	2	10	Short story - Due	15
4	14-Sep-09	3	8	Visual representation - Due	15
5	21-Sep-09	3	9	Preliminary HSC examination	30

**COURSE: English Extension**

1	28-Apr-09	2	1	Critical presentation - Due	15
2	27-Jul-09	3	1	Creative project - Due	15
3	21-Sep-09	3	9	Preliminary HSC examination	20

**COURSE: Geography**

1	23-Mar-09	1	8	Geography Stimulus Exercise - Due	15
2	28-Apr-09	2	1	Fieldwork - Due	15
3	11-May-09	2	3	First semester examination	15
4	27-Jul-09	3	1	Fiolio and report - Due	20
5	31-Aug-09	3	6	Senior Geogrpahy Project - Due	20
6	21-Sep-09	3	8	Preliminary HSC examination	15

**COURSE: VET HOSPITALITY**

1	12-Mar-09	1	7	Peer assessment task - Hygiene - Due & In class	5
2	1-Jun-09	2	6	OHS workbook - Due	20
3	16-Jun-09	2	8	Practical test 1	20
4	21-Sep-09	3	9	Preliminary HSC examination	30
5	26-Oct-09			Ongoing observation	25

**COURSE: IPT**

1	9-Mar-09	1	7	Case study and oral presentations - Due	15
2	11-May-09	2	3	First semester examination	25
3	17-Aug-09	3	4	Major project - Due	30
4	21-Sep-09	3	9	Preliminary HSC examination	30

**COURSE: Mathematics General**

1	19-Mar-09	1	8	Test: Financial mathematics	15
2	11-May-09	2	3	First semester examination	25
3	25-Jun-09	2	9	Assignment: data analysis and measurement	15
4	21-Sep-09	3	9	Preliminary HSC examination	35
5	30-Oct-09	4	2	Test: Modelling and measurement	10

**COURSE: Mathematics**

1	19-Mar-09	1	8	Test	15
2	11-May-09	2	3	First semester examination	25
3	27-Aug-09	3	5	Test	20
4	21-Sep-09	3	9	Preliminary HSC examination	40

**COURSE: Mathematics Extension 1**

1	26-Mar-09	1	9	Test	15
2	11-May-09	2	3	First semester examination	25
3	25-Jun-09	2	9	Test	20
4	21-Sep-09	3	9	Preliminary HSC examination	40

<b>COURSE: Modern History</b>					
1	2-Mar-09	1	6	Oral historical investigation	10
2	4-May-09	2	1	Source analysis - extended response	25
3	11-May-09	2	3	First semester examination	20
4	10-Aug-09	3	3	Research task	25
5	21-Sep-09	3	9	Preliminary HSC examination	20
<b>COURSE: Music 1</b>					
1	27-Mar	1	9	Aural	15
2	5-Jun	2	6	Viva Voce	15
3	16-Jun	2	8	Performance	15
4	3-Aug	3	2	Composition - Due	15
5	23-Sep	3	9	Preliminary HSC examination	40
<b>COURSE: PDHPE</b>					
1	16-Mar-09	1	8	Health Survey and Presentation - Due & In class	20
2	11-May-09	2	3	First semester examination	25
3	3-Jun-09	2	6	Practical Outdoor Recreation	10
4	22-Jun-09	2	9	Fitness Choices Task - Due	10
5	21-Sep-09	3	9	Preliminary HSC examination	35
<b>COURSE: Photography</b>					
1	16-Mar-09	1	8	Historical assignment - Due	20
2	11-May-09	2	3	First semester examination	25
3	17-Aug-09	3	4	Individual tasks - Due	20
4	14-Sep-09	3	8	Major project - Due	35
<b>COURSE: Physics</b>					
1	24-Mar-09	1	9	Practical test	
2	11-May-09	2	3	First semester examination	20
3	1-Jun-09	2	6	Assignment - Due	12 ½
4	18-Aug-09	3	4	Practical Test	12 ½
5	7-Sep-09	3	7	Assignment - Due	12 ½
6	21-Sep-09	3	9	Preliminary HSC examination	30
<b>COURSE: Visual Arts</b>					
1	16-Mar-09	1	8	Pop art case study - Due	15
2	11-May-09	2	2	First semester examination	10
3	25-May-09	2	5	Screen print work & VAPD - Due	25
4	17-Aug-09	3	4	Issues case study - Due	15
5	14-Sep-09	3	8	Issues work & VAPD - Due	25
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As at 5/2/09					

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As at 5/2/09					