



HSC & Preliminary HSC Assessment Policy

The following policy is to apply at both campuses of Calrossy Anglican School.

The Board of Studies has the power to award the student completing Year 12 a credential called the **Higher School Certificate**. To be eligible for this award students must comply with the entry requirements. These requirements include:

1. The student's attendance, conduct and progress must be satisfactory.
2. The student must study appropriate courses as approved by the Board.
3. The student must complete the requirements of each course including any necessary oral, practical or project work.
4. The student must have performed the tasks required as part of the Assessment program in each course.
5. The student must sit for any examination set as part of the course and will sit for the Higher School Certificate in Year 12.

The Purpose of Assessments

Assessments have been introduced to measure students' achievements over a wider range of each course than the area which can be tested in an examination. Students will be evaluated throughout the course rather than just at the end of the course. Assessments measure performance in the whole course, but do not take into account interest, attitudes or conduct.

The Board's Responsibilities

For each course, the Board has produced a Syllabus. In these manuals the various syllabus objectives have been grouped to form components and the relative importance of each component has been indicated by a weighting. A student may consult these documents in the Deputy Principal's office, by asking their teacher or accessing the Board's website. The guides also provide advice to schools on the types of task, such as tests, assignments, projects that could be used to assess the various components.

The School's Responsibilities

The school has to develop an Assessment Program for each course. This means the school must:

1. Identify the student tasks, which best measure each component
2. Specify values to be applied to each of the tasks to maintain relative importance of each of the components;
3. Schedule the various tasks throughout the course

NB: It is obligatory for the school to provide the following information in writing:

1. The components of each course, their weighting and the general nature of the task.
2. An indication of when tasks will occur.
3. At Calrossy Anglican School at least two weeks' notice will be given for a specific task.
4. Details of the task should be given in writing at the time notice is given.
5. How the work is to be assessed (types of tasks).
6. The weight value of each task in relation to the total weighted mark for the course.
7. Administrative arrangements for late submission, sickness, etc. Students should receive clear feedback on their performance which should indicate the outcomes students have or have not attained and, the students' relative position in the school.

Please note that for Half Yearly, Yearly and Trial HSC Examinations, teachers are not required to provide a specific task notification. The necessary information is provided to students through the assessment schedule for each subject and the examination timetable.

At the beginning of Year 11 and again at the beginning of Year 12, students will sign for their Assessment Program Schedules and a copy of the Assessment Policy

Once teachers have marked assessment tasks they are to record student results as SM-Marks or MotorisedMarkbook files. These files (or current copies thereof) are to be stored on the school's computer network in the **I:\groups\teachers**(calendar year) **senior assessments** directory. Paper back-ups of these files should be kept by the teacher. These assessment marks form the basis of marks and ranks entered on students' school reports and the assessment marks submitted to the Board of Studies (in the case of HSC courses).

The Student's Responsibilities

- Each student will be expected to perform the tasks, which are part of the Assessment Program in each subject.
- Assessment Tasks are to be handed to the teacher personally at the beginning of the lesson. If submission to the teacher is not possible, the task should be handed in at the Deputies' office or to the Cowper Senior Master and a receipt received.
- The school will not take responsibility for any task submitted by any other means.
- If a student is absent on the day an Assessment Task is due to be handed in, the assignment must still reach the school by the deadline.

- If a student wishes to sit an in class assessment or exam at another time they must submit a written request to the Assessment Committee (via a Head of Campus or the Deputy Principal) in time for the request to be considered. The student should not assume that the request will necessarily be granted.
- Extension can only be granted by the Assessment Committee following a student submitting a written request via a Head of Campus or the Deputy Principal on the appropriate form. Generally the committee will only allow extensions for school representation, illness verified by a doctor's certificate or another relevant health professional and in extreme family circumstances.
- In the case of oral components of assessment tasks, students will be required to submit a summary of their speech on the due date. If a student is not ready to speak when he/she is randomly selected to do so, he/she will incur a 10% penalty on each occasion.
- If he/she is absent for any reason, it is the student's responsibility to ascertain whether an Assessment Task was notified during his/her absence.
- The two weeks' notice required counts from the date of issue of the notices.
- In all cases where a student is unable to perform a task it is his/her duty to inform the Head Teacher or, in his/her absence, a Head of Campus or the Deputy Principal, before the due date (except in the case of last minute emergencies). Circumstances which might prevent the carrying out of the task when attended (e.g. an injured writing hand) will be handled as special cases, but in all cases candidates must be prepared to attend at the correct time.
- Students who have been suspended from lessons may be returned to class if an Assessment Task has been scheduled. This is at the discretion of the Principal and should be arranged by the student. Students suspended from school may apply to the Principal for permission to attend an assessment. If missed, the student will receive zero for that task.

Malpractice:

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 (plagiarism) 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
- building on the ideas of another person 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, coach or subject expert has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- using non-approved aides during an assessment task
- contriving false explanations to explain work not handed in by the due date

- assisting another student to engage in malpractice, including communicating test items to other students.

Cases of suspected malpractice should be reported by staff or concerned students to the Assessment Committee. The Committee will determine any further investigation to take place, possibly including interviews with relevant students and reports from teachers. If malpractice is deemed to have occurred, the Committee may impose a penalty which could include loss of marks, a zero mark being recorded for that task or the task being deemed as not attempted.

Conduct during Assessment Tasks

Students are subject to the normal rules of the School as they apply to examinations and completion of assignments and homework. Breach of these rules may result in cancellation of the task and ultimate disqualification from the award of a Higher School Certificate.

Examination Protocol:

You must:

1. Students should arrive at school at least 15 minutes before their first examination is to start and line up outside their examination room five minutes before the start of each examination. Students should go to the toilet before an examination. Normally students will not be allowed to leave the examination room;
2. Follow the supervisors' instructions at all times;
3. Behave in a polite and courteous manner towards the supervisors and other students;
4. Make a serious attempt at answering all the questions in the test;
5. Place any watch on top of your desk where it can be seen by the supervisor;
6. All writing is to be done in Blue or Black pen except when otherwise advised.

You must not:

1. Take a mobile phone into the test room;
2. Eat in the test room except as approved by a supervisor. Water is permitted through a clear bottle only;
3. Speak to any person other than a supervisor during a test, raising your hand first and waiting until they address you;
4. Behave in any way likely to disturb the work of any other student or upset the conduct of a test. A student is not permitted to communicate in any manner with other students during an examination. He/she may not speak to, signal to, gaze at, make facial expressions or generally attempt to distract other candidates. Failure to obey this rule may result in the resitting of a paper outside school hours, the cancellation of the student's paper or an appropriate penalty decided by the Assessment Committee.
5. Take into the test room any books, notes, paper or any equipment other than the equipment allowed;
6. Take any electronic device such as an organiser, dictionary or computerised watch into the test room unless approved by the Board of Studies;
7. Students are not to draw on or graffiti examination papers;
8. Remove any test material from the test room.

Students who do not comply with these rules or who cheat in any way may render themselves ineligible for a Higher School Certificate.

In cases of premeditated cheating, e.g. use of "crib" notes, possession of formulae, copying, etc., students will receive zero for that task/test.

In case of breach of rules, other than the above (premeditated cheating), e.g. talking, borrowing equipment, etc., at least 10% of the total possible mark may be deducted from the mark that the student attains.

It is the student's responsibility to ensure that all pages being submitted for an assessment task are stapled together, whether that task is an assignment, class test or an examination. If the supervisors of an examination ask students to submit their transcripts in separate sections each must be stapled. If any pages are submitted unattached and are subsequently lost it will be deemed that the student has not submitted those pages and will hence not receive any credit for the content of those pages.

If a student does not make a serious attempt at an Assessment Task/test he/she may not receive an award in the course concerned. This may render the student ineligible for the award of the Higher School Certificate.

Appeals

In the event of a query about an assessment mark, rank order report or other feedback on performance, the following procedure should be followed:

1. Consult the teacher who marked the task. This will probably result in any misunderstanding being dispelled or any error in calculation corrected. The teacher has the option to alter the original mark if it is apparent a change is warranted.
2. If the student is not satisfied with the result of the direct approach to the teacher, he/she should make an informal appeal to the Head Teacher. The Head Teacher will generally discuss the marking with the relevant teacher(s) and has the option to alter marks if such a change is warranted.
3. If still dissatisfied the student should make a formal appeal, in writing, to a Head of Campus or the Deputy Principal who will take the appeal to the Assessment Committee. The written appeal should outline the grounds for the appeal.

Appeals for consideration of illness/misadventure should be submitted within one week of the task date. Applications for remarking should be submitted within one week of the task being returned to students. Applications submitted after this may not be considered by the Assessment Committee.

Applications for re-marking of a task or part of a task will only be considered if the student has first sought to resolve the issue with the teacher who marked that component of the task and has discussed the matter with the Head of Department.

The Assessment Committee will consist of:

1. A Head of Secondary Girls/Boys or the Deputy Principal
2. Head Teacher of Faculty (unless the Head Teacher is also the class teacher involved)

3. Head Teacher of another Faculty, the Senior Master Boys or the Assistant to the Head of Campus

The Principal may deem that a staff member is ineligible to be part of an Assessment Committee considering a particular issue, eg. due to a close relationship potentially compromising the staff member's impartiality.

The Principal has the discretion to override the decision of the Assessment Committee if he/she deems that this will result in a more just outcome.

The following will be considered by the Assessment Committee which will decide any steps to be taken:

- Appeals against decisions made by the class teacher (which are not resolved in discussions between the student and class teacher or head teacher)
- Applications for extension
- Possible cases of invalid or unreliable tasks
- Applications to sit exam/in-class type tasks at alternate times
- Illness and misadventure consideration requests
- any situations of possible malpractice.

Where possible, all reviews will be resolved within the school.

NOTE: There is no provision for appeals to the Board of Studies against the marks awarded for individual assessment tasks. An appeal to the Board may be based on the adequacy of the school review process and that the conduct of the review was proper in all aspects. The Board will not itself, revise assessment marks or the order of merit.

Further details about the process of appeal are available from the Deputy or the Senior Master Boys and are outlined in the Board of Studies information given to all students in their HSC year.

Missed Assessments

A student who misses an in-class Assessment Task or examination should complete the appropriate form at the back of this booklet and submit it with supporting documentation to a Head of Campus or the Deputy Principal on the first day back.

Such a student will be awarded zero unless, in the case of illness, a doctor's certificate is submitted. If a certificate is not submitted, but the student's circumstances are exceptional he/she may, at the discretion of the Principal, sit the test or examination at a later date or be given a substitute task.

The Deputy Principal will consult with the Head Teacher to decide the nature of the substitute task.

In exceptional circumstances where the giving of a substitute task for the student would be unreasonable, or not feasible, the Principal may authorise that an estimate be given for a task which has not been performed. In such cases students will be removed from the assessment rank-order until after the last assessment in Year 12 has been completed and then "slotted in" with the aid of a suitably constructed estimate for the missed task.

Students who have not completed tasks worth more than 50% of the total assessment mark are not eligible for the award of the HSC in that subject.

Word Limits

Some assessment notifications will inform students of a limit to the number of words, length of a performance, etc. Students must adhere to any such limits. If a student exceeds any limits stipulated, the teacher marking the assessment has the prerogative to deal with excesses of the limits in any of the following ways as chosen by the teacher:

- mark the work up to where the limit was reached and then ignore the rest;
- require a student, under supervision, to 'black out' on a copy of the submitted assessment a certain amount such that the limit is adhered to;
- mark the entire work and then impose a penalty of between 10% and 40% of the total value of the task.

N-awards

Where students fail to submit/sit for an assessment task (unless special permission for this is granted by the Assessment Committee) or are showing little or no sign of applying themselves to the program devised by the teacher or he/she is not meeting any of the course outcomes, the teacher will inform the Deputy Principal or the Senior Master Boys who will speak with the student and send the appropriate written warning letter to parents. The warning(s) are designed to allow students to rectify areas of concern in time for Board requirements to be met. Two warning letters will be sent before a student is deemed by the school receive an N-award. An appeal process exists, as set up by the Board of Studies. Students may speak to the Deputy Principal or the Senior Master Boys if they wish to find out details of this process.

Late Assessment

Assessment Tasks due on a particular day should be submitted to the teacher during the appropriate lesson. Teachers are not permitted to give extensions of time beyond the due date. In such cases, students should follow the procedure below.

Any student requesting an extension should complete the appropriate form (see the forms at the back of this booklet) and submit it to a Head of Girls/Boys, the Senior Master Boys or the Deputy Principal for consideration by the Review Committee. The Review Committee will be composed as outlined in the section on "Appeals". Should the extension not be granted, penalties for late work will apply as follows:

- Students will be penalised at the rate of 10% of the total possible mark for every day the task is late. Weekends will count as three days and be penalised 30%. If a student submits a task later than the beginning of the subject's lesson but on the same day, a 5% penalty will apply.

Examples :

- Task due on Friday before a Leave Weekend and submitted on Tuesday, would be penalised 40%. For a task out of 20, this would be 8 marks. Thus, if the student gained 18/20, the mark would be reduced by 8 marks to 10/20.

- Task due on Thursday and submitted on Friday – 10% penalty. For a task worth 10 marks, a student who gained 6/10 would be actually given 5/10.

- Computers may be used to word process assignments but computer breakdown (of either hardware or software) is not a valid reason for an extension of time. Students should keep a backup of their work and it is recommended that a printout be done at frequent intervals to avoid problems caused by computer failure. If a student chooses to submit their work after the due date, it will be penalised as will all late work. If what has been printed is submitted (perhaps with handwritten additions) on or by the due

date, it will be marked as the final piece of work. No further submissions will be allowed.

Students must always attend all lessons, even if an assessment task is imminent. If a student truants from a lesson or part of a lesson in the lead up to an assessment task, the Assessment Committee has the discretion to impose a penalty of up to 30% of the value of the task if it appears the student was using the lesson(s) to work on the task or prepare for the task.

Changes to the Assessment Program in any Subject

In exceptional circumstances, teachers may, with the agreement of any other teachers of the course, the Deputy Principal and their students, change the Assessment Program. In such cases, all students will be informed in writing of the proposed change and may agree to the change by signing the revised Assessment Program. Should any student be unhappy about the proposed change he/she should discuss the matter with the Head Teacher of that subject and with a Head of Girls/Boys, the Deputy Principal, the Senior Master Boys or the Senior Teacher Administration.

The Assessment Program will generally conclude at the time of the Trial Examinations though subjects with a practical component often have a later completion date. The week prior to the Trial Examinations will be assessment free.

Appendices:

- Plagiarism Policy
- Illness / Misadventure Application
- Extension Application