



Assessment Procedures at **Bossley Park High School**

Throughout your courses you will be given a number of 'Assessment Tasks' to complete. The purpose of these tasks is for your teachers to determine whether or not you are achieving the course outcomes. Failure to meet some, or all, of the course outcomes for a course may mean that you do not satisfy course requirements. Assessment tasks also provide you with the opportunity to prove what you know and can do.

How have assessment tasks and programs been developed?

Course Assessment programs have been developed using individual guidelines in the Board of Studies Course Syllabus documents.

How will I know what assessment tasks I must complete for each subject?

At the commencement of a course students will receive a schedule of assessment tasks and requirements for that course.

How many assessment tasks will I have to complete?

You could receive up to a maximum of five assessment tasks for each 2 unit course and up to a maximum of three tasks for each 1 unit course in the Preliminary HSC and HSC subjects.

What should I do when I find out about these tasks?

When you are notified of an assessment task, you should enter the due date in your student diary. The date will also be entered on the HSC/Preliminary Course Assessment Schedule in the Head Teacher Administration's Office in A Block.

Will my teachers give me written notification of assessment tasks?

Yes. The written notification will include:

- the name of the faculty and course of study;
- the number and title of the task;
- the unit/content area of the course to which the task relates;
- the mark weighting of the task as a percentage of the overall assessment schedule;
- the exact date and timing/time allocation for the task;
- information specifying components of assessment used in the task;
- the syllabus outcomes in words upon which the assessment task is based;
- information about the marking criteria against which your performance in this task is to be assessed, and

You will be asked to sign a document acknowledging you have received the task and sign when you submit the task.

How much notice will I be given?

You will be given at least two weeks written notice of an assessment task.

Can I have more than one assessment task due the same day?

Yes. But if you think your workload is excessive speak to your teacher as soon as you are informed of an assessment task.

Will all students taking the same subject complete the same assessment tasks?

Yes. In the case of more than one class of students taking a course, all classes should do common assessment tasks. Where such classes are on at different times, assessment tasks may have to be given outside normal lesson time to achieve this.

What should I do if I am absent from school and my class is advised of an assessment task?

If you are absent from school, it is your responsibility to check with your teachers to see if any assessment tasks have been given in any of your courses. It is your responsibility to see your teacher for further information.

What is the procedure for submitting assessment tasks?

Out of class tasks must be submitted to the course teacher prior to welfare on the due date. When you hand in an assessment task, make sure that both you and your teacher sign the HSC Course Assessment Task Receipt Form. For each out of class task you must provide a HSC Course Assessment Task Identification Coversheet.

How will I know how I have performed in an assessment task?

You will be informed of your performance in all course assessment tasks. This may be a grade, determination of “Competent” or an actual mark. For HSC courses you will also be provided with progressive assessment ranks for each course. You will be provided with meaningful feedback from your teachers that will correct misunderstandings, provide information on how you can improve and reinforce what you have done well.

What do I have to do to pass an assessment task?

There is no pass or fail. There are different levels of achievement. Your teacher will give you advice on what they expect in a high quality piece of work. For example, what makes an excellent essay or piece of research?

In VET courses you will be assessed as “**Competent**” OR “**Not Yet Competent**” for the module(s) assessed.

Under what circumstances could I receive a mark of zero?

You may receive a zero mark if:

- you are absent from an assessment task **without valid reason**,
- an assessment task is submitted after the due time/date without a valid reason,
- you are involved in malpractice
- you do not have a valid reason for not completing a task,
- in your teacher's judgement, your work is worth only zero.

What is malpractice?

Malpractice includes:

- copying someone else's work in part or in whole;
- 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 your own;
- submitting work to which another person such as 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;
- breaching school examination rules;
- using non-approved aides during an assessment task;
- truanting scheduled lessons and school activities in order to prepare for an assessment task;
- contriving false explanations to explain work not handed in on the due date, and
- assisting another student to engage in malpractice.

From 2013 Students guilty of Malpractice are recorded on the BOS Schools Online.

What if I don't agree with the mark I receive for an assessment task?

If you feel that there has been an error made in the computation of a mark awarded for a particular assessment task you should first discuss the problem with your teacher. If necessary, the matter may go to the Head Teacher of the course concerned for a review.

This must be done **within two days** of receipt of the marked assessment task.

Where you do not agree with the determination of competency in a VET course the same procedure applies.

What will happen if I do not complete an assessment task?

If you do not complete an assessment task in any course without a valid reason you will receive a HSC Course Irregularity warning letter. You may also receive an "N" (Unsatisfactory) Determination letter in that course.

When are N Determination letters issued?

An N Determination warning letter is issued to students who fail to complete assessment tasks, are not completing course work, or for lack of progress, sometimes caused for eg: by poor attendance. An N Determination warning letter will also be issued to students who do not apply themselves with diligence and sustained effort to set tasks and experiences provided in the course by the school.

What should I do if I am absent from school on the day an assessment task is due?

Firstly, notify the school why you are absent and the subject affected. If you arrange for another person to submit an assessment task on your behalf it must still reach your teacher by the due date/time.

The absence must be supported by satisfactory documentation such as a Doctor's Certificate or a letter explaining the extenuating circumstances. It is essential that a student absent from an assessment task obtain a medical certificate **on**

the day of absence. Medical certificates must cover the **entire** period of absence from school.

These documents **must be given** to the relevant Deputy Principal on the **first day of return to school**. The Deputy will then issue a Illness/Misadventure Appeal form to be completed by parents, student & Head Teachers. Students should retain a copy of these documents.

During formal examinations, students are responsible for arranging a new sitting time with the Head Teacher Administration (in charge of exams) **on the next school day not covered by the certificate, whether you have a scheduled exam on that day or not.** Do not wait until later in the exam period.

If the reasons for your absence are determined to be valid, you may be given an estimate or an alternative task.

What are Illness/Misadventure appeals?

Students may lodge an illness/misadventure appeal with the Deputy Principal if they believe that circumstances occurring immediately prior to or during an assessment task, and which were beyond their control, diminished their assessment performance.

The provisions of the appeals process do not cover:

- matters relating to long-term loss of preparation time;
- matters that could have been avoided by the student;
- long-term illness such as glandular fever, asthma and epilepsy – unless there is evidence of a 'flare-up' during the assessment period, and
- attendance at a sporting or cultural event.

What will happen if I am partially absent from school on the day an assessment task is due?

When an in-class task is scheduled all students are required to attend normal scheduled classes (including assemblies) for the entire school day. **(If a student truants a period prior to an assessment task it will be treated as malpractice).** A partial absence may create an assessment irregularity, which would be subject to normal irregularity procedures.

What if I need to take extended time off from school?

Students requiring leave for long periods (10 days or more) must gain approval from the Principal. Suitable arrangements must be made with the Head Teachers of all courses for the completion of assessment tasks. If leave is not granted the tasks will be deemed not have been completed and will be awarded zero.

What happens if I don't go to Workplacement as part of my VET course.

Work placement is mandatory in VET Courses and student failing to complete the mandatory hours will not satisfy the requirements of the course and possibly not be eligible for the HSC.

What is 'Satisfactory Progress'?

'Satisfactory progress' for the award of the HSC should be based on:

- Satisfactory attendance, (which will be closely monitored by the Head Teacher Administration).
- Students must work to their ability with due diligence and sustained effort. Your class teacher will closely monitor this and report any concerns to their Head Teacher.

What happens if I do not make 'Satisfactory Progress'?

Where a student is not making 'satisfactory progress' in the HSC course the relevant Head Teacher will inform the parent or caregiver using a Causing Concern letter or Non-Determination Warning Letters.

What if I have not met all the course outcomes in a subject?

Students will receive a report based on their achievement of course outcomes and the examinations. Students who have not achieved some or all of the course outcomes in a particular course will receive a letter from the Principal.

Students not proceeding from a Preliminary (Year 11) to the HSC course due to unsatisfactory progress may have to repeat subjects and negotiate a pattern of study with the Deputy Principal.

Are there any special arrangements for students with disabilities?

Yes. Any special arrangements for students with disabilities will be determined on an individual basis by the Head Teacher Special Education, Head Teacher Learning Support and the Principal prior to the commencement of the HSC Assessment period.

Glossary of key words

The syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in the Higher School Certificate documents.

Using the glossary will help teachers and students understand what is expected in responses to examinations and assessment tasks.

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions.	Compare	Show how things are similar or different.	Extrapolate	Infer from what is known.
Analyse	Identify components and the relationship between them; draw out and relate implications.	Construct	Make; build; put together arguments or items.	Identify	Recognise and name.
Apply	Use, utilise, employ in a particular situation.	Contrast	Show how things are different or opposite.	Interpret	Draw meaning from.
Appreciate	Make a judgement about the value of.	Critically	(analyse/evaluate) Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to analysis/evaluation.	Investigate	Plan, inquire into and draw conclusions about.
Assess	Make a judgement of value, quality, outcomes, results or size.	Deduce	Draw conclusions.	Justify	Support an argument or conclusion.
Calculate	Ascertain/determine from given facts, figures or information.	Define	State meaning and identify essential qualities.	Outline	Sketch in general terms; indicate the main features of.
Clarify	Make clear or plain.	Demonstrate	Show by example.	Predict	Suggest what may happen based on available information.
Classify	Arrange or include in classes/categories.	Describe	Provide characteristics and features.	Propose	Put forward a point of view, idea, argument, suggestion for consideration or action.
		Discuss	Identify issues and provide points for and/or against.	Recall	Present remembered ideas, facts or experiences.
		Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between.	Recommend	Provide reasons in favour.
		Evaluate	Make a judgement based on criteria.	Recount	Retell a series of events.
		Examine	Inquire into.	Summarise	Express, concisely, the relevant details.
		Explain	Relate cause and effect; make the relationships between things evident; Provide why and/or how.	Synthesize	Putting together various elements to make a whole.
		Extract	Choose relevant and/or appropriate details.		