

# ASSESSMENT POLICY

## HSC and Preliminary



### What is assessment?

Assessments represent an integral part of the teaching and learning process and as such all assessments set, must be completed. Students will receive an Assessment Booklet containing Assessment Schedules, the Assessment Policy and student responsibilities.

- Assessment is a process which is used to measure the achievement of students in attaining course outcomes. A range of formal and informal assessments will be used to determine satisfactory student progress.
- Informal tasks and class work not included in the formal assessment schedule are of significance as they:
  - assist in skill and knowledge development.
  - identify areas for extension or remediation for the teacher and student.
  - provide opportunities for students to consolidate conceptual understanding.
  - provide evidence of sustained and diligent effort.

### Why is there school assessment?

- It allows the student to be given credit for developing skills and knowledge over a period of time.
- It allows for evaluation of student achievement in those parts of courses, such as field and practical work, which are difficult to examine formally.
- It increases the accuracy of your final mark by using multiple assessment tasks, rather than a single examination to determine an appropriate result.
- A school assessment rank will form 50% of a student's HSC mark.

### How will these assessments be made?

Some or all of the following, may form the assessment program:

- Oral/aural tests
- Reports you can make
- Essays
- Assignments
- Research you do
- Submitted practical work
- Field work
- Lectures and oral presentations given
- Practical performance
- By a series of formal examinations, also with advance notice.

## Schedule of Assessment tasks

- Tasks will occur regularly throughout each course.
- All students will be given an assessment schedule booklet indicating the assessment date (s) for each Preliminary and HSC course.

## Assessment Processes

**Students must complete all set tasks.** The awarding of a zero mark will result in a written 'N' determination warning letter notification to parents/ guardians.

The following practices will apply to assessment tasks.

**Students must complete all set tasks.** The awarding of a zero mark will result in a written 'N' determination warning letter notification to parents/ guardians.

1. Students will receive an Assessment Task notification at least 2 weeks prior to the submission date.

For each subject students are to be provided with:

- clear indications of outcomes being assessed
  - clear instructions to allow the assessment to be understood and completed
  - marking guidelines/ criteria (where applicable)
  - due date (task may be submitted prior to due date)
  - weighting for the task
  - final assessment mark and rank
2. The **Assessment Cover Sheet** must be completed and attached to the front of the assessment. The receipt is to be retained as proof of submission by the student.
  3. The NSW Educational Standards Authority (NESA) sets a limit on the amount of Illness/Misadventure that a student can apply for. Exceeding this limit will result in a mark of zero regardless of the Illness/Misadventure application.
  4. Failure to complete/submit an Assessment Task on the due date will result in a zero mark. An **'N' determination warning letter** will be issued to students regardless of any Illness/Misadventure Appeal. This NESA requirement ensures that all students must be notified of missed tasks in order to meet outcomes.
  5. **In order to appeal a zero 'N' determination warning, a Misadventure Appeal Form must be submitted with the completed task. The form should be presented to the Deputy Principal on the very next day of the student's return to school. Failure to do so will result in a mark of zero. The student can submit an Illness/Misadventure Form prior to an Assessment Task if there is due cause eg hospital/court. Documentation to support the request MUST be attached to the form.** Illness/Misadventure applications will require independent evidence such as a medical support document or a police report number covering the entire period of absence. Copies of all Appeal forms will be retained for student records. It should not be assumed that the request will be successful.

6. If a student is absent on the day of an assessment task due to illness, they must attend the doctor's surgery on the actual day of the assessment task. The doctor must fill in section A of the Illness/Misadventure paperwork. The form must be presented to the Deputy Principal on the day of the student's return to school after the Illness.
7. Some hand in tasks will be submitted to the teacher in the SOLE Room (entry through F block) before Roll Call on the due date. Alternatively, some hand in tasks may be submitted electronically through the CANVAS Learning Management System used by John Edmondson High School before Roll Call on the due date. Some tasks will be conducted in class time. Students will be notified of submission procedures for all tasks.
8. If a student is absent for a hand in task, the student must still endeavour to submit that task. In this exceptional circumstance, the task may be submitted via email, through a family member or through another student by the set time for hand in task. It is the student's responsibility to ensure that the attachments are correct and are correctly formatted. If a student cannot submit their hand in task using these means, then the student must submit their task on the very next day of their return to school. The task must be accompanied by the Illness Misadventure Appeal. The Assessment Review Panel will then decide whether to uphold the appeal, thereby awarding the mark or whether to deny the appeal.
9. Any Student absent from an 'in class' task will be presented with either that task or an alternate task. In exceptional circumstances the Principal, in consultation with the Assessment Review Panel, may determine that an estimated mark be given. The missed assessment task will be completed on the day of the student's return to school after their absence. An Illness/Misadventure Form with the correct documentation **MUST** also be submitted on the day of return. If the student does not return on the day after the assessment task, the whole duration of the leave must be covered by a doctor's certificate or evidence.
10. Assessments in which **malpractice** is an issue may receive a zero mark. Parents will be notified, students will need to redo the task and an N determination Warning Letter will be issued. Malpractice will be documented on the school's Sentral site. Malpractice includes plagiarism, copying of another student's work, having someone else significantly contribute to the task, falsifying any documentation, cheating in a test situation, not following published examination rules or being deemed to have gained an unfair advantage. This will apply to individual students or to two or more students if unethical collusion between students occurs. Students arriving late to school on the day of an assessment task can gain an unfair advantage. All students are expected to arrive by the conclusion of roll call. Any student arriving later than this must complete an Illness/Misadventure form with evidence.
11. **Students who are deemed to make a non-serious attempt at any assessment task will be awarded zero. A non-serious attempt may include only completing one section of the examination or not making a genuine attempt to complete all sections of an assessment task.**
12. Students must protect themselves against technological failure. Technological failure may result in a mark of zero. Consideration may be given in relation to technological failures only in **exceptional circumstances**. In these cases students must submit evidence of completed work. This may include:
  - draft work
  - work saved to removable disk in the case of printer failure
  - emailed submission

13. All assessments requiring the research of information must include referenced sources correctly presented based on a recognised referencing system eg. Harvard, MLA etc..

### **APPEALS PROCESS**

Appeals will only be considered if students and their families believe that due process has not been followed in regard to the administering of an assessment task.

Appeals cannot be on grounds that question the professional judgements made by teachers in allocating a mark to an assessment task.

If a student wishes to appeal, they must submit a written application to the Principal with all appropriate evidence within five school days of receipt of the final mark for the task. This appeal must be signed by both the student and their parent/caregiver.

### **Satisfactory Completion of Courses:**

**A Course has been satisfactorily completed, when the student has:-**

- **Followed the course developed/endorsed by NSW Educational Standards Authority (NESA)**
- **Applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course.**
- **Achieved some or all of the course outcomes.**

**In addition, in order to receive the Higher School Certificate, students must**

- **Meet the minimum standard requirements in Literacy and Numeracy. Failure to complete the minimum standard will result in students receiving a Record of Student Achievement (ROSA) only.**
- **Complete mandatory Work Placement if applicable**
- **Make a genuine attempt at Assessment Tasks and all HSC Examinations. Failure to complete a HSC Examination will result in an N Determination even if all school requirements have been met.**

Students must satisfactorily complete the Preliminary component of a Course to be eligible to proceed into the HSC component in Year 12. Where a student is at risk of an 'N' determination, the school will warn the student and advise the parent in writing. In the case where a student is awarded a zero in an assessment task, this warning and advice will be given.

Students whose **attendance** is poor may not satisfy course completion criteria. The Principal is the final arbitrator on any matters that arise regarding the final assessments.

## **'N' determinations**

- Students who do not satisfactorily complete the required class work, homework and assessment tasks will receive an 'N' determination warning letter.
- Students with any aspect of their work incomplete will receive a warning letter outlining what they need to do to have satisfactory completion. The letter will give the student 2 weeks to complete that outstanding work.
- **Students who have TWO (2) letters of outstanding work will be considered for an 'N' determination.**
- Students will only receive one (1) warning letter for each task. They will then receive a follow-up letter detailing N Determination work that has still not been completed. It is your responsibility to complete that task promptly.

## **Minimum Standard Online Tests**

Students need to achieve level three or four in short online reading, writing and numeracy tests of skills for everyday life to meet the HSC minimum standard. Students get two chances a year to sit each of the tests from Year 10 up to five years after starting their first HSC course. Students planning to leave school before completing their HSC may choose to take these tests to show their level of literacy and numeracy skills.

Please refer to the NESA site for more information regarding the HSC minimum standard.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard/online-tests>

## **Vocational Education and Training (VET) Assessment**

VET courses are competency-based courses. In a competency-based course, assessment of competencies is standards-referenced. This means that students are judged against a prescribed standard not against the performance of other students.

Demonstrating competency means that students can perform the task or show an understanding to the level required by the industry standards.

When students successfully demonstrate competence against a particular standard they will be judged as 'competent'. There is no pass/fail. Students are either 'competent' or 'not yet competent'.

The units of competency students achieve will be recognised on a vocational qualification.

Students therefore are being continually assessed and attendance in each lesson is extremely important.

Hospitality students will be assessed in every practical lesson. It is expected that students be in full chef uniform and have relevant equipment to complete the practical lesson. Students failing to bring correct equipment will be issued with an 'N' determination warning letter.

If at any time it appears that a student is at risk of being given an 'N' determination in any vocational course, the Principal must follow the same procedure as for any other Higher School

Certificate Course. The student will be given written warning in sufficient time to correct any problems regarding the completion of course requirements.

Where a student receives an 'N' determination in a VET course, that course will not appear on the student's record of achievement. No VET Certificate or Statement of Attainment will be issued to students who receive an 'N' determination.

### **Mandatory Work Placement**

Work placement is a mandatory requirement for completion and accreditation of your VET course. Students who do not complete at least 70 hours of work placement over the two years will not have the course recognised by the NSW Educational Standards Authority (NESA) and will not receive a certificate or statement of attainment. This might mean that students will receive an N award determination for the Preliminary Course or the HSC.

Work placement requires students to participate in relevant industry placement for up to one week of both years. During work placement students are expected to practise and develop the competencies that are part of the course. Teacher and/or workplace supervisor will assess your performance on the job.

Work Placement is a privilege offered by employers in the community. Employers are under no obligation to assist in work placement.

Some students have gained employment or improved their employment chances due to work placement. It is expected that students will make the most of the opportunity given to them.

Students who do not undertake Work Placement at the prescribed venue as organised by the school will receive a Non-Completion of Work Placement warning letter which will jeopardise the satisfactory requirements for work placement.

- **Hospitality**

Students undertaking Hospitality at John Edmondson High School will be participating in their mandatory 70 hours work placement at venues organised through the school and South West Connect. Students wishing to complete mandatory work placement at another workplace venue are to notify their teacher as soon as possible. Work placement in Hospitality, will be in a one-week block per year (35 hours each block). It is the students' responsibility to catch up on missed class work.

**NB:** It is each **student's responsibility** to submit assessment tasks on time. Negotiation between student and subject teacher/ Head Teacher will be required for any assessment tasks scheduled during the work placement week. Students will be required to hand in the completed task before you commence Work Placement. Alternate arrangements for any in-class assessment tasks must also be negotiated with your teacher **BEFORE** Work Placement. **Work Placement is not a reason for non-completion of assessment tasks**

- **Work Placement and student responsibilities**

All students going on Work Placement are required to complete **work plans**, which will be available from the VET teacher. These are to be completed and returned to the teacher immediately after work placement. This forms part of the evidence required for completion of mandatory work hours