

BRISBANE WATER SECONDARY COLLEGE

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ASSESSMENT GUIDE – PARENT
INFORMATION 2021/2022



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THE HIGHER SCHOOL CERTIFICATE

School-based assessment tasks will contribute to 50% of marks at the HSC. The school assessment mark will be based on the performance in assessment tasks undertaken during each course. The **Year 12 Assessment booklet** explains the procedures and requirements of the school assessment program.

The other 50% of the marks will be based on a performance in the HSC examination for each subject. The Higher School Certificate is a **testamur** document, issued by NESA, which states that a student has met all requirements and to be awarded the HSC.





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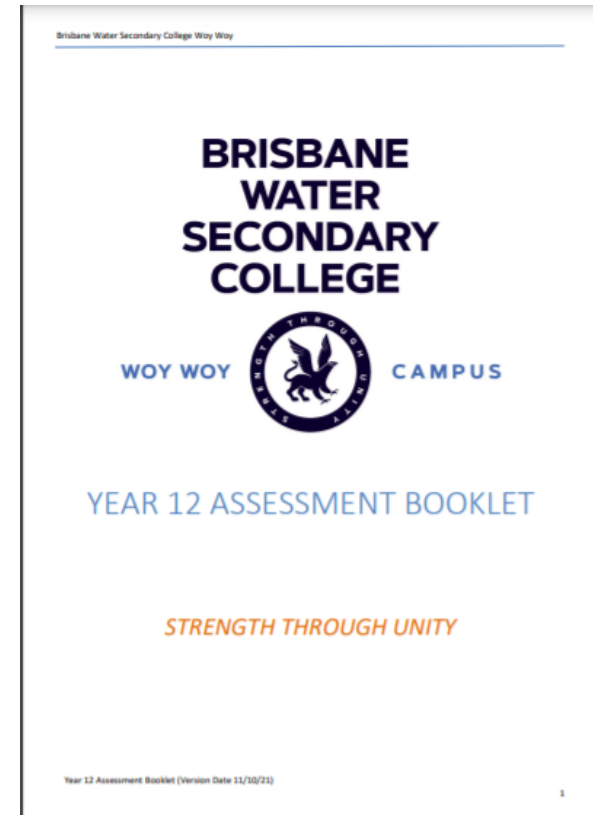
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YEAR 12 ASSESSMENT BOOKLET

All Year 12 students have recently signed an acknowledgement of receiving a copy of the Year 12 Assessment Booklet.

A copy of the booklet has also been sent to parent/carers

This booklet explains the requirement for Year 12 HSC Courses. All students need to be familiar with these requirements



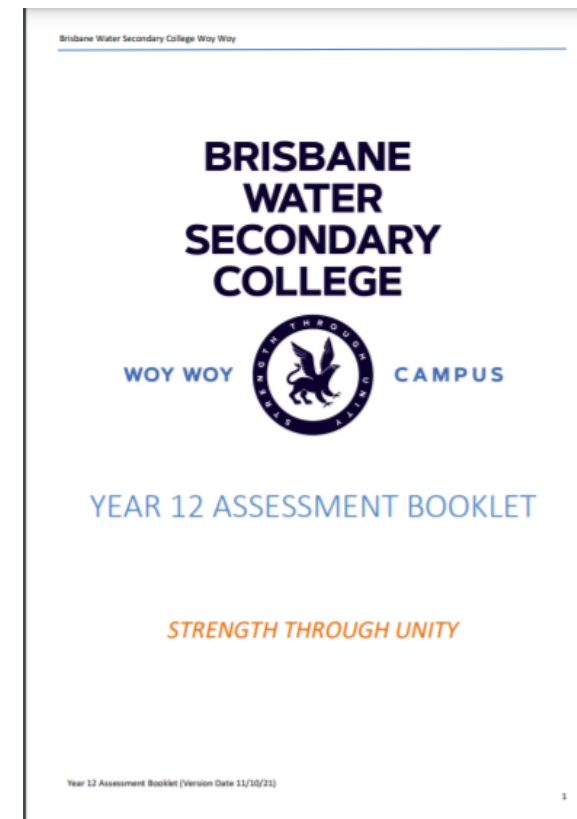


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STUDENT RESPONSIBILITIES

- To become familiar with and follow the assessment requirements.
- To sign for all assessment tasks when they are handed out in class or contact a teacher to sign for an assessment task if they have been absent from class.
- Meeting all course requirements, including attendance at classes
- Applying themselves with diligence and sustained effort to the set work and experiences provided in each course
- Being aware of assessment requirements and procedures, including attendance based around assessments
- Making a serious attempt at all assessment tasks. Students who do not make a serious attempt at assessment tasks in excess of 50% of the available marks will receive an 'N determination' for that course
- Their personal honesty – work submitted must be the student's own work, and sources which have been consulted or quoted must be acknowledged
- Submitting all tasks on or before 3:00pm on the due date (unless otherwise specified)
- Being present for all 'in-class' tasks and examinations





ASSESSMENT SCHEDULES

- This assessment booklet provides you with an assessment schedule for each of your subjects.

ASSESSMENT NOTIFICATIONS

- The **due date** and **details** of an assessment task will be notified to students in writing at least two weeks before the task.

Brisbane Water Secondary College Woy Woy



Year 12 | PDHPE | 2022

Task number	Task 1	Task 2	Task 3
Timing of task	Term 4 Week 6	Term 1 Week 10	Term 2 Week 10
Type of task	Research and Written Report	Research and Analysis of Information	Research Task & Class Quiz
Related Outcomes	H8, H13, H17	H7, H8, H16	H1, H2, H3, H16
Syllabus Content Area & Weighting	Sports Medicine	Factors Affecting Performance & Improving Performance	Health Priorities Australia
Health Priorities in Australia			20
Factors Affecting Performance		20	
Sports Medicine	15		
Improving Performance		15	
Task weighting %	15%	35%	7%
Component			
Knowledge and understanding of course content	5	10	
Skills in critical thinking, research, analysis and communicating	10	25	
Component weighting %	15%	35%	

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ASSESSMENT TASK NOTIFICATION | [COURSE NAME] - YEAR [Choose an item]

TASK # [Choose an item] | **TOPIC/S ASSESSED:** [Click or tap here to enter text] | **DATE RECEIVED:** [Click or tap here to enter text] | **TERM:** [Choose an item] | **WEIGHTING:** [Click or tap here to enter text] %

CONTRACT: [Click or tap here to enter text] | **DATE DUE:** [Click or tap here to enter text] | **TERM:** [Choose an item] | **TIME:** [Click or tap here to enter text]

OUTCOMES: [Click or tap here to enter text] | **GOOGLE CLASSROOM:** [Click or tap here to enter text]

NOTE: It is a requirement of the College that students must attend all other scheduled classes on the day of any assessment task and be present at school the day before a task is due. If you are absent on the day of this assessment, or the day prior, yet manage to deliver the task either electronically or physically, your submitted task must be accompanied by acceptable evidence as outlined in the Assessment Policy. Failure to follow these guidelines may result in a mark of zero for the task.

TASK DESCRIPTION: [Click or tap here to enter text]

You:

- are required to make a genuine attempt
- are encouraged to seek teacher feedback prior to the assessment task due date for guidance
- will liaise with your teacher regarding any known concerns BEFORE the due date of the task

Students must comply with the "All My Own" work program guidelines and acknowledge sources.

FEEDBACK: [Click or tap here to enter text] | **EXAMPLE TEXT:** Both written and verbal feedback may be provided. Written feedback may be in the form of marking guidelines with individual notations on your task and an overall comment outlining strengths and areas for improvement.

YEAR [Choose an item] - ASSESSMENT NOTIFICATION



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Please refer to the Assessment Booklet for full information

STUDENTS WHO ARE ABSENT WHEN A TASK IS NOTIFIED

Whenever students are absent from school, it is **the students' responsibility** to ensure that they know what work has been missed and to catch up with that work. No automatic extension is granted to students who are absent on the day the notice of the task is given.



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IF A STUDENT HAS PRIOR KNOWLEDGE OF BEING ABSENT FROM AN ASSESSMENT TASK

Where a student has a clash between an assessment task and another school activity, the student **MUST** notify the HSC Deputy Principal **before the end of the next school day.**

Where a student knows in advance that they will be absent on the day of an assessment task, the student must notify the HSC Deputy Principal

The school will always endeavour to minimise clashes with assessment tasks and school organised activities. Students must also make every effort to avoid clashes with assessment tasks.



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ABSENCE DUE TO ILLNESS OR MISADVENTURE THE DAY OF OR THE DAY BEFORE AN ASSESSMENT TASK IS DUE

Where legitimate illness prevents the completion of the task or the attendance the day of or day before an Assessment task, the student or parents/caregiver **should phone the school** and leave a message for the Deputy Principal.

A **Medical Certificate** or other suitable documentation for the day of **MUST** be presented to the Deputy Principal on the **first day of return to school**.

The Deputy will determine the genuineness of the absence and in consultation with the appropriate Head Teacher, make a recommendation with regard to the action to be taken.

If possible the student will be expected to sit for that missed examination/task during the assessment period, or **possibly on the first day of return**.

Failure to follow the assessment guidelines may result in zero for that task.



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ABSENCE DUE TO ILLNESS OR MISADVENTURE THE DAY OF OR THE DAY BEFORE AN ASSESSMENT TASK IS DUE

The student must provide independent evidence of the facts, detailing why the circumstances prevented them from being at school or on time the school day prior to the assessment task, or why they could not attend all lessons on time prior to the task on the day of the assessment task.

An extension to the due date of an assessment may be approved by the Deputy Principal in consultation with the appropriate Head Teacher, in cases of severe illness or other exceptional circumstances. If known, approval for an extension must be sought well in advance of the due date. A medical certificate will be required in cases of illness. If your extension is not granted, the task must be submitted on the due date.

Reviews for non-school related activities including but not limited to; participation in entertainment, driving tests, family holidays, work or sporting events, attendance at exams conducted by other education organisers or independent camps will not be upheld. Details can be supplied on a confidential basis where necessary.



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LEAVE

Leave can only be granted by the Principal.

Students must make written application to the Principal stating the nature and duration of the leave to be taken, these are located at the Front Office.

Only in exceptional circumstances will leave be granted during an assessment week or when a task is due.

If leave is granted by the Principal, the student must notify their teacher and their Deputy Principal prior to the leave. The assessment task, in most cases, will be due on the day **prior to the leave**.

Absence on family holidays will not be an acceptable reason for missing examinations.



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LATE SUBMISSIONS OF TASKS

All tasks are to be submitted by the designated time on the due date. All tasks submitted after this time will be deemed to be **LATE** unless there are exceptional circumstances. Tasks must be submitted in accordance with the instructions from the faculty. All faculties must maintain a record of tasks submitted.

If the task is a hand in and you are allotted a time to hand it in you must hand it in yourself. If the task is to be handed in electronically then you must upload it in plenty of time.

Unless the HSC Deputy Principal receives a completed ***HSC Assessment Task Review Application*** that provides an acceptable explanation for the late submission of a task the student will receive a **ZERO** mark for that task.



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TECHNOLOGY AND ASSESSMENT TASKS

Most students now use some form of electronic technology to produce their hand in assessment tasks. Some assessment tasks will require that students submit the task in electronic form, and this will be specified when the task is set. All other tasks must be submitted in hard copy format.

It is the responsibility of the student to back up all their work and to ensure that all reasonable steps are taken to prevent technology failure from hampering their ability to submit a task by the due date. Technology failure is NOT, in itself, a valid reason for failure to submit an assessment task on time. Technology breakdown as grounds for extension will only be considered in **exceptional circumstances**.



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A ZERO WILL BE AWARDED WHEN A STUDENT

- Submits a task late (without a valid reason)
- Does not attempt the assessment task (non-attempt)
- Does not make a serious attempt at a task (non-serious attempt). A non-serious attempt is when a student submits an assessment task which shows little or no thought/effort, which is generally incomplete or which contains frivolous or objectionable material.
- Is found to be involved in substantial malpractice
- Is absent a day before an assessment task (without a valid reason)
- Is absent from or late a day before an assessment task.



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Students found to be completing assessment tasks by:

- non-attendance at scheduled classes during the day
- working on tasks during other subject lessons
- deliberate absences/s from school, or
- working on tasks in collaboration with other students

If this is found to be true the student will be interviewed by the Deputy Principal and may receive a mark of zero for the tasks.



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COMPLETION OF 50% OF AVAILABLE MARKS

In addition to any other set tasks and experiences in any HSC course, students must complete HSC assessment tasks that contribute in **excess of 50% of available marks** in the course for the Principal to deem them as satisfactorily completing the course.

If a student is at risk of not meeting the requirements and/or of not satisfactorily completing a course, a warning will be given to indicate that the student may be in danger of “non-completion” of a course/s. This is called an “N” Award

SAMPLE COPY OF OFFICIAL WARNING LETTER



Brisbane Water Secondary College
Edward St
Woy Woy
NSW 2250
Ph: 02 43633000
Email: wws-school@det.nsw.edu.au

Dear Mr Jones

I am writing to advise that your child Mr Jones is in danger of not meeting the Course Completion Criteria for the English Standard HSC course.

Course Completion Criteria

The satisfactory completion of a course requires 3 requests to have sufficient evidence that the student has:

- Followed the course developed or endorsed by the NSW Education Standards Authority; and
- Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the Course by the School; and
- Attained scores in all the outcomes.

The NSW Education Standards Authority requires schools and colleges to issue students with official warnings in order to give them the opportunity to reduce their scores. Please regard this as a **Warning 1** that we have issued concerning **English Standard**. A minimum of two course specific warnings will be issued unless the student is determined to be at risk for a course. When a student is at risk for a course, 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.

N Award Description: Non-completion of Task 1 - Poetry

Task Name/Case or Requirement and Course Outcome	Percentage Weighting	Date Task Issued/ Due	Action Requested by Student	Date to be Completed by
Assessment Task 1 - Poetry	20%	17 Jan 2023	Completion and submission of task	10P Jan 2023

Warning 1 Mr Jones is hereby the Course Completion Criteria for the assessment task requirement or requirements listed in the table below. Please discuss the matter with **Mr Jones** (Classroom teacher) **Ms Smith** if further information or assistance is needed.

Yours faithfully,

Principal/Deputy Principal Head Teacher

WARNING 1 (N AWARD): Requirement for the satisfactory completion of a HSC Course

I have received this letter dated 24 January 2023 indicating that Mr Jones is in danger of not meeting satisfactorily completing **English Standard Task 1 - Poetry**

I am aware that the "N" determination may make my child ineligible to receive a Higher School Certificate.

I am also aware that this course may not appear on their Course Record of Achievement.

Parent/Guardian Signature _____

Date _____

Student's Signature _____

Mr Jones _____

Date _____

PLEASE RETURN SLIP TO YOUR CLASS TEACHER: **Ms Smith**



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HSC ASSESSMENT TASK REVIEW APPLICATION DOCUMENT

The **HSC Assessment Task Review Application** must be completed by the student and submitted to the HSC Deputy Principal no later than **2 days AFTER** the assessment task is submitted or completed or upon their first day returning to school. Only information provided with the application will be considered as part of any review process for illness, misadventure or special consideration.

The document is in the Year 12 Assessment Booklet

HSC Assessment Task Review Application

Name: _____ Roll/Class: _____ Course: _____
Assessment Task: _____ Date of Task: _____

Reasons for application (please tick):

- Absent the day before an Assessment Task
- Late to class the day before an Assessment Task
- Extension (due to illness or exceptional circumstances)
- Absent from Assessment Task, or absent when an Assessment Task is due (due to illness or exceptional circumstances)
- Special Consideration (due to illness/Misadventure/Exceptional Circumstances leading up to an Assessment Task, or on the day of an Assessment Task)

Were you provided with Disability Provisions for this assessment task?

- No
- Yes If yes please provide details: _____

Reasons supporting your application (to be completed by the student):

I understand that this review cannot be withdrawn. I have attached (please tick and complete relevant information)

- Medical Certificate from Doctor: _____ Date: _____
- Statutory Declaration: _____ Date: _____
- Other (please describe): Supporting letter from my parent/caregiver _____

Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____

Classroom Teacher/ Head Teacher recommendation: (this may include extension time, completion of task on day of return)

Head Teacher Signature: _____ Date: _____

HSC Deputy Principal / Panel's recommendation:

- Upheld
- To be reviewed
- Declined

Signature of HSC Deputy Principal: _____ Date: _____

Copies to:
Deputy Principal:
Head Teacher:
Class Teacher:
Office File



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ASSESSMENT RESULTS

Students are provided with information on their performance in each task (mark and/or rank) after the completion of each task.

Students are not told their final school assessment mark, but will be given their progressive ranking.

Students will also be supplied with meaningful feedback after each task about what they are able to do and what they need to do in order to improve their level of performance.



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THANK YOU