STAGE 6
STUDENT ASSESSMENT POLICY
STUDENT

Tamworth High School is an inclusive centre of innovation, creativity and excellence.
INTRODUCTION
This Senior Assessment Policy has been developed to comply with the Board of Studies Teaching and Educational Standards requirements. This policy will be consistently applied in all subjects where students are presenting for the Higher School Certificate (HSC).

All 2 Unit courses are broken into a Preliminary course and an HSC course. The Preliminary course in a subject must be satisfactorily completed before a student can attempt the HSC course.

The Board requires that assessment tasks be conducted for the Preliminary and HSC courses. However, only assessment of the HSC course will count towards the moderated assessment mark that appears on the HSC (there are some exceptions to this rule in Mathematics).

The main purpose of assessment in Preliminary courses is to provide feedback to students and parents/carers about achievement of outcomes and to determine whether a course has been satisfactorily completed.

A-E Grading occurs in the Preliminary year. This is recorded on the student’s report and sent to the Board of Studies and is recorded on the Record of School Achievement.

Assessment tasks are designed to measure performance in a wider range of outcomes than may be tested in an examination. This allows students to be given credit for consistent work throughout the course and improves the accuracy of the judgements made about student achievement.

RECORD OF SCHOOL ACHIEVEMENT (ROSA)
The Record of School Achievement is a new credential (2012) replacing the School Certificate for students who leave school after Year 10 and before they receive their Higher School Certificate (HSC).

At the end of Year 10 all students will receive a Tamworth High School Report. As the RoSA credential is only intended for school leavers, only those students formally leaving school at the conclusion of Year 10 (or prior to completing the HSC) will be able to receive the RoSA credential.

Students who receive their HSC will be able to receive a RoSA at the same time as their HSC, detailing their achievement in their earlier years of study. Students leaving after turning 17 years of age may request a RoSA transcript.

Students who leave school and who are not eligible for a RoSA will be able to receive a Transcript of Study at their time of departure. The Transcript of Study will contain the same information as the RoSA for courses satisfactorily completed.

PATTERN OF STUDY
At least 12 units are required in the Preliminary course pattern of study and at least 10 units in the HSC course pattern of study.

- In both patterns of study at least six units must consist of Board-developed courses.
- At least two units of a Board developed course in English.
- In both patterns of study candidates must undertake at least three courses of two unit value or greater.
- In both patterns of study at least four different subjects must be studied
- A maximum of six units of science courses may count towards an HSC.

The award of an HSC may be accumulated over a period of five years. Any student who takes this pathways option should consult their Year Adviser and Careers Adviser to ensure all the Board of Studies requirements are met.
COORDINATION OF SENIOR ASSESSMENT
The overall coordination of senior assessment is the role of the Head Teacher Teaching and Learning. This will involve:

- Ensuring that an up to date policy is available each year and that any changes to the board requirements are immediately communicated to staff.
- Liaising with the Year 11 Adviser to ensure that all students receive the appropriate information.
- Coordinating a regular evaluation of the policy.

Monitoring of assessment procedures is to be carried out by Head Teachers to ensure policy is being followed.

Final decisions regarding the implementation of this policy are the responsibility of the Assessment Review Committee which will consist of the Deputy Principal, the Assessment Coordinator and another Head Teacher.

NOTICE OF TASKS
An assessment booklet will be distributed to all students at the beginning of Year 11 and at the beginning of the HSC Course. This booklet will contain for each subject:

- Components and weightings across the whole assessment program
- Approximate date for each task (which term)
- Weightings of each task
- Nature of each task

At least two weeks prior to the Assessment date, students will be informed of:

- The syllabus outcomes being assessed by that task
- Mark value relative to the total number of marks for the course
- Nature of the task
- Date and time of the task

Students should receive the above details on the Notification of Senior Assessment Task form (see Appendices). As students receive the task they are to fill in the Acknowledgement of Notice of Assessable Task record sheet.

TIMING OF TASKS
- Assessments for the Preliminary courses will begin in week 5 Term 1.
- No tasks are to fall due in the week prior to examinations.
- HSC assessment will begin in week 5 Term 4.

SUBMISSION OF TASKS (INCLUDING EXAMINATIONS)
- Tasks should be handed to the teacher of that course with the Notice of Assessment Task attached to the front. The teacher will sign the tear-off receipt and return it to the student. If the teacher is absent on that day the assessment task should be handed to the appropriate Head Teacher. Assessment tasks are not to be left with anyone other than these two people and are not to be left on desks, under doors, etc.
- Assessment tasks must be handed in at school.
- The teacher will notify the class of the time of day that the task will be due. No tasks will be received after 3.30pm on the due date.
- All students are expected to attend all relevant examinations.

Extensions
- Students may apply for an extension when they know they will be unable to complete a task.
- Application for an extension must be made at least three days prior to the due date using the Application for Special Consideration form (see Appendix B).
- The application must be accompanied by supporting evidence in the form of a note from a parent/carer or a doctor's certificate, where possible, in the case of illness.
- This Application for Special Consideration form can be collected from the Year Advisor or Head Teacher Teaching and Learning.
The form must be signed by the subject teacher, the subject Head Teacher and then returned to the Head Teacher Teaching and Learning. Consultation will then be held with a member of the Senior Executive for final approval.

Students who will be absent for a task for any reason, including school commitments, must complete appropriate applications for Special Consideration.

Non-serious attempts
Where it is judged that a student has not made a serious attempt in an assessment task, despite the fact that all other requirements have been met, the task will receive zero marks.

Lateness
Where an assessment task is not submitted by the due date, the mark will be zero. **However the task is still required to be completed and submitted.** Students who would like to apply for special consideration for circumstances causing this lateness need to complete the Application for Special Consideration form available from the Deputy Principal (see Appendix B).

Failure to complete tasks
Students will receive no marks for non-completed tasks, including tasks where the reason for non-attendance or completion is ruled invalid. To have satisfactorily completed a course, students must make a genuine attempt at more than 50% of the tasks in the HSC year.

In the event of a task being missed for a valid reason
An Application for Special Consideration form must be collected from the Head Teacher Teaching and Learning and completed. The task then must be done on the next available day. If the nature of the task is practical, it must be done at a time designated by the teacher.

If a student is unable to attend an examination, they must:
- Notify the teacher on the day of the exam by telephone.
- Collect an Application for Special Consideration from the Head Teacher Teaching and Learning on return to school and complete the form.
- Obtain a doctor's certificate, where possible, if the cause is illness.
- Produce a letter from a Parent/Carer to explain the situation which may have caused the absence.
- Where students miss an examination they must see the teacher on the day of return. The teacher will inform the student of the alternative date.

Mobile phones in assessment tasks
Mobile phones MUST be turned off and placed in the storage box provided at the front of the examination room prior to the examination. Students found with any electronic device other than approved calculators during an exam will be awarded zero.

MALPRACTICE
Where there is proven evidence of malpractice (copying, cheating, submitting work which was done by someone else), the task will receive zero marks. Parents or Carers will be informed in writing of this. This is to be done by the Head Teacher.

All students must complete the *HSC: All my own work* course to be eligible for the HSC.

APPEALS
Students may appeal any decision regarding their assessments to the School Assessment Review Committee. Appeals must be in writing and can only be made in relation to a staff member's failure to follow published policies and procedures. The Deputy Principal will convene an Assessment Review Committee to discuss the appeal.

NUMBER OF TASKS
Three to five tasks of various types (e.g. formal examinations, practical tests, oral tests) are generally sufficient to assess the components of a 2 unit course. In the case of 2 unit English courses, five to six tasks are considered appropriate. For one unit courses, two to three tasks generally would be sufficient.
DOCUMENTATION
It is the responsibility of teachers to record the marks obtained by the students in their classes and to supply the marks to the Head Teacher as soon as they are completed. It is the responsibility of the Head Teachers to oversee the collation of marks and to keep a file of the faculty’s assessment records.

It is strongly advised that copies be made and kept off-site in case of fire, theft, vandalism, etc. Copies of correspondence sent to parents/carers regarding assessment should be kept by the Head Teacher with copies sent to the Year Adviser and the office for filing in the personal files.

Assessment records must be kept for five years.

USE OF EMAIL AND COMPUTER STORAGE DEVICES
Students may be required to submit assessment tasks on paper as well as digital form. Digital submission may be via email or other data transmission systems as negotiated with the class teacher. However, it remains the responsibility of the student to ensure the assigned task is submitted in full by the due date.

N DETERMINATIONS
Where students do not complete assessment tasks and fail to gain an extension, a warning letter will be sent home. At the end of a course, if a student has at least 2 unredeemed warnings or shows a consistent pattern of non-completion of work, they may be recommended for an N Determination.

An N Determination in the Preliminary course would mean that the student cannot proceed to the HSC course in that subject and would probably mean that they have not met the requirement of having completed 12 units of preliminary courses. An N Determination in the HSC will mean the student will receive no result in that course.

PROCESS OF NOTIFICATION TO PARENTS/CARERS WHEN A TASK IS NOT PRESENTED
Should a student not present an Assessment Task, their parents/carers will receive written notification of failure to submit task. There is an expectation that the parents/carers will then work with the teacher and the student to rectify the non-submission of the task.

EXAMINATION RULES
Examination Procedures - Students
- Students have the responsibility to check the examination timetable and ensure that they know when their examinations are to be held.
- Students will bring pens, ruler, calculator, pencils, eraser, sharpener and any other necessary and BOSTES approved equipment. This equipment must be in a clear plastic bag.
- Students may bring water in a clear drink bottle.
- Paper will be supplied.
- The examinations will be held in the school hall. With the exception of Music.
- Students with Special Provisions will sit their examination in the school library or other suitable location.
- Students should be waiting at the back of the hall 10 minutes before the examination is due to start.
- Students are to have their mobile phones switched off.
- Electronic devices are not permitted in the examination room. This means that you must remove all devices from your person.
- All bags will be left at the back of the hall in a designated area.
- There will be five minutes reading time for all examinations, with the exception of English. English examinations will have 10 minutes reading time.
- Students must not leave the examination.
- Should a student need to go to the toilet, they should seek permission and will then be escorted to the nearest toilets.
- All examination papers are to be left in the examination room.
SPECIAL PROVISIONS
Under special circumstances a student may be granted special considerations in their examinations and assessment tasks. Students who may qualify will work with the Learning and Support Teacher to complete the application process.

VET COURSES
Assessment in the VET frameworks courses continues throughout the two years of Preliminary and HSC courses. While there are assessment tasks undertaken with usual notice of 2 weeks, it must be remembered that achievement of competencies can be continually monitored during class activities.

No assessment mark is required to be submitted to the Board but schools are required to indicate to the Board which units of competency have been satisfactorily achieved by each student.

If a student chooses to be assessed in a VET course for the purposes of a UAI, this will be done via a written HSC examination. In the case of illness or misadventure during the HSC exam, marks from the trial HSC examination will be used.

NEW STUDENTS
For students who transfer before school assessment has commenced no action is necessary. The student will be assessed with all other students at the receiving school.

Internal assessments for transferring students
The previous school is to provide assessment marks for HSC courses for students who transfer after 30 June in the year of the Higher School Certificate examination. The marks will be developed from assessment information collected during the students' period at the school. For the purpose of moderation, these students will be treated as members of the previous school. Attachment 8.6 provides a sample transfer form which the new school may wish to use to assist in collecting information about a student's past record.

For students who repeat an HSC course, an assessment will be made based on their work in the repeat year only. All past assessments are void since the students were ranked against a different candidature. This includes mandatory assessment items.

FEEDBACK
Tasks will indicate the availability of feedback on drafts of the task.

Students will receive written feedback on their task within a reasonable timeframe. Unless there are extenuating circumstances, this should occur within 10 school days.

ACCELERATING STUDENTS
Accelerating student marks must be kept by the Head Teacher of the subject as well as recorded by the Officer responsible for the BOSTES mark entry.

Accelerated students will be accommodated within the examination timetables.

POLICY EVALENATION
This policy will be evaluated annually to ensure that any procedural changes are immediately addressed. This is the responsibility of the Head Teacher Teaching and Learning and their supervisor.

APPENDICES
1. Illness & Misadventure Form
ILLNESS AND/OR MISADVENTURE APPEAL

This form is to be completed if:
1. You failed to attend or submit an assessment task
2. An absence is known of in advance
3. You attended an assessment task and felt that your performance had been affected by an illness or misadventure that occurred immediately before or during the assessment task.

For 1, you must complete this form immediately (within 2 school days) on returning to school
For 2, this form must be completed in advance of absence
For 3, you must tell a supervising teacher of the problem during the task and complete this form.
In all cases, the completed form must be given to the Head Teacher Stage 6

Student First Name: _______________________________ Student Surname:__________________
Year ______ Course ________________ Time of Task ________ Date of Task ____/_____/_____
Class Teacher _____________________________________________________________________

☐ Failure to attend or submit an assessment task
☐ Performance affected by illness or misadventure
Please tick the relevant square above

Supporting Statement by Student

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Name of Student ____________________________ Signature of Student __________ Date ____/_____/____

Name of Parent/Carer _________________________ Signature of Parent/Carer __________ Date ____/_____/____

Supporting Statement Made by Health Professional or Other Relevant Person eg Police Officer, Student Adviser, Head Teacher (Attach a Medical Certificate if required)

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Name of Relevant Person __________________________ Signature of Relevant Person __________ Date ____/_____/____

Position of Relevant Person __________________________ Date ____/_____/____
Statement by Class Teacher/Head Teacher

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

______________________________________ ___________________________    ____/____/____
Name of Teacher                      Signature of Teacher         Date

______________________________________ ___________________________    ____/____/____
Name of Head Teacher                  Signature of Head Teacher       Date

STUDENTS DO HAVE THE RIGHT OF APPEAL TO THE PRINCIPAL IF THEY FEEL THE DECISION WAS UNJUST

Received and processed by:

☐ Head Teacher Stage 6

____________________________________________________    ____/____/____
Signature                                      Date

☐ Student Administration Office

____________________________________________________    ____/____/____
Signature                                      Date

Copies:

☐ Head Teacher – Faculty
☐ Student (via Roll)
☐ Original in Student File